MISSION COLLEGE ACADEMIC SENATE
MINUTES
MAY 18, 2023
2:20 P.M. – 4:15 P.M.

SEC 354

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 – **Alec Perekhodnik**		x
Hum Soc Sci & Fine Arts – **Matthew Johnston**		x			
Administrative Assistant – Liz Bogatin-Starr					
Additional Attendees: James Baker, Co-Chair of Program Review and Assessment Committee (PRAC); Jeff Cormier, Chair of Academic Directions Committee (ADC); Nita Esparza, Co-Chair of Program Review and Assessment Committee (PRAC); Tara Hardinge, Chair of Faculty Professional Development Committee (FPDC); Clement Lam, Dean of Math, Science, and Engineering; Amira Ragab, CoP and Faculty Diversity Internship Program; Lorrie Ranck, Vice President of Instruction; Albert Shaheen, CoP, ESL; Guy Shani, Chair of Curriculum Review Committee (CRC); Sarah Sullivan, Professional Learning Co-Coordinator; Andy Varbel, CoP, English					

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

2.0 Order of Agenda
Teaching Learning Innovation Fund 2023/24 Project Recommendations moved to after New Business.

3.0 Approval of Meeting Minutes (I/A)
3.1   May 11, 2023
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.

Senate President Aram Shepherd: Please complete Climate Survey due 5/23, only heard from 30 faculty. Faculty input is for the Strategic Education Master Plan.

6.0 Unfinished Business
6.1 Second Read: Revisions to Academic Senate Constitution and Committee Bylaws — 10 min — (A)
Senate President Aram Shepherd clarified revisions for Senate approval.

Division reps elected are based on total FT faculty count.
   a. Divisions with less than 10 full-time faculty elect 1 representative (Senator) from the Division
   b. Divisions with 10-25 full-time faculty elect 2 representatives (Senators) from the Division
   c. Divisions with more than 25 full-time faculty elect 3 representatives (Senators) from the Division

Would have one more representative from STEM area.

Membership in Standing Committees:
Each standing committee shall have one representative from each of the divisions represented on the Senate and up to two at-large representatives unless the membership is otherwise specified in this document.

Curriculum Review Committee Membership
Nonvoting Ex-Officio Members are members that are not elected from a voting body.
   • Dean of Academic Services
   • Faculty Articulation Officer
   • Instructional Designer
   • Curriculum Analyst
   • Curriculum Administrative Specialist
   • Admissions and Records Representative

Senate Discussion
Guy Shani, Chair of Curriculum Review Committee, discussed whether CRC should have a dean as a voting member and engaged Senators who represented various constituent perspectives.

First, it's important that Curriculum belongs to faculty but Curriculum in practice is not performed by Faculty alone and there are administrative practices that must take place as part of the Curriculum Review process. Submissions have to be done to the State, and things worked through the Board of Trustees.

Genuine buy in from a singular administrator would be one vote to 14 discipline faculty members. Having a dean who actively supported and approved the curriculum will speed up the VPI's process. We're dealing with hundreds of courses and dozens of programs every year and are confronting a very slow review process at the state level. ASCCC guidelines say CRC administrators may represent a minority vote. Some Community Colleges have administrators who vote, some have College president assign administrators.

Senator Joanna Sobala: A former CRC chair opposes allowing the dean to vote and says idea is horrible and would be a disaster waiting to happen. Community Colleges CRC memberships do vary with one or more voting administrators that often have a different perspective which may be important for curriculum and be invested in process. Deans may give practical advice and be more likely to share a good idea when they have a vote, and maybe speed up the process.

Senator Matthew Johnston: Dean's one vote would not be significant. But even if that was a problem, the decision of the standing committee could be taken to the Academic Senate and Senate could reverse the decision, though that is unlikely.

Senator Aram Shepherd: MC deans on CRC have been more or less involved but not voting members. Two deans have served on a CRC.

Senator Theresa Lawhead: Curriculum always comes up in Counseling staff meetings and student services. The dean is a vital member and can help get the curriculum through and help with the Board of Trustees, but dean has never has been a CRC voting member at Mission.

Guy Shani, Chair of CRC: Every bit of curriculum has to go through the VPI, the Chief Instructional Officer. Once VPI approves, curriculum goes to the Board of Trustees. Also, part of the process that we are shifting a bit is to perform our technical review earlier and that will involve the dean from a practical perspective making sure submissions will be approvable and acceptable. If the dean does not a have a vote, this would not slow down things.

Senator Daniel Arias: If there is an issue in a vote by the CRC faculty members, the dean even if not voting should be able to bring up issue to the VPI/CIO.

MOTION to approve the update to the Senate Constitution and Bylaws with amendment.
(M. Johnston/J. Sobala) (M/S/U) No abstentions. None opposed. Unanimous.

MOTION for a friendly amendment to remove the Dean of Academic Services as a voting member of the Curriculum Review Committee (CRC).
(D. Arias/T. Lawhead) Roll Call Vote: 2 abstain. Motion passes.

Further Discussion:
Guy Shani, CRC Chair: I expect that the dean having a vote won't change things terribly much. We haven't had anything terribly contentious in the past year. If there is an issue, whether or not the dean has a vote, the dean is not a silent figure in the committee meetings and will bring up thoughts and provide input and insights. The dean is unlikely to push things through the committee and would vote in the unanimous agreement to approve.

6.2 Teaching Learning Innovation Fund 2023/24 Project Recommendations — 10 min — (A) moved to after New Business.
Tara Hardinge, Chair of FPDC, and Senator Aram Shepherd. The TLIF Committee met again and are in agreement about not funding the HM IAP Travel Abroad application and will put out a second call in Fall for the remaining $6,955 balance. The Waste Management Survey results will be used in the Environmental Biology course to think about solid waste management locally and on campus.

MOTION to approve the Teaching Learning Innovation Fund 2023/24 Project Recommendations.
(M. Johnston/T. Lawhead) (M/S/U) No abstentions. None opposed. Unanimous.

Aram: We'll pass these recommendations on to the President's Office and try and get these set up for the new budget year. Thank you, Tara and committee.

7.0 New Business
7.1 Curriculum Review Committee Year-End Report (Guy Shani) — 10 min — (I)
CRC met three priority goals this year.
    1. Revising existing curriculum in accordance with district and state expectations.
        a. Many new courses: 30 Credit, 20 Noncredit (many mirrored/stacked with credit).

      b. Challenge by exam where a student might take a non-credit version and turn it around for credit in a transcriptable program. Fees would be assessed.
      c. Course revisions: 254 Credit and 3 Noncredit
      d. New Programs: 5 credit and 8 noncredit
      e. Program Revisions: 34 credits and no noncredit

2. Support the expansion of noncredit curriculum at the College.

3. CRC is exploring and developing a means to incorporate DEI efforts into course outlines of record.
Where does the CRC and curriculum in general implement and push for efforts of diversity, equity, inclusion, social justice in keeping with MC goals in general. This is something that has been presented at the State level Curriculum Institute and different colleges are doing it slightly differently.
      a. Distinction between curriculum vs classroom practices that are instructor driven.
            i. Content of what is taught and appears in the course outline of record.
            ii. DEI new prompt in course revisions and new courses that will appear in the same page of eLumen as the lecture outline.
                  1. Faculty are asked to identify and elaborate on where the contents of the course in the course outline of record engages or intersects the principles of diversity, equity, inclusion, and social justice, as outlined by the ASCCC document that outlines the place of DEI in curriculum.
                  2. Broad number of ways to do this. CRC will provide guidance on where there are places where minoritized individuals and historically disenfranchised or otherwise affected communities are going to be highlighted in ways that we create representative assignments, assessment and learning objectives.
                        a. There is no percentage or quotum. Does not have to create more work for students, e.g. identify first person to earn a Ph.D., or link to OER/ZTC materials.
      b. eLumen based catalog in the next one to two years.
            i. Normalize program nomenclature to be consistent. CRC will manually change program names in eLumen to fit the pattern:
[Program title] [Program Type]. Example from current Catalog:
HMT Culinary Arts AS > Culinary Arts AS
      c. Next year's workflow
            i. CTE new and specific workflow for CTE renewals every 2 years need to be reviewed but not revised or changed and could be done twice before submitting for full revision, thus bringing them into the 6-year substantive change cycle while still being within our legal obligations. A CTE course can undergo substantive revision if it wants to, but this will make it much easier to batch approve things that are not getting revised.
      d. Trying to create a pathway for things that are not at the full-scale revision, e.g. articulation, updating textbooks but not changing course. Reducing back log.
            i. Affects SLOs wording, what SLOs should look like
      e. Department needs to submit agendas of overall planning for the year for curriculum revision to look for any changing requisites and units.
      f. Early technical review and more regular meetings
      g. Summer Workflow initiation before July 1st
      h. All new programs likely have a 2-year review. State is taking over 6 months to review.

Senate Discussion
- The DEI prompt would replace the Cultural Pluralism prompt to better articulate what we actually want out of it and how to identify a way to engage DEI within the

course outline of record. The use of the word environment in the description of addendum to Curriculum Workflow seems to fall under teaching practice more than curriculum.
- Students have complained that some topics in class were taught in prior class. What happens when teachers don't follow the course outline of record? Also, teachers only cover some of the 10 topics to be covered in a course. Faculty should discuss with the dept chair and then the dean.
- PT faculty should be provided incentives and tools in training including component of equity and equality that is not taught in faculty formal education.
- DEI is a big topic and we need to discuss what the DEI terms mean and what meets the criteria.

Guy Shani: CRC is piloting and would review the DEI statement and report on in the coming year, as looking at the sort of things we're getting out of this, and these are the hurdles that we have encountered. The CRC would assess the success of the year's efforts.

7.2 Academic Directions Committee Year-End Report (Jeff Cormier) — 10 min — (I)
Jeff Cormier reviewed the Academic Direction Committee's (ADC) productive year.
- 8 approved programs are out of ADC.
- Revitalization of Noncredit Older Adult: Older Adult Noncredit was moved during reopening after pandemic to WV temporarily and took FTEF to WV.
  o Looking at best practices of noncredit in older adult courses.
  o Working with small group and Office of Instruction this summer to have some recommendations by committee this September.
  o Two PT faculty are members of the ADC.
- Discussing and developing
  o Online degree programs at Mission working with Office of Instruction.
  o Computer Science/CSIT, looking at models for new programs.
  o Cannabis workforce initiative so far is mostly informational. Could explore current employers and what skills are needed for jobs.
  o Four-year degree and how to be viable and have three pathways: Fire/Safety, Rehabilitation in law enforcement and corrections, and Rehabilitation component to add into jails and prisons.

Senate Discussion
Senator Joanna Sobala: AI is a possible program that is going to be a big part of the workforce and could be incorporated.

Jeff Cormier, ADC: Part of ADC purview is keeping an eye on new jobs and degrees in the next five to ten years that don't have names now. ADC can collaborate inside different programs and with sister colleges.

Senator Marina Broeder: Faculty are PT in Older Adult Noncredit and don't have much voice in their program. The program should not be dependent on one dean. It's important for Mission to have continuity and to include older adults in our structure, services, and what we are offering to our community.

7.3 Program Review and Assessment Committee Year-End Report (James Baker and Nita Esparza) — 10 min — (I)
Co-Chairs Nita Esparza and James Baker discussed the recently completed merger of Program Review and Assessment Committee into PRAC and highlighted the roles and goals of the new committee.

PRAC Committee Goals and Accomplishments
- Program Review (PR) for Academic and Student Services Units almost total completion.

- New PRAC SharePoint Site in Fall 23. Easy to navigate related to program review or outcomes and assessment.
- Program Review
  - Piloted Administrative/Operations Unit PR: 11 out of 15 units completed and administered a post-completion survey. Feedback was helpful. Most indicated that the template in eLumen worked well. A new SharePoint site would be key in organizing documents and data for units. Timeline and process for feedback for units need clarification. At what point is PRAC serving as a mechanism for providing peer feedback and guidance.
- Outcome and Assessment: PRAC is refining the whole assessment process to make it simpler and more useful.
  - Refined the templates in eLumen for the CSLO Assessment
    - Course-Level Faculty Reflection Template. Removed the 4 questions and replaced with one prompt to jot down notes, some things that you tried that you could use at a later point for a larger reflection.
    - PT faculty have an opportunity to jot down notes to let the department know their thoughts when going through the assessment process.
    - CSLO Reflection Analysis Template is where faculty are looking at the data and disaggregating data at a larger scale (Fall 2023).
- Fall 22 and Winter 23 Assessment deadline was this week and then removed from eLumen.
  - Fall 22: 129 assessments completed of 188 requests for individual course assessments. 70% of instructors submitted their assessments.
  - Offered 2 training sessions during Spring semester for faculty.
- Guidebook of Outcomes Assessment – Best Practices (Draft/Final Fall 23)
  - Overview of whole process, including examples
- Flex Workshop to roll out college-wide assessment system that is request based.

Training
- Flex Workshop and video
- Training video on particular tasks
- Short tutorials on program review templates from academic side, student services, and the administrative and operations units

Program Learning Outcomes level of analysis and reflection
- Looking at data in comprehensive program review and getting more assistance interpreting what eLumen generates on the academic side.

Meetings: September 8th is first meeting, then first and the third Friday of each month.

Aram Shepherd: Thank you Nita, James and PRAC members for the really great job supporting these great processes for faculty.

7.4 Equity Community of Praxis Updates and Presentation (CoP Team) – 20 min – (I)
Sarah Sullivan, Professional Learning Co-Coordinator, introduced several 5th CoP Cohort members, three of 80 ft and pt Faculty members engaged in MC CoP. Albert Shaheen, Andy Varbel and Amira Ragab presented projects. What people are learning, implementing, designing and sharing in these projects is very powerful.

Albert Shaeen, ESL, participant and coach is doing some design. Albert has grown his own project on equitable grading over several semesters with the support and encouragement of peers to be innovative and creative.

Andy Varbel, English, is tapping into students' cultural backgrounds and where they're coming from. Starting with a survey, students are asked about their own or their family's immigrant or refugee experience and background even if it goes back for generations. Students will begin to

situate their own experience using a critical perspective when reading Viet Thanh Nguyen's compilation, *The Displaced: Refugees Writers,* and learn about the history of the US receiving immigrants and refugees. A second classroom book contains autobiographical excerpts from a variety of countries.

Amira Ragab, Math, Faculty Diversity Internship Program (HR District), is focused on Culturally Responsive Teaching Styles, encouraging group work and peer activities, and creating community.
- Interaction allows students to learn from each other and improve their understanding of the material.
- Materials should relate to the student and incorporate real life problems in classwork and homework.
- Metacognition strategies, e.g. doing surveys three times in the course would get an idea of what the students know and want to learn, how they are progressing, and the reason for taking course.
  - Metacognition strategies promote critical thinking by involving students in the learning process and probing what they know. Equitable grading accurately and fairly assesses students' mastery of material.
  - Providing feedback as early as possible allows students to make corrections and reflect on mistakes while instructor is being transparent about grading.
  - Instructor always evaluates own practice and improvement, learning collaboratively from other colleagues.
  - Priority: Teaching a student how to learn prepares them for the future.
  - Students should be informed of student services that they can benefit from.

Aram – Thank you everyone involved in CoP.

Senate Discussion
Senator Neil Viernes: We should have a webpage where all the CoP projects are recorded in 5-minute videos. Then someone who is curious about an idea and person's project can click on the video. Everything could be centralized.

Senator Marina Broeder: I participated in this CoP cohort and loved the spirit of teaching and learning and discussing what equity is, what equity means, and what are some of the examples of how other teachers from other disciplines are introducing these equity practices into their teaching. This is one place where the College and District is sponsoring participation of PT faculty to bring them up to speed and offering a stipend. We need to advertise this opportunity in our depts.

8.0 Administrative Business/Actions/Appointments (I/A)
1. President's Report – Aram Shepherd
   Senate Membership
   Senators for next year have mostly been appointed. We do have a third appointment for the STEM division and a Creative Arts and Communication position open.

   College Council, May 17
   - Tech Committee Updates
     - The tech committee provided updates on their work. Among other things, they will be piloting a technology request workflow to simplify and clarify the process for adopting new technology. There will be more on this in the Fall. Technology Committee report 5.17.23.pptx
   - Approved Resource Allocation Requests for FY23-24
     - A total of 93 requests were submitted, there are 82 validated requests, and 75 were ranked and eligible for allocation.
     - Total requests were $3.7 million. There is $788K available.

- o Eligible requests will be funded based on rank order; other funding sources will be used to fund projects where possible.
- Recommended adopting the new committee structure proposed by the Participatory Governance Task Force. The new structure will have five committees reporting to College Council rather than 7 or 8. Dormant committees are being eliminated.
- Recommended forming an Enrollment Management Committee, SOARS. The committee will launch in Fall and its first task will be finalizing its membership and charge. For now, there will be tri-chairs with a voting structure of 3 faculty, 3 classified, and 3 administrators.
- President Awan is moving forward with limiting access to the all-users email list. Aram shared Faculty's concerns and feedback. She is planning to share more details in Fall as well as launch an alternative tool for collaboration and informal conversation (Microsoft's Yammer).

Board of Trustees, May 16
- Enrollment
  - President Kashima and President Awan presented on enrollment strategies and plans at the two colleges. In both Fall 2022 and Spring 2023, WV fell short of its FTES goals by 3.6% and 1% respectively. At Mission, Fall 2022 was 7% below goal but Spring 2023 was above the goal by 4.5%. The presentation also covered strategies for enrollment growth along with Hanover Research findings that identify adult learners as a strong potential area for growth. WVM BOT Presentation - Hanover - 05-16-23 - FINAL.pdf

Other College and District Updates
Equitable Placement, Support and Completion (AB 1705) Funding
- All colleges in the system are receiving funds to support AB1705 implementation. Mission's allocation will be $330,305.09 and a workplan is due July 1. Math, English, ESL, and the AB705 Workgroup will work on developing the plan. Joanna as Senate president will send out plan to Senators to review and she'll need to sign.

Campus Climate Survey - Please take a few minutes and Complete the Survey
The College is conducting a climate survey to improve the workplace experience for employees. Responses will be used to inform the development of the college's Strategic Education Master Plan. We need more faculty responses so take a few minutes to complete the survey https://forms.office.com/r/bMvcPzb1Dv.

ASCCC and Statewide Updates
ASCCC Spring 2023 Plenary Resolutions
- Delegates of the plenary session voted on a multitude of resolutions and amendments, resulting in the adoption of 34 resolutions, 3 referred, 1 withdrawn, and 2 failed. Spring 2023 Resolutions

ACCJC has proposed revisions to accreditation standards, which will be considered for adoption at their June meeting
Draft 2024 Accreditation Standards
- Clean Version Standards Only
- Tracked Changes Standards Only
Draft 2024 Accreditation Standards with Draft Review Criteria and Suggestions for Evidence
- Clean Version Standards and Review Criteria/Evidence
- Tracked Changes Standards and Review Criteria/Evidence

Governor's May Budget Revise

- Governor Newsom's revised budget proposal for the 2023-24 fiscal year anticipates a budget deficit of $31.5 billion, up from $22.5 billion. The total state budget would be $306 billion, slightly lower than the previous year. The budget continues to focus on the 'Roadmap for the Future', aiming to support 70% of working-age Californians having a degree or credential by 2030. The revision includes an 8.22% cost-of-living adjustment for community colleges, a $2 billion decrease in K-14 institutions' funding, and $503 million one-time support for the Student-Centered Funding Formula. The final budget must be approved by June 15. CCC_2023_Joint Analysis May Revision.pdf

2. Committee Appointments
   - Professional Learning Taskforce: Tara Hardinge, Sociology, and Marina Broeder, ESL
   - Leading from the Middle Taskforce: Jeff Cormier, Psychology
   - Hiring Committee for Dean of People, Culture & Society Division
     Karen Gee, Psychology, and Carla Breidenbach, Modern Languages and Linguistics
   - DE Committee Faculty, People, Culture & Society Division: Amelia Akers-Martin, ESL

   MOTION to make appointments for Taskforces and Hiring Committees: Professional Learning TF, Leading from the Middle TF, Hiring Cmte for Dean of People, Culture & Society Division, DE Cmte Faculty, People, Culture & Society Division.
   (T. Lawhead/M. Johnston) (M/S/U) No abstentions. None Opposed. Unanimous.

   Aram: Incoming Senate President Joanna Sobala will be making more appointments this summer where we'll need faculty representation.

3. Report from the Vice President of Instruction – Lorrie Ranck
   VPI Lorrie Ranck and Joanna Sobala have been working with Accreditation and shared at College Council. We have identified a number of programs that can be taught online and a number of programs that want to be taught online. We also identified those who want to have a fully online program and will be working with those departments and divisions on what that looks like going forward. We'll submit to ACCJC what we can do online as required as an initial step for an official letter from ACCJC. And, that we'll be offering these fully online and then work with our faculty and dept chairs on the next steps for offering fully online programs, certificates, and degrees.

   Thank you all. I appreciate your time and service on the Senate and want to recognize the time and energy you put into conversations and look forward to another year. Hope you have a restful summer break and hope to see you at Commencement.

4. ASG President – Alec Perekhodnik
   ASG had their last meeting last Friday. It's been a pleasure serving as your partner and ASG representative here at the Senate.

Senate President Aram Shepherd thanked everyone, to Lorrie for being here on Thursday afternoons, to Joanna for taking over, the Senate is going to be in good hands, so appreciate that. Thank you to all the Senators. This really has been a pleasure, and I've always felt supported and appreciated all the work of the Senators and being engaged. It's really helped me be able to do this job. It's been a great learning experience and fun most of the time.

9.0 Adjournment – 4:30pm