



**MISSION COLLEGE ACADEMIC SENATE
MINUTES**

Sept 8, 2022

2:20 P.M. - 4:15 P.M.

SEC 354 and Zoom: <https://missioncollege-edu.zoom.us/j/95597770952>

Senators	A	P	Senators	A	P
AS President - Aram Shepherd		x	Instruction - Elaine Wong		x
Associate Faculty - Alla Petrosyan		x	Language Arts - Marina Broeder		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 - Michele Hittleman	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			
Administrative Assistant: Liz Bogatin-Starr					
Additional Attendees: Richard Alfaro, Dean of Student Support Services; Dr. Seher Awan, President of Mission College; Inez Barrigan, Director of HSI-STEM; Kate Disney, President of Faculty Union; Javier Huerta, English, Faculty Coordinator of Puente; Valerie Jensen, Dean of Academic Services; Clement Lam, Dean of Math, Science & Engineering; Veronica Martinez, Dean of Enrollment & Financial Services; Lorrie Ranck, Vice President of Instruction; Kevin Songco, Director of Equity and Student Success; Raiida Thompson, AANAPSI, Equity and Student Success; Marianna Troy, DSPS					

1.0 Call to Order & Roll Call

Quorum met 2:20pm

2.0 Order of Agenda

Agenda approved with President's report moved earlier to 7.03.

3.0 Approval of Meeting Minutes (A)

3.1 May 19, 2022

Minutes approved with no changes.

3.2 August 23, 2022

Minutes approved with no changes.

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.

No communication from the public.

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

Ken Songco, Director of Equity and Student Success: A one page form, the new Mission Cares Intake application, connects students with the most essential resources on campus and those offered through the community to help students meet their basic needs and be successful. Student completes the form and is contacted by the Mission Cares/Basic Needs team within two business days:

https://missioncollege.formstack.com/forms/basic_needs_form

- Laptop/WiFi hotspot loans.
- Emergency financial aid.
- Mental Health support.
- Showers on campus.
- Job placement.
- Housing resources.
- Additional food resources.
- Free/low-cost medical insurance.

Senator Joanna Sobala: Creative Commons Certificate Boot Camp is in January organized by the Academic Senate of California Community Colleges OERI, Michelin Foundation and Skyline College. Application is due in September. Is a good opportunity to learn about the various Creative Commons Licenses and creating OERI materials.

https://docs.google.com/forms/d/1ZgJOzyfPRaZxCSo0_EerGnpOS1DeYVZlsuvVNOcSys/viewform?edit_requested=true

Senator Aram Shepherd: Equity Pedagogy Community of Praxis, sign up for yourself or with a department team by September 12.

<https://docs.google.com/document/d/1A9ovvaKrACH8SCA8npN0iXs8t3frbJiTrGfUAnVI7gU>

CRC Chair Guy Shani: Curriculum revisions and submissions first step are due September 23. Submissions just need to leave the faculty stage and are prioritized when received on time.

Ken: Student Equity Plan Summit is Friday, September 8 held in GC 107 and zoom. MC Equity Design teams are presenting recommendations for closing the gaps in achievement for our DSPS, African American, and Latinx students.

President Seher Awan joined Senate meeting to support the good work Senate is doing.

6.0 Unfinished Business

None

7.0 New Business

7.01 Starfish Update (Valerie Jensen and Richard Alfaro) – 10 min– (I)

Mission College is moving forward with Starfish planning and implementation, packaged with Ocelot. The implementation is phased in Fall22 through next summer. Cranium Café will be phased out in strategic stages through different departments. Starfish will be student centered and instructional faculty are key players. Are working closely with Dean Veronica Martinez to collaborate on implementation, and make sure that Cranium Café functionality is made up by Starfish and Ocelot. Dean Martinez is lead on Ocelot for Chatbots and Live Chats; Valerie Jensen and Richard Alfaro are leads on Starfish.

The team met with Academic and Classified Senates and specific faculty. District members are working on the back-end setup and integration with Banner and Canvas.

- Both students and faculty can access Starfish system directly from Canvas.
- Starfish can use data from Canvas for analysis and takes data from Banner.

- Meeting weekly with software company EAB. Working on district level decisions and what Mission will be doing on our own.
- Guided Pathways Early Alert Team reconvened and is providing guidance for early alert implementation within Starfish. Early Alert has the ability to engage in early alert behavior anytime and is not a one-time semester survey. GP Early Alert team will guide on setup of types of student kudos, types of referrals, what types of flags can be raised.

Starfish Timeline

Fall 2022: Starfish: Establish roles/relationships, workflows, build out ‘early alert’ progress survey, maybe rename early alert; what should kudos, flags, referrals look like, define permissions, create communications, marketing, trainings. Pilot testing.

Spring 2023: Deploy first ‘early alert’ progress survey, begin sending kudos, flags, referrals. Schedule appointments and using in-person sign-in kiosks (Ocelot uses zoom links), may begin in Jan 2023 or hold until end of Spring semester and entering Summer. Cranium Café ends June 30. Strategize for further implementation 2023/24 and expand team for college.

Starfish Tour: Early Alert

- System goes into faculty’s students’ area with details on all students.
- Instructor or counselor connects as an instructor or counselor and by specific course to see kudos sent, flags in system, and referrals. Can see all the students in a class.
- Basic student information on students from Banner, including contact information, can be customized as needed. Students’ other courses enrolled in are listed. Tracking items, progress survey, kudos, flags, referrals you’ve sent to students can be viewed at any time in a semester and any notes by others that are public.
- Referrals to Counseling show course, comments, can say student will not view who made this referral, and select faculty and staff who have permission to see the referral. Are mindful of FERPA and confidentiality. Interface is not complicated.
- Instructional faculty, Counselors, Tutoring, Support Services and Programs, Basic Needs referrals, will use this system significantly.

7.02 Early Alert Plan for Fall 2022 (Valerie Jensen, Richard Alfaro, Veronica Martinez) – 15 min– (A)

Early Alerts does not have changes in Fall 2022. VPSS Omar Murillo will be making Early Alerts announcements.

Dean Veronica Martinez discussed Ocelot and provided a recorded demo on Ocelot Chatbot Overview to share out with the campus community. This is very exciting, and we hope it improves services to our students.

Ocelot Chatbot Overview (Recording)

https://us06web.zoom.us/rec/share/KAnu8yO44XLZ_7pFzySYokllqXutwWRfo1dYULbA7Z6YypzJqEEhjF9WWgJVKUSx.j3QNnAROsNoICvOR

Passcode: f3s59*nz

7.03 President’s Report - Aram Shepherd

• **Enrollment**

College is around 97% of our FTES target, down about 3% from 2021; Efficiency, 411; and about 42% In-Person, 43% Online, 15% Hybrid+Hyflex, and doing well in a lot of areas. However, about 15 depts are down more than 10%. We’re looking at those areas to see what we can do to grow and bring back students.

• **Board of Trustees**

- Budget: 2022-23 Budget is approved; Efficiency Goal at 430; Exceeding FON and in

compliance with 50% Law; Set aside 17% reserve; \$85.5 million projected ending EOY balance. Looking at ways to provide more student support, removing registration fees, free parking, funds have been set aside for this.

- Health and Safety: No current plans to change District Covid guidelines; Monitoring Monkey Pox, cases remain at low level in the county.

- **College Council**

- Revised College Council Charge - Proposed language lays out responsibilities and guiding principles, membership, and all of the objectives. There are not fundamental changes to College Council's role. Please share with constituents and bring feedback for Aram to take back to College Council.

Faculty Representation - Academic Senate may want to consider continuing representation by two Senators and two faculty appointed by the Senate or have four faculty with fewer Senators.

- College Council Draft Goals
 - Review organizational structure of the institution post-SERP and provide input.
 - Looking at our participatory governance committees and process and engaging committees early in fall semester.
 - Develop a timeline for updating the strategic plan and other master plan updates that guide us, and getting the Equity plan and other work in place.
 - Look at enrollment management strategically; a Taskforce could review college's current enrollment strategy and organization that we are using.

Another draft of the College Council goals and rules is being finalized. Aram can share thoughts and feedback from your constituents with College Council in upcoming meetings.

- **Proposal to Merge Outcomes Assessment Committee and the Program Review Committee** - Senate to consider creating a taskforce to draft a new charge as one committee under the Senate. Academic Senate Sept 15 agenda.
- **FT Faculty Hiring Prioritization** - Departments would look at what need is and have a list in place if District announces possibility of hiring. Senate would go forward with its prioritization. Good to advocate for new faculty and provide better support for our students.
- **Branding Taskforce** - President Awan is launching taskforce to look at how we're representing ourselves and create a brand book for more unified presentation.
- **ASCCC Meetings** - Area B meeting is Oct 14, Zoom; Fall Plenary is Thursday, Nov 3-Nov.5. Funding is available. More information coming soon.
- **State Budget 2022-23** - Significant funding for community colleges programs and projects in many areas. The state CCCCO has published a [Compendium of Allocations and Resources](#) that gives a summary of these resources. There are funding opportunities for our College that would be worth pursuing. There is support for Part-Time Faculty compensation.

Senate Discussion:

Senator Marina Broeder: College may want to lift vaccination requirement as students may prefer other colleges. College may want to look at where students are on this, as well as faculty.

As participatory governance committees are reviewing their charges, it would be important for

College Council to look at it with the perspective of how can we support committees and incentivize and assist committees with some of the work. Some of the processes and forms sent by committees can be improved with more staff support.

Professional Development support could be strengthened.

It's likely the Faculty Handbook needs to be updated to give faculty better direction and steps on college processes, travel/conference reimbursements, finance/administrative, and general services.

7.04 Academic Senate Planning and Goals for 2022-2023 – 35 min– (A)

President Aram Shepherd drafted goals based on what's going on at the college and Senate discussions at the retreat. As a start, the three goals

1. Analyze the participatory governance structure of Mission and the faculty role on committees to make recommendations for improvements; increase participation of PT faculty and students.
2. Support equity through promoting OER/ZTC, enhancing resources for equitable pedagogy and teaching, and revising policies, procedures and practices, where we can make them more equity- and student-focused.
3. Increase faculty collaboration and strong voice across the District through actions such as relaunching the District Academic Senate and collaborating with our WV colleagues.

Senate Discussion:

These are good and broadly stated and Senate can lay out specific action steps to work toward goals. Want to bring in student voice and advocate for participation at every level; Associate Faculty could have institutional responsibility hours.

MOTION to adopt the MC Academic Senate 2022-23 Goals.

(D. Arias/M. Broeder) (M/S/U) No abstentions. No objections. Unanimous.

8.0 Administrative Business/Actions/Appointments (I/A)

1. Resolution on Continuing Remote Participation

MOTION for Senate to adopt resolution to continue meeting online.

(S. Magid/M. Broeder) (M/S/U) No Abstentions. No objections. Unanimous.

Resolution applies to subcommittees and Hyflex.

2. Committee Appointments

MOTION for Nomination of Joanna Sobala for Vice President of Academic Senate
Joanna Sobala appointed by Acclamation.

Tech Committee: Appointment of two faculty voting members

Faculty statements were shared. Senate voted and appointed the top two candidates:
Jeanine Flores, Graphic Design Instructor and Lana Sheridan, Physics Instructor

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

VPI Lorrie Ranck focused on some enrollment numbers and impact of this year's change in non-credit. Efficiency is going down slightly when non-credit is added in.

- Non-credit is being funded differently this year and is not primarily older adult. Not yet counted are 50 sections of non-credit enrollment as the enrollment process is

- highly manual.
- Non-credit ESL sections are in current enrollment numbers and have exceeded our non-credit without the older adult, and that is mirrored non-credit. If we were funded by the Student-Centered Funding Formula, according to non-credit rules, NC would be 100% funding.
 - Hybrid is counted as in-person, and online/asynch/synch is grouped. Hyflex is being looked at but is a tiny group right now.
 - Mission enrollment is holding. People will shift down a little bit. The many engagement activities at Mission really worked for student retention and feeling welcomed. Late starts and short-term courses are still being built out and filling.

I agree with Aram that we set realistic goals, and I have high hopes that we'll meet both our FTES and Efficiency goals and set goals and planning earlier with Division Council.

- Looking at a dept chair convening and do more scheduling work together. We'll be getting announcement out to chairs about the spring schedule review.
- Also, a department chair meeting will be after seven or eight weeks into the term as a follow-up instead of once a term to keep open lines of communication. Deans, Office of Instruction staff or Academic Services can answer questions as necessary. To clarify, Academic Services includes curriculum, scheduling, library, and tutoring. Office of Instruction, Lorrie's office, is in charge of RFP lists and appraisals.

Several Guided Pathway teams are moving forward and am working with some faculty leads. You'll see more about programming. Phil Hawkins did videos that are being used to entice students to understand what they can do. We're getting feedback.

Early Alert and transition to Starfish taking on Early Alert is coming along.

Syllabus language is part of a larger conversation about multiple pieces of the service: common language with links to current and accurate information, looking at syllabus template and Canvas where the syllabus is still not easily mass exported as now setup. This could be an initiative of either Guided Pathways or Caring Campus, or IEPI related.

Accreditation and online courses: Senator Joanna Sobala, our accreditation liaison, and I discussed where we're headed with our accreditation work. We'll have to submit a Substantive Change for the online degrees and certificates that we wish to acknowledge and offer. We have a plan to start identifying those fully and partially online degrees and certificates. Joanna will discuss more with Senate.

In Spring, we'll form a group to work on our midterm report for the following year. So much good work going on.

Aram: Thank you everyone. Next week Senate is meeting in SEC-354 and on zoom.

Adjournment

Adjourned, 3:52pm.