



MISSION COLLEGE ACADEMIC SENATE
Minutes
September 9, 2021
2:20 P.M. - 4:15 P.M.
Location: Zoom

| Senators | A | P | Senators | A | P |
|---|---|---|---|---|---|
| AS President - Aram Shepherd | | x | Instruction - Elaine Wong | | x |
| Associate Faculty - Alla Petrosyan | | x | Language Arts - Lora Glaser | | x |
| Associate Faculty - Samir Magid | | x | Language Arts - Christine Ritz | | x |
| Bus., Tech. & Kin.- Wenlei Shan | | x | Math, Science & Engineering - Neil Viernes | | x |
| Bus., Tech. & Kin.- Brenna Wundram | | x | Math, Science & Engineering - Max Sklar | | x |
| Career-Tech. Education - Daniel Arias | | x | Student Services - Alejandro Zavala | | X |
| Health Occupations - Marsha Oliver | | x | Student Services - Theresa Lawhead | | x |
| Hum Soc Sci & Fine Arts - Joanna Sobala (Vice President) | | x | ASG Representative- Vacant | | |
| Hum Soc Sci & Fine Arts - Matthew Johnston | | x | | | |
| | | | | | |

Additional Attendees: Karen Chan, Executive Director of Faculty Union; Nohemy Chavez, Counseling; Jeff Cormier, Psychology, Chair of Academic Directions Committee; Kate Disney, President of Faculty Union; Jeanine Flores, Graphic Design and Multimedia; Chia Green, Interdisciplinary Studies/Academic Support Center; Tara Hardinge, Sociology, Chair of Faculty Professional Development Committee; Valerie Jensen, Dean of Instruction; David Piper, Equity Faculty Lead; Lorrie Ranck, Vice President of Instruction; Sarah Sullivan, English, Co-Coordinator, Faculty Professional Development; Aaron Tolbert, Dean of Language Arts

1.0 Call to Order & Roll Call
 Quorum met 2:20pm.

2.0 Order of Agenda
 Agenda approved as written. During meeting, 7.06 Academic Senate 2021-2022 Goals postponed to next meeting.

3.0 Approval of Meeting Minutes (A)

3.1 May 20, 2021 Minutes
 Minutes approved as written.

3.2 August 24, 2021 Minutes
 Minutes approved as written. Senator Lora Glaser abstained.

4.0 Oral Communication from the Public (3 minutes/person) (I)

This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.
 There was no communication from the public.

5.0 Information & Announcements (College & District) (5 minutes) (I)

This portion of the meeting is reserved for College and District announcements. Items should be limited to

one minute per person. Topics requiring additional time may be put on the agenda for a future meeting.

Senate President Aram Shepherd welcomed Lorrie Ranck, our new Vice President of Instruction.

Nohemy Chavez, Counseling: Guided Pathways (GP) is piloting student leaders getting involved in every GP project. Deadline to sign up is this Sunday, September 12.

https://missioncollege.edu/gen_info/guided_pathways/index.html

La Misión Colectiva hosts annual heritage month this year with three virtual events. Please share with your students and consider providing extra credit points for attending:

https://www.missioncollege.edu/student_services/student_equity/lamision-colectiva/

The Second Annual Black and Brown Summit for students will be on Saturday, Oct. 2, 9am-1pm, in-person. Please share registration link and flyer with students.

https://missioncollege.edu/student_services/student_equity/black-brown-summit/index.html

Aaron Tolbert, Dean of Language Arts: Fifty people volunteered for the True Community task forces. A huge thank you to faculty and people getting involved.

6.0 Unfinished Business

None

7.0 New Business

7.01 Appointment of Academic Senate Vice President for 2021-22 – 10 Minutes– (A)

Senator Joanna Sobala was appointed unanimously as Vice President of the Academic Senate.

Joanna thanked the Senate for the trust in her. She is very glad to do it.

Senate President Aram Shepherd and Senators thanked Joanna for continuing to serve a third year as VP.

7.02 Review of Proposed Board Policies and Administrative Procedures for District Vaccine Mandate – Manny Cappello, AVC of Governmental Relations and Public Communications– 20 Minutes– (I/A)

District is going forward with a vaccine mandate as the FDA has fully approved a vaccine. The Administrative Procedures apply to all members of the Mission Community, students, faculty and staff, and anyone from the community on campus, effective Nov. 1.

The only exemptions are for religion and health and they would be strictly enforced; a limited number of people would qualify for an exemption.

Senate President Aram Shepherd summarized the Senate discussion.

- People are supportive of the vaccine mandate
- The Nov. 1 deadline for students seems very problematic
- Other concerns are about implementation and what it means for instructors
- How will the procedures be executed?

Senate Discussion on Vaccine Mandate

- Nov. 1 Effective date for vaccine. Applies to students currently enrolled this semester who are taking in person classes.
 - Senator Neil Viernes: Covid rules would change after students enrolled this semester. In Chemistry, most students are on campus. What if students refuse vaccine mandate? Are they de-enrolled, refunded fees?
 - Senator Alejandro Zavala: Counseling Services is concerned about Nov. 1

implementation. How would students be identified as being vaccinated? Would unvaccinated students be denied services? Any student can walk on the campus. How would online services come into play for students on campus?

- Senator Theresa Lawhead: We sold a product to our students and that was: You can take this class this semester, and they bought that. I don't want to change the product midstream. I'm a counselor and students are submitting their applications for transfer right now, and changing that up is very problematic. The Nov. 1 date is a big problem in the student's world. I want the powers to be to consider implementation the start of winter or spring semester. Dropping a course mid-semester means they may not apply for transfer.
- Faculty Vaccination mandate
 - Manny Cappello: The voluntary college vaccine survey resulted in over 90% of faculty declaring already being fully vaccinated. The few faculty not vaccinated must be vaccinated or be tested twice weekly. HR with Eric Ramones will be monitoring and collecting data on employee vaccine status. This is being put in place as part of the Administrative Procedure.
- Senator Joanna Sobala: Many faculty provided feedback and in general support the mandate. Two dissenting voices: One concerned primarily about enrollment and putting up another barrier to get vaccinated, adding to other problems people may have. And a second is very hesitant about requiring a vaccine when none were mandated before.
- Many compelling arguments are in support of vaccine mandate: Biology Department supports vaccine to protect people, kids, and the most vulnerable who cannot protect themselves. This is a principle of equity.
- Verifications and Safe environment
 - Who will verify vaccinations?
 - Safer environment may help students decide to come back to campus.
 - Other colleges have vaccine mandates and are not having implementation issues.
 - Is important that Mission continue to have mask mandate.
 - Booster shot should be included.
- Exemptions and Guidance
 - Senator Lora Glaser: Will instructors know who has exemptions?
 - VPI Lorrie Ranck: Whether faculty will know is the part of procedures and implementation the college is working on. Faculty will not be asked to do that verification by any means. Faculty will not check for vaccination cards. Technology and software reporting tools will be used.
 - AVC Manny Cappello: Vaccination verification
 - The colleges will have a system in place to verify and monitor vaccinations for students. The implementation is being determined.
 - College is taking best practices from other colleges. Does have variables, e.g. variants that college will need to learn about. Boosters would need to be addressed,
 - Vaccine mandate policy and procedures cover any person who is on our campuses.
 - College addresses exceptions for the most part.
 - Exemptions are specific and need to be documented. Only two exemptions are identified so far. Health: Per the CDC and SCC Health Dept there is only one identified health risk associated with Covid which is anaphylactic shock. Religion: The only religion that qualifies for an exemption is Jehovah Witness. More exemptions could be identified in the future.

- Faculty Union Executive Director Karen Chan provided information that the District is legally permitted to collect on current vaccination certification.
- The Administrator on Duty (AOD) should be the first person to contact when an unvaccinated student is not complying with the mask mandate and refuses to leave classroom. The AOD can try to de-escalate and if it becomes more involved, then call the campus police.

Senator Aram Shepherd: Thank you, Manny for being here and discussing questions. We'll be following up with you with other questions as this will be ongoing and developing.

7.03 Enrollment Update – VP Lorrie Ranck – 15 Minutes– (I)

Vice President of Instruction Lorrie Ranck greeted Senate and guests and introduced herself. VPI Ranck provided recent Mission College enrollment and scheduling background.

Mission Enrollment FTES is down by 7.5% from last Fall 2020. Headcount is down 7.4% from last year. Community colleges are on a downward trend in general, and we're not seeing a bump in enrollment here or at neighboring colleges. Some colleges have big drops of 18%. We can do some things in terms of enrollment management: Looking at schedule, Using the Guided Pathways model, and mapping things out so we can help students move through. The large population of Part time students need to be reached.

Good news is we've done a lot of work with schedule. I worked with Deans and Deans worked with Chairs. We looked at combining classes when some classes were canceled and pushed a number of classes to Late Start to give them more time to fill and get enrollment—really getting to that CAP or at least to 80%. The increased Late Start classes should help stabilize our downward trend and are giving MC enrollment a boost right now.

We are looking at different ways to organize our term. I'll be asking Deans and Chairs to work together on this in departments.

Senate Discussion

Senator Samir Magid: Dual enrollment. Lorrie will send Samir the percentage of dual enrollment students.

Senator Joanna Sobala: It's understandable we're having enrollment concerns during the pandemic. But every semester has had decreasing enrollment. What are strategies to improve enrollment over the long term?

VPI Lorrie Ranck: There are strategies and I'm always willing to listen to ideas: Using the Guided Pathways model to completion so students can move through their courses, directed and targeted outreach to our part time students, Late Starts (working with Senator Neil Viernes to name Late Starts differently), and having mix modalities as students want more variety and can work online more. The main concern is how do we get students moving through to completion and having a quality schedule that is efficient, which is really important and what Mission is working toward. We have to find out what makes Mission a destination, so students see that they need to be at Mission.

Senator Neil Viernes: There is a good amount of student interest in online versions of many classes. In the sciences, a lot of my students will transfer and there has been an exemption placed about the transfer ability of an online science course. So, if this modality is to continue, is there a plan in place working with four year colleges to maintain the structure of online requirements for courses to be transferable? Or will every lab class disappear again from the sciences because none of the online courses will transfer if campus closes in pandemic.

Lorrie: I will have to revisit this with our Articulation officer because those transfer extensions were part of a temporary agreement, and whether these are allowed going forward is a larger conversation. Not everything has to be online. Possibly one section out of three would help students. We can go back to the Articulation officer to see where the CSUs and the UCs are around this.

David Piper, Equity Faculty Lead: I want to address the disproportionately impacted students at Mission College. The Student Equity & Achievement (SEA) program has supported online registration with the Welcome Center. What I think has been ignored is a focus on why the online application is not working. Students are not familiar with the step-by-step process of enrolling online. In the Umoja program I began to see that after 3 or 4 attempts to get in touch with the Welcome Center without success, students will quit. The online application is long and tedious.

Lorrie: There are two parts to that. CCC Apply is a big statewide problem. MC has own challenges with our schedule and registration. It's a barrier when students cannot find classes. In Banner meetings this is a priority. We need to make this work more intuitively so students can find classes and not give up.

Senator Lora Glaser: I think it's great that online instruction is successful at the transfer level. I am an ESL instructor and we are not a transfer-level program. I'm concerned that there is so much talk about something called seat-fill which is just another word for efficiency during the pandemic. We've been told to limit ESL core courses to one day and one evening class, and one online and one in person. This is quite a cut in ESL program and 50% of our program is going to be online. We're talking about non-native students. The advanced students are probably fine, and a lot of transfer-level classes have non-native students that have advanced English. But the ESL program does not just consist of advanced-level students. Many students are looking forward to being in class again. My main concern is the seat-fill policy and combining classes in ESL. ESL instructors are the content experts, and we should not give up control over our curriculum and combine certain courses in order to condense the program. I am very concerned.

Lorrie Ranck: Thank you for your feedback.

Senator Aram Shepherd - Thank you Lorrie and Senate for discussion. Enrollment is a big topic as we somewhat come out of the pandemic or at least out of the mostly online mode we've been in. There will be lots of discussion on enrollment and we'll circle back to this.

7.04 First Read: Accreditation Follow-Up Report – VPI Lorrie Ranck – 15 Minutes– (I)

Senator Aram Shepherd: Please look over the follow-up report and share out with constituents if you want. We'll save discussion for next meeting.

VPI Lorrie Ranck: To clarify, we're just responding to the compliance pieces, and not the overall recommendations of the ACC visiting team. We'll do the recommendations at the midterm report.

7.05 Recommendations to Faculty Union on Faculty Appraisals and Formation of Task Force – Kate Disney, President, Faculty Union, and Karen Chan, Executive Director, Faculty Union –20 Minutes– (A)

Senate President Aram Shepherd: As background, the appraisal and the forms are negotiated items between the District and the Union but MC and WV Academic Senates have the right to advise. We are fortunate to have a good working relationship with our Union and to collaborate. We need to hear from our faculty on what's working and what's not, and how to improve this.

The idea is to set up a Task Force to move this forward and to bring back some recommendations. This was part of Union negotiations and was pulled out of negotiations last spring to work on more thoughtfully. The goal today is to get feedback from Senators and your faculty constituents to share and layout next steps.

Kate Disney, President of the Faculty Union: We opened the whole contract last spring, and the District submitted proposals for Articles 24a, the evaluation process for tenured faculty, 24b, for new contract faculty trying to get tenure the first four years of employment, and 108, associate faculty appraisals.

Any changes to these articles require consultation with the Academic Senate prior to negotiating any changes. These proposals were deferred to Spring 2022 to negotiate. This Fall21 we can take a deep dive and respond to complaints from faculty, and fix articles and make some real positive changes. We're proposing for Fall a Task Force comprised of negotiators from the Union and Senators to do the deep dive on these articles.

Kate reviewed the District's proposed changes from last round of negotiations. Union wants to come up with a process that addresses Faculty complaints, and the parts of process that are really time consuming and maybe inefficient. Process should be fair, and evaluations done consistently, supportive, and promote continuous improvement. Ensure due process and peer led. Should not conflate terms which have district meanings: "Needs-to-Improve" and "Approaching Standards".

Timeline: Task Force does most of the work in October: Critical read of Articles 24A/24B and 108. Senators are experienced in all aspects of the appraisal process, evaluations, and appraisal team leaders and can think through what changes in specific criteria can do. Evaluations need to ensure a fair process for online and face to faces appraisals. Senators' feedback is essential. In Nov. present to Senates for feedback and a second reading and endorsement in late Nov. In Spring, District and Union leaders will meet across the table and negotiate.

Karen and Kate

- Really need a lot of direction and feedback. Faculty Union needs advisors to read the proposal. Union will do writing.

Senate Discussion:

Senator Brenna Wundram volunteered for Task Force.

Senator Joanna Sobala: 1) There are way too many forms. District proposing even more forms means a problem. 2) Too much repetition. The forms are repeatedly asking for the same information. 3) Some questions are almost impossible to answer. Some faculty may not know the answer when questions are not about what faculty actually observe in classes.

Senator Lora Glaser: 108. Change needs-to-improve to approaching standards: We're proactive with our colleagues and on the forms there are always possibilities to write suggestions for improvements, even if we give a satisfactory. But that doesn't mean that we're going to give a needs-to-improve evaluation. When we give Needs-to-Improve it is serious, and we give that because some of the teaching practices are not approaching standards. Needs-to-Improve is not approaching standards, so I would *not* support changing "Needs-to-improve" to "Approaching Standards."

Kate Disney: According to contract if a person is Needs-to-Improve in one of 50 areas that renders the entire appraisal a Needs-to-Improve. And the person has to be evaluated again.

Some people are confused having the Needs-to-Improve box on the form.

Karen Chan: It is important to go through all of the sections to be clear before bargaining in spring. The DE form had the most issues. The scale was not applicable, or DE was a new area for some faculty. And the new DE form was never negotiated.

Senator Aram Shepherd: Incorporating diversity and really thinking about our students has teaching language that seems outdated. That's an area the Senate identified as having lots of repetition. What you're doing to stay current repeats over and over again but doesn't talk a lot about actually supporting our students, which should be an important focus of the appraisal process.

Senator Neil Viernes: I'm a big proponent of having these forms done online. The record keeping is so much easier in a robust system that holds these forms. Faculty could easily access the online form and enter information during the observations. One form would be preferred. Also, instructors teaching multiple modalities run the risk of getting Needs-to-Improve more often. DE and face to face forms are significantly different. The observations are at two separate levels increasing the level of difficulty for instructors being evaluated.

MOTION to appoint Senator Brenna Wundram to the Task Force on Faculty Appraisals.

(A. Zavala/J. Sobala). No abstentions. None opposed. Unanimous.

Senators are going to recruit one more Faculty from Counseling or Divisions to volunteer on Task Force.

7.06 Academic Senate 2021-2022 Goals – 15 Minutes– (A) Postponed to next meeting.

Administrative Business/Actions/Appointments (I/A)

1. President's Report

Board of Trustees: September 7

- Approved the 2021-22 Final Budget
 - The State budget includes lots of money for community colleges in many areas from college affordability, OER, and mental health.
 - District Budget of note:
 - Efficiency/WSCH Goal at 430
 - FTES Goal at 11,700 Resident, 378 Non-Resident
 - Capital Outlay Project Support: \$10 million in special account for future use, but could be brought back into budget for other uses
 - Projected Ending Fund Balance: \$75,609,060
- Conducted the first read of Board Policy 3960, which will create a vaccine mandate for students and employees.
- Passed two resolutions in support of current state legislation:
 - SB 26, Collegiate Athletics Student Athlete Compensation And Representation Act Of 2021
 - AB 1185, Student Financial Aid Cal Grant Program Act Of 2021

2. Committee Appointments

MOTION to appoint Rebecca Tran, Counseling, and Goazong Park, Counseling, Int'l Student Ctr, to the Senior Records Advisor Hiring Committee.

(M. Johnston/A. Zavala) No abstentions. None opposed. Unanimous.

3. Report from the Vice President of Instruction - Lorrie Ranck

VPI Lorrie Ranck is working on an opportunity called Spotlight Series to share operational information in short snap shots and stories that might be useful to everyone on campus, held every other week for 30 minutes on Zoom. Invites may have recommended audiences.

Aram - Thank you for all the discussion today. Lots of important things are happening again.
Looking forward to seeing you all next week.

Adjournment

Adjourned, 4:14pm.