



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
October 13, 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: Dr. Seher Awan, President of Mission College; Carla Breidenbach, Foreign Language; Tina Boghozian, Library Services; Analiza Dasalla, Admissions; Kristal dela Cruz, President of the Classified Senate; Kate Disney, President of Faculty Union; Nita Esparza, Chair of Program Review Committee; Edward Fedalizo, Instructional Technology/OI; Lora Glaser, ESL; Chia Green, Academic Support Center; Guy Hall, Fire Protection Technology; Tara Hardinge, Chair of Faculty Professional Development Committee; Javier Huerta, English, Co-Coordinator of Puente; Valerie Jensen, Dean of Academic Services; Michelle Kim, Economics; Clement Lam, Dean of Math, Science, and Engineering; Cristina Leal, Child Development; Alicia Martinez, Counseling; Dr. Omar Murillo, Vice President of Student Services; Lusyna Narvaez, Student Equity, Child Development; Kelly Neary, Chair of Biological Sciences; Danny Nguyen, Vice President of Administrative Services; Becky Perelli, District Health Services; Lorrie Ranck, Vice President of Instruction; Monica Rivas, Foreign Language; Guy Shani, Chair of Curriculum Committee; Ken Songco, Director of Equity and Student Success; Michele Speck, Chair of Library Services; Sarah Sullivan, English; Thuy Trang, Chair of Counseling; Debra Williams, Director of DSPS Program/VALOR

- 1.0 Call to Order & Roll Call**
Quorum met 2:20pm.
- 2.0 Order of Agenda**
Agenda approved as written.
- 3.0 Approval of Meeting Minutes (A)**
 - 3.1 September 29, 2022
Minutes approved as written.
 - 3.2 October 6, 2022
Minutes approved as written.

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)

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.

Wednesday, October 27: Costume Contest, noon, Halloween Door Decoration, 1pm. Join Campuswide event. President Seher Awan and Chancellor Brad Davis are dressing up.

Senator Neil Viernes - Union is nearing an impasse on issue of teaching loads for labs. Would like people to talk about the increased work involved when grading or setting up labs at the next Board of Trustees meeting, Tuesday, October 18, zoom. Please contact Karen Chen or Kate Disney.

President Seher Awan - Marketing and Public Relations Hiring Committee decided on a very qualified candidate who has accepted the position, Benjamin Demers. Board approval is next week. Position start date is Nov. 14.

Monica Rivas and Carla Breidenbach, Faculty, Foreign Language Dept - Announcement to be entered in MCAS minutes

Foreign Language Department has decided to change our name to Modern Languages and Linguistics, and we're here to make this announcement to the Senate, because this decision falls squarely within the 10+1 under Academic and Professional matters.

We also believe that the Senate is the best place to make this announcement, because we are: A rely primarily upon district with respect to faculty purview over curriculum and academic matters, and that includes any shift in the focus of the department.

We know that foreign languages is seen by many as outdated, it is and it's a little bit othering, and we agree. And so we believe that modern languages is appropriate, because modern means, you know, we're not teaching Latin or Greek, and we do languages within the context of modern culture. We also have a new linguistics course, and we want to make that name explicit because we believe that students pursuing careers in anthropology, psychology, English, any of the humanities as well as modern languages will find linguistics to be of value.

Senator Joanna Sobala - The Distance Learning Committee voted unanimously to change name to the Distance Education (DE) Committee.

6.0 Unfinished Business

None

7.0 New Business

7.01 Discussion of Proposed Telework Framework (President Awan) – 10 min– (I)

President Seher Awan appreciated the time together to talk about the Telework Framework and draft Organizational Restructuring Plan that are very important for the College.

Telework Values Framework (09/30/22) - Leadership debriefed the last two years of telework and how to frame this work going forward based on Mission values and what we hope to see in the future. The focus now is on classified professionals. Process for faculty is on hold while legal matters are resolved. Leadership team envisions a similar agreement for non-instructional faculty load.

Telework Values Framework includes

- How to best support students from a place of student readiness and equity

- More holistic approach to bring work/life balance
- Department specific needs based on institutional values
- Reduction in environmental footprint
- Best practices and supervision utilized to encourage productivity with appropriate training
 - Includes Microsoft teams training
 - Zoom meetings increased engagement and encourage people to have cameras on
- Allow responsiveness and fluidity as needs of students and community change
- Excludes ADA accommodations that is managed under another process
- Personal need to adjust day schedule should be met through check ins with supervisor not Telework contract
- Try to avoid Wednesdays and Thursdays in agreements when Mission has college hours and large-scale events and the first two weeks of spring and fall semesters
- Contract determined each semester as agreed to by supervisor and employee
 - Supervisor to develop standard schedules, work with teams to address any equipment barriers but college cannot help with those barriers
 - Agreements decided by supervisor and employee are individualized
 - Supervisor consults with respective VP; VP approval listed in collective bargaining agreement
 - Student facing support and response to students with best practices are priorities
 - Maintain line of sight staffing
 - Communication accessibility with all team members and hours posted on dept website
 - Employees are responsible for maintaining home office. District laptop would be provided.
 - Survey at end of semester
- VPA Danny Nguyen maintaining master list of telework agreements to ensure safety protocols. We need to know how to find faculty/staff on campus in case of emergencies and have an obligation to make sure people are safe. Is helpful for evacuation drills.

Senate Discussion:

Michele Speck, Chair of Library Services: Need to discuss a master list and even telework agreement. Teaching faculty contract already has this type of requirements but probably don't need these new signed documents filed away.

Kate Disney, President of Faculty Union: Article 51 of Contract deals with technology and how faculty use that technology to work remotely. We all need to review this Telework Framework draft and study it and make sure that whatever is being proposed doesn't conflict in any way with the faculty contract. We're all faculty, some of us do mostly instructional work or all instructional work, and some of us do a mix of instructional and non instructional work, and some do all non instructional work. So what distinguishes us is really the kind of work we do and not our classification. So once the unfair labor practice charge is resolved, then administration at some point would provide some guidance around non instructional work.

7.02 First Read: Organizational Restructuring Plan (President Awan) – 30 min– (I)
 President Awan and VPs talked through proposed Organizational Restructuring changes post SERP. Some new positions and some reclassifications we're hoping to achieve to better support Mission College with our Mission vision and values, and goals while controlling costs.

Administration has discussed and shared planning with West Valley since April 2022 and recognizes each college has different strategic priorities and staffing accordingly. Colleges collaborated on levels of district services for work being done.

In this plan for each area of College there is a justification and a cost breakdown for every proposed restructure.

Some major position changes:

- Renaming of the Research and Planning Office into the Office of Institutional Effectiveness and Research and moved under the Office of the President
- Reclassification of the Director of Research and Planning to a Dean of Institutional Effectiveness and Research reporting to the President, needs a collegewide focus, cost neutral
- Administrative Services
 - Elimination of Northern Regional Testing Center and two related staff positions
 - Reclassifications into Sr. Financial Analyst and Facilities Specialist/Analyst
 - District is centralizing two positions, facilities director and bond construction director into one position, executor director serving both campuses. Are having Mission campus walkthroughs on Wednesday mornings.

Look through packet for what the College current structure is and to understand all the proposed changes in different divisions and departments.

VPI Lorrie Ranck: As a result of our retirement plan, this plan is looking to the future to utilize our True Community and Guided Pathways pillars and equity framework in our work and how we see the student moving through the college. A majority of the existing Major and Career Pathways that were developed through faculty can be grouped or in a cluster or school and linked together. Barriers can be removed while creating sustainable communities.

- Instruction
 - Reorganization of the Office of Instruction and Dean structure to align with Guided Pathways and Equity Framework
 - Reclassification into Director of Educational Partnerships and addition of a technical Curriculum Analyst
 - Three new Program Specialists to grow K-12 partnerships, non-credit, and community and contract education and new Apprenticeship Coordinator
 - Five Major & Career Pathway Clusters/Interest Areas/Schools
 - People, Culture, Society; STEM; Creative Arts & Communication; Health, Wellness & Public Safety; Business & Service Industry: Grouping titles can be modified and are not locked in. Want to structure to better balance work and how people work together.
 - Divisions that span Major & Career Pathway clusters
 - Academic Services
 - Workforce Development Initiatives

Senate Discussion:

ESL: English as a Second Language seems more appropriate in the same area as English. ESL is a large department.

- Pathways have ESL and English together for student perspective.
- ESL and English instructors have substantive conversations about moving students to different classes, asking questions about where students should be, level of writing, and have those conversations together during the Vision meetings. If separated, ESL and English won't have opportunities anymore for these discussions at division meetings.
- Cross-pollination and conversations with people who teach other subjects can be accomplished in other ways.
- ESL and English partner and work side by side with students in the writing lab, in Toastmasters, and countless projects. Our program goals and all our instruction levels are to prepare students for English 1A and is in all of our SLOs.
- Intermediate to upper levels of ESL feed directly into English.
- ESL non credit is part of ESL Dept, this would need to stay together in the same dept while working with educational partners to help build out.
- Would be good for VPI to meet with Division, English, ESL, and Comm studies.

Student voice developed Major and Career Pathways: not clear why these pathways have to be reflected in the Dean organization.

Faculty put a lot of effort into Major and Career Pathways.

College did a reorganization not long ago and spent a lot of time and resources. Is current structure dysfunctional and needs to be dismantled? Many people ask, "Why are we doing another reorganization and going through this process all over again?"

- These new areas of our organizational structure meet our strategic and instruction goals for students who can navigate Major and Career Pathways. This is student-centered and should meet student expectations and supports our areas for growth. Even in the past year we have continued to develop and been responsive to students.
- CIS/CIT in STEM: Many students and people don't know what STEM means, need student friendly language; works well with Math in terms of subject matter but workload is a concern. Seems STEM is going to be even bigger.
- Maybe Creative Arts could change to Communication with both ESL and English and Modern Languages or move Comm into People, Culture & Society.
- Would like numbers and size of depts under each division.
- Kinesiology and Athletics has been moved numerous times, is too big for areas. Talk to Administrative Specialists to understand workload.
- Faculty should be represented on Division Council for balance in different areas.

VPSS Omar Murillo: This is an iterative process, we're in a unique phase coming out of the pandemic and endemic phase. It is important to continually assess the campus structure that's allowing us to support students. In Student Support Services, specifically, we want to ensure that we're addressing enrollment, retention, and completion. Some new manager positions, formerly supervisors, evolved in A&R in the Enrollment Services division that we have worked on together with WV. Positions were reimaged when opened as a result of SERP. On the Financial side, staff need to implement new technology and do financial analysis. We're responding to critical gaps in structure this semester and committing to meet student needs and address concerns about capacity within our personnel as well.

- Basic Needs Coordinator in final stage of recruitment, Outreach and Student Development
- New Promise Coordinator to launch Promise Program (state funding), plus hourlies, Outreach and Student Development
- Reclassification into VALOR Program Specialist
- Reclassification into Program Specialist, Transfer & Articulation
- Equity Programs Program Assistant
- DSPS combined into Office Coordinator position has been filled. There is an elimination of a position. We're in early stages of identifying needs of DSPS populations and committed to respond with new positions filled by staff with the right qualifications. DSPS is also using technology for an online system that helps expedite some processing of our DSPS students and that has helped our staffing needs.

Career Services Center Work Group is in initial planning conversations about a space next to the Welcome Center and development of career support and employment, and internship opportunities.

Transfer Center has some language in Equity Plan, no set plans. Does it need to be a separate space?

President Seher Awan: Thank you for the feedback. This is a Draft Plan for discussion; we'll take back this honest and great dialogue and look forward to coming back to Senate to continue some conversations.

Aram - Please share out draft Organizational Restructuring Plan with colleagues and pass on

feedback to Aram. There will be more conversations at College Council and here.

7.03 Second Read: Equity Plan (Ken Songco) – 10 min– (A)

Ken Songco, Director of Equity and Student Success, began by responding to some of Senate's suggestions from the First Read meeting.

- Goal 2: Added anti-sexism: Continuous equity, anti-racism, and anti-sexism-based professional learning for all college constituents
 - Anti-sexism could be considered in the future in a separate section
- Incident Report Process improved and has an updated online reporting system for better access and utilization for community and intervention team
- EOPS Care Program is working with Student Parents in Care Circles to talk about different issues impacting them and create community with our student parents on campus. Please encourage faculty to share Care resources with students.
<https://missioncollege.edu/depts/eops/care/>
 - Symposium will be hosted in SP23 by individuals from both MC and WV
 - Task Force working on Student Parents may have more developments that we can work on in the future
 - Monitoring for more data
- Transfer Center development of a standalone Transfer Center. Transfer Center is currently co-located in Counseling office.

MOTION to approve the Student Equity and Achievement Program: 2022-2025 Student Equity Plan, Mission College

(M. Hittleman/M. Johnston) (M/S/U) No abstentions. None opposed. Unanimous.

7.04 First Read: Bylaws for Program Review and Assessment Committee (merged Program Review Committee and Outcomes Assessment Committee) – 10 min– (I) postponed.

7.05 Health Services Updates (Elizabeth Perelli and Melissa Johnsgard) – 10 min– (I)

Becky Perelli, Consultant and WV Health Services Director (retiree), is working with Police Chief Chris Rolon on recruitment and rebuilding Health Services at WV and MC following retirement of District Health Officer, Dr. Alfred Forrest.

- Hiring District Director of Health Services and a full-time RN split between both campuses. Nurse at WV is now working 9 hours. Three of four student clinical visits are students that need mental health services. Becky is staying until new Director and RN are hired to help orient them.
- Care Circles co-led by Melissa Johnsgard and Mental Health interns embed Health and Wellness Services where the students are and are part of Caring Campus. Only see 10%-20% of students in clinic. MC Wellness Fair is a perfect example of how Community Colleges are here to educate from the Public Health perspective.
- Requested a mobile vaccine clinic one day at each campus, will include families (Nov 22). Working on getting own supply of vaccine limited to staff/student use.
- Covid-19 conversations continue. Becky is giving expertise based on work with the SCC Public Health Dept doing contact tracing and vaccines during pandemic and has state level experience.
- Title IX Care trainings with police and staff trainings with Samantha Folb, HR. Health Services at both campuses are doing a great job working to be a wide net for the college community.

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

1. President's Report - Aram Shepherd

Senate President Aram Shepherd first reviewed enrollment numbers.

District Council, October 10

- Mission Fall 2022 Enrollment
 - 7% under FTES goal (Actual:1,892 vs. Goal: 2,038)
 - Down 1% from last year
 - Overall efficiency is 391 (370 for in-person classes; 426 for online classes)
 - In-person headcount is 3480; online headcount is 3728.
 - WV numbers are similar
- 2023-24 Enrollment goals
 - Approved efficiency Goal for 2023/24 approved as 430 (420 + 10)
 - Approved 2023-24 enrollment goals: Resident 10,500 (4,812 MC/5,688 WVC)
Non-Resident 405 (200 MC/205 WVC)
- Began discussions about possible changes to vaccination requirements, possibly in SP23
- Review of October 18 Board of Trustees Agenda
 - In closed session, Board will discuss possible sale of an easement to developers working on Patrick Henry Drive project
 - The Legislative and Policy Committee will report on plans to write legislation to allow District to pay student tuition.
 - New Director of Marketing for Mission with a start date in November

College Budget Advisory Committee (CBAC), October 10 - See President's Report pdf version for approved goals.

Other College and District Updates

- The creation of taskforces in three areas will be discussed and considered for approval at the Oct 19 College Council meeting. Each taskforce will have representatives from all constituencies and use a tri-chair model (faculty, classified, administration). Student representatives will be on all three taskforces.
 - Brand Enhancement Taskforce
 - Will be charged with facilitating a campus-wide dialogue about the Mission brand and making recommendations for improvements by February 2023.
 - Participatory Governance Taskforce
 - Will make recommendations by March 2023 to address gaps, streamline, and improve the alignment of Mission's participatory governance structures.
 - Enrollment Management Taskforce
 - Will make recommendations by March 2023 for how the College can establish an ongoing strategic enrollment planning process including considering if the college should have an Enrollment Management Committee.

State and ASCCC Updates

- The first version of the resolutions for the ASCCC Fall Plenary has been posted. The Plenary is Nov 3-5 and the Academic Senate will discuss the resolutions at the Oct 27 meeting. This early version is open for additions and amendments. [📄 Resolutions_Area Meeting Discussion_Fall 2022_final.pdf](#)

2. Committee Appointments

- a. District Academic Senate Representatives

MOTION to appoint Senators to the District Academic Senate: Marina Broeder, Matthew Johnston,

Theresa Lawhead, Joanna Sobala, Brenna Wundrum

(D. Arias/M. Hittleman) (M/S/U) No abstentions. None opposed. Unanimous.

Adjournment

Adjourned, 4:25pm