

Academic Senate Meeting Minutes

FEB 08, 2024
2:20 P.M. - 4:15 P.M.
MC SEC -354

[HTTPS://WVM-EDU.ZOOM.US/J/94677189943?PWD=L3DLyZJt0R4ADQ2N2NWmMLMAWPUQT09](https://wvm-edu.zoom.us/j/94677189943?pwd=L3DLyZJt0R4ADQ2N2NWmMLMAWPUQT09)

Membership

<input checked="" type="checkbox"/> Joanna Sobala , AS President	<input checked="" type="checkbox"/> Elaine Wong , Academic Services
<input checked="" type="checkbox"/> David Piper , Associate Faculty	<input checked="" type="checkbox"/> Christine Tuato'o , Creative Arts & Communication
<input checked="" type="checkbox"/> Samir Magid , Associate Faculty	<input checked="" type="checkbox"/> Max Sklar , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> Daniel Arias , Bus. & Educ & Service Industries	<input checked="" type="checkbox"/> Lauren Javier-Tolentino , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> Willy Kwong , Bus. & Educ & Service Industries	<input checked="" type="checkbox"/> Helen Sun , Science, Technology, Engineering, Math
Marsha Oliver , Public Safety, Health & Wellness	<input checked="" type="checkbox"/> Michele Hittleman , Counseling & Learning Services
<input checked="" type="checkbox"/> Brenna Wundram , Public Safety, Health & Wellness	Theresa Lawhead , Counseling & Learning Services
<input checked="" type="checkbox"/> Matthew Johnston , Vice President, People, Culture, and Society	<input checked="" type="checkbox"/> Priscila Moreira , ASG Representative
<input checked="" type="checkbox"/> Marina Broeder , People, Culture, and Society	<input checked="" type="checkbox"/> Liz Bogatin-Starr , Administrative Assistant
Guests: Inez Barragan, Director of HSI-STEM; Kate Disney, President of Faculty Union; Oshadhi (Jaya) Jayasuriya, ASG; Maisha Jones, Dean of People, Culture, & Society; Connor Keese, Director of Outreach and Student Development; Aliyah Manansala, ASG President; Lorrie Ranck, Vice President of Instruction; Kyle Stroud, Analyst, Promise Program	

I. Call to Order

Quorum met 2:21pm.

Academic Senate President Joanna Sobala welcomed Helen Sun, CSIT faculty, an experienced and prior Academic Senator representing Science, Technology, Engineering, Math. Helen said she is happy to be back on the Senate.

II. Approval of Agenda

MOTION to approve Agenda as written.

(M. Hittleman/S. Magid) (M/S/P) None opposed. One abstention. Passed.

III. Approval of Meeting Minutes (A)

MOTION to approve the December 7, 2023 Meeting Minutes as written.

(C. Tuato'o/W. Kwong) (M/S/P) None opposed. One abstention. Passed.

IV. 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.

Aliyah Manansala, ASG President, thanked Academic Senate for addressing the issue of the graduation date. Speaking on behalf of MC students, the commencement date is not necessarily the best. While not present this year, it is important to have students in this decision making. Many students are unhappy about the Tuesday, May 21 graduation date that is inequitable, considering the time and expense. Next year and in future years, hopefully, MC can have commencement on Thursday or Friday.

V. 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.

Senator Brenna Wundram shared a recent department activity that is related to a Senate discussion last meeting. Faculty was creating with students something to give out to the department. This was flagged by the department as something that had to go to marketing. Why flag this, impacting faculty and campus sense of community.

Senator Joanna Sobala: President Awan announced Mission College is hosting campus-wide Crucial Conversations on combating Antisemitism and Islamophobia on Tuesday, February 27. Session 1: GC 103/Zoom, 11:30-1pm: Campus-wide event to express concern in a facilitated environment. Session 2: GC 103/Zoom, 2:00-3:30pm: A meeting with faculty, classified professionals and administrators offering guidance on how and when to create space and facilitate conversations related to these topics.

Michele Speck, Chair of Library Department, Feb 5 email: New resources are at the Library, including a new subscription to *The Chronicle of Higher Education* and in March, *The Economist*. Many articles in the Chronicle are timely analysis and reporting on topics Senators are talking about in meetings.

Trustee Dr. Jack Lucas, 93, passed away in January. He attended the November Senate meeting and was quite impressed with the Senate's process of prioritization. It is important to think of the many people involved with education and to appreciate the work of the Board. Tributes for Dr. Jack E. Lucas are Tuesday, February 13, 7pm at the beginning of the Board of Trustees Meeting, MC and Saturday, February 17, 2:00pm, Celebration of Life, Campus Center, WV College.

VI. Unfinished Business

None

VII. New Business

1. MCAS 2023/24 Review of Progress, Goals and Spring 2024 Calendar—10 min (I/A)
 - MCAS President Joanna Sobala reviewed the Senate's SharePoint folders both for the location of Senators meeting folders, and the August 2023 Retreat folder with Senate's Legal basis,

Accreditation, Local College Policies, and Administrative Policies, Senate's Academic and Professional Matters (10+1) Policy, and documents on participation in local decision making and the Brown Act.

- Academic Integrity policy models: in progress, exploring and reviewing some AI policy models
- Athletics program review is making progress.
- Academic Senate Constitution review and possible changes on agenda for February 15. Some amendments were completed in Fall 23.
- AB 1705 meetings with Math and English depts. Currently don't know full impact. The state is still doing research and has not reported out and would be great to see some research.
- SP24 Senate Calendar: District Academic Senate SP24 meeting
Joanna to suggest April 25 or March 28 as DAS alternate meeting date as WVAS has a meeting conflict April 11th.

2. Spring 2024 Graduation Date Concerns (Senators Michele Hittleman and Joanna Sobala) -- 15 min (I/A)
A Save the Date for students to apply for commencement is being finalized. Commencement this year is Tuesday, May 21, 3-5pm. Joanna read a document prepared by Counselor and Senator Theresa Lawhead expressing a number of concerns and possible solutions regarding the new graduation date. One concern is that some students may have final exam on the day of the commencement ceremony and some may feel uncomfortable asking instructors to reschedule their finals. Some classes require labs and equipment and finals cannot be rescheduled. If a final is rescheduled, a Testing Center would be helpful especially for classes taught by PT Faculty.

VP Ranck explained that the College is working to make arrangements for students who have conflicts to take exam in another class or other arrangement. The Commencement Committee could not find a venue that accommodates Mission's 4,000 guests later in the week before the holiday weekend.

Senate Discussion

Priscila Moreira, ASG Representative, Aliyah Manansala, ASG President, Oshadhi (Jaya) Jayasuriya, ASG participated.

- Tuesday commencement date is a concern.
- Why moved to this particular day? The college has a history of never holding an event during finals week and goes against our own internal rules.
- Not viable for students, some parents come from far away. Creates stress for students who haven't finished everything on Tuesday. Should consider changing the date.
- Why does WV always have graduation on Thursday?
- Faculty participation. There is already a lot of effort to get faculty to commencement. Students love for faculty to be at graduation. If during finals, faculty have to be in the classroom and also are preparing for finals on Wednesday and Thursday.
- Wednesday morning exams could be impacted for graduating students.
- Even though the ceremony ends late Tuesday afternoon, students go out to dinner with family and it is not an early evening.
- The commencement committee searched for spaces and could only find a venue on Tuesday.
- Alternative class sessions for exams. Working with deans.
- Testing centers available.

- Broadcasting/Streaming commencement ceremony.
- Students proof of graduation is posted in portal.
- Friday date would be before a long weekend with heavy traffic and venues were not available.
- Six Thursday late afternoon classes with graduating students are impacted.
- Students graduating with course exams on Wednesday morning needs to be researched. May wait until after Census.
- 4,000 guests cannot be accommodated on campus either in central quad or gym even though the cost would be much less and students are comfortable here. Lots of parking too.
- Part of planning design of Central Quad was for large events. Quad is beautiful, brand new, comfortable, accessible, and cost could go to making commencement special on campus.
- Students would rather have Commencement on campus and need to find a date that works for students. What compromise would work and be beneficial for students?
- Students asked for earlier scheduling of commencement for next year and future years.

Motion to extend discussion time for 5 minutes.

(E. Wong/H. Sun) (M/S/U) No objections. None abstained. Unanimous.

VPI Lorrie Ranck: Appreciate Senators reaching out to faculty for feedback.

Senator Joanna Sobala: These are good ideas the Commencement Committee should consider.

3. First Read: Proposed Board Policy Changes from District Council: BP 3420, 3550, 5040, 6910, 7100, 7600 -- 10 min (I)

President Joanna Sobala: Senators' constituents should review the Business Policies proposed revisions, some provisions are new. Senate will bring back policies for second read. District Council met in Feb and has second read in March giving time to AS to have input.

Highlights of Business Policies being revised

- BP 3420 – Equal Employment Opportunity
DEI in employment evaluation
- BP 5040 – Student Records, Directory Information, and Privacy
Students, Name and gender
- BP 3550 – Drug-Free Environment and Drug Prevention Program
Particularly important for Academic matters
- BP 6910 – Housing
New Policy
 - This policy gives the Chancellor the authority to enter into agreements to finance the cost of constructing student, faculty, and staff housing near the campus(es) of the District.
 - The District will give preference for residence at District-provided housing to current and formerly homeless students and current and former foster youth.

Senator Joanna Sobala: College Housing grant to the Chancellor's office was declined. Funds not available. The District is committed to housing for students as a long-term goal.

Senate Discussion

Kate Disney, President of Faculty Union: Chancellor is delegated authority. Where would money come from? If it is allowable to take money out of unrestricted fund, could potentially take away from instruction and core services. Policy is very broad.

Senator Lauren Javier-Torentino: Where are the checks and balances and where do the funds come from? Would faculty, students, others have dialogue? When could funds be utilized somewhere else?

Senator Joanna Sobala: Language of Housing policy could be from Community College League of California. The decision-making process would go through all the constituencies before being approved and signed.

4. Excellence Awards Applications/Timeline and Taskforce Formation -- 15 min (I/A)

The College Excellence Award team is meeting February 14, President Awan, Joanna Sobala, Kristal Dela Cruz. The Awards date is May 2 in the afternoon. Hospitality Management has asked for some flexibility in starting slightly later than 2:30–4:30pm.

Senate Discussion

- Event time may be adjusted to 3–5pm
- Applications should start by March
- Nominations could be accepted through Spring Break
- Academic Senate Awards Committee should be formed today
 - Taskforce to read through applications and select faculty winners
 - Setting up a timeline to be posted on SharePoint
- Plaques for winners AND Certificates for every nominee with adequate time to produce both
- Nomination Forms should be updated and edited for SP24
 - 7 categories, same as in 2023
 - Small changes (such as fixing typos) suggested by Senator Christine Tuato'o
 - MOTION to form an Academic Senate Excellence Awards Taskforce to review applications for faculty excellence awards and rank applications.
(M. Johnston/M. Hittleman) (M/S/U) No abstentions. None opposed. Unanimous.

MOTION to nominate Senate Excellence Awards taskforce members, Matthew Johnston, chair, Christine Tuato'o, Michele Hittleman, and Joanna Sobala.

(L. Javier-Tolentino/H. Sun) (M/S/U) No abstentions. None opposed. Unanimous.

5. Landcorp MC OER Projects Funding and OER Taskforce -- 15 min (I/A)

Senate President Joanna Sobala: We're planning another round of OER funding. Prior to this cycle, the State funded creation of ZTC pathways that Dean Valerie Jensen and Director John Schoppert are working on, and I plan to meet with them before their next presentation to Senate.

Several pathway grants are newly funded. An implementation grant of \$200K for a Business Administration pathway and an Acceleration grant, \$150K for Communication Studies to be in a collaboration cohort. Hospital Management received full funding of \$200K but needs to reach out to Cypress and West Hills Lemoore.

Part of the funds are supporting a new OER coordinator. Applications were due Feb. 2, and the position is open to Full time and Part time faculty.

Land Corp funds for OER have a balance of \$14K from last year but these may be swept as they were not used last year. There is \$20K for this year. As per VPAS Danny Nguyen and Dean Valerie Jensen, funding may be supplemented from other funds or the ZTC grant to make up for the \$14K that is swept if more is needed for the OER funding cycle. VPAS Nguyen specified that these funds must be used on projects that are completed and invoiced by mid-June 2024. These would need to be projects that are less labor intensive. In prior years we had a regular round with long and short applications and a special round with modified application for projects that could easily be completed within a short period of time and that included things such as purchase of books.

We need to form or reconvene the OER Task Force that can quickly decide what to do this round, update application, and make suggestions of projects. Team members could be similar to before or new. The new OERI Liaison with ASCCC could be considered.

Senator Helen Sun: Does Land Corp or other District funding consider purchases of subscription text publications based online? The publisher's strategy is all going online and not focused on printed books as before. The student would pay a fee per semester for access to books and quality exercises, e.g. for computer programming, which are better than the free materials. Publishers offer discounts to the colleges. The online materials are similar across regions. Could OER support something like the Library offering access to the O'Reilly Safari online subscriptions? Each instructor in many disciplines puts a lot of effort into supplement materials often duplicating work of other instructors.

Senator Joanna Sobala: The ASCCC OERI just emailed on this. The government is trying to put some restrictions on the publishers' materials because you have to pay and materials are not open access. OERI would take a position based on government decisions. OERI has not had applications for funding the publishers' online supplement materials.

Senator David Piper: One available OER source is OpenStack textbooks and curricular resources that are peer-reviewed in multiple accessible formats (Rice University, 501 (c)(3)).

Senator Matthew Johnston: Land Corp won't allocate money unless for long term. A subscription for 10 years or more would have great risk.

Senator Lauren Javier-Torentino: Senate could ask VPAS Danny Nguyen if the college has ongoing projects that would fit with the publishers' online subscriptions or faculty developed materials in depts. For example, in Biology most of the faculty have written our own lab manuals. In at least Anatomy and Physiology courses,

we were able to secure some OER funds to print lab manuals at no cost to students. Chemistry and other depts have written their own manuals. Are there funding criteria?

Senator Joanna Sobala: If the OER project needs to be renewed and have durability, the request could be part of program review. The OER taskforce role is to figure out the criteria and do rankings that are presented to the Senate.

MOTION to reconvene the OER Taskforce for the purpose of revisiting and revising OER applications, determining criteria, reviewing submitted applications and ranking applications.
(M. Johnston/M. Hittleman) (M/S/U) No abstentions. None opposed. Unanimous.

MOTION to appoint Aram Shepherd and Heather Rothenberg to the reconvened OER Taskforce.
(M. Johnston/M. Hittleman) (M/S/U) No abstentions. None opposed. Unanimous.

Dean Valerie Jensen, Director John Schoppert and Instructional Designer Edward Fedalizo are also part of the taskforce. OER Liaison and OER Coordinator may be appointed to join the taskforce later.

VIII. Administrative Business/ Actions/ Appointments (I/A)

1. Initiative Updates & Reports

ASG Representative Priscila Moreira reported that ASG held the first SP24 meeting and will report to Senate in the next meeting.

2. President's Report

Faculty Hiring Update: All hiring committees were formed and the six positions close on Feb. 15.

ZTC/OER Update (VII.5 New Business above)

Library (V Announcements above) Link to [Chronicle of Higher Education](#)

Thank you to Librarians Michele Speck and Librarian and Senator Elaine Wong for Library getting all these wonderful resources.

PRT Teams meeting, Dec. 9, 2023

The team (members are from various colleges) issued a Menu of Options (MOO) which are ideas, examples & options to choose from (not recommendations). MOO document is included in Senator's folder for Feb 8.

- The menu of options (MOO) is specific to us based on what they learned about us.
- Student perspectives: According to 2 students who attended, students value flexibility and resources that the college can offer. Students had concerns about the library and Bistro being closed. They value internships and need a place to study. Bistro is re-opening. Really nice space for meeting, socializing.
- Branding: for MC and/or for different schools/majors
- Stakeholder Engagement:

- Feedback (just at the end) vs input (participating in the process and contributing large chunks.)
- Many faculty felt they were not asked for input.
- Communication gaps, hope for more collaboration in the future.

CBAC Meeting, Dec 13, 2023

Update on discretionary Landcorp funding

- Program Review items included
- Many items unspent; if unspent will be swept (Go ahead and spend any balance in your programs.)

Ideas for sources of funding for Professional Development for Classified employees:

- Limited sources of funding especially for individual classified employees
- Committee recommended that College Council develop a process for spending the remaining \$12K on Classified PD

Integrated Budget and Resource Requests (IBRRR) process and timeline for Spring 2024

See Program Review and Resource Request Timeline and IBRRR structure attached.

The Program Review Resource Requests (PRRR) are due Feb 23, 2024.

District Council Meeting Jan. 8, 2024

Mission Enrollment Update: Winter: 104% of goal with efficiency 569 and FTES slightly down (8%) compared to the same time last year; Spring 96% of goal with efficiency of 389 with FTES up over 15% compared to same time as last year.

Audit and Budget Oversight Committee, Jan. 8, 2024

- Extension of fee waivers beyond spring 2024: motion passed; to be renewed every 2 years
- Health Services Fund on board with budget: health services free to our students
- Parking Fund: parking now free to students but must display parking permit
- Child Development Center Fund: difficult to fill vacant positions: 1 open at WV and 4 at Mission
 - About 42 students receiving free childcare now plus 30 who pay
- Free tuition: over \$600K for total number of students of about 2500 at Mission and over 1000 at WV

WVMCCD Board of Trustees Meeting, January 16

- WSSP Presentation: Return on Physical Assets and Strategic Capital Planning Update presented by Terrance DeGray and Jennifer Mahato
 - Outcomes
 - Space Profile: Campus Footprint 474,189 gross square feet (GSF) for Mission vs 634,262 GSF for WV, Construction timelines by campus, risk profiles of buildings by campus: for MC most buildings are younger and more renovated
 - Staffing breakdown: Maintenance, custodial and grounds staffing cover more GSF than their peer colleges from the study and Gordian database

- Strategic Capital Planning Baseline: look ahead strategy; not all buildings are equal and focused investment is a core consideration
- Areas for improvement: need more widespread use of work order system; improve preventative maintenance planning to minimize disruptions to learning environment

Report of the Audit and Budget Oversight Committee (ABOC):

- Desire of committee members to review the number of students impacted in reduction in costs like waived health services costs, etc.

Report of the Legislative and Policy Oversight Committee (LPOC)

- New mission for the committee and meetings changed from monthly to quarterly

WVMCCD Technology Update from Dan Borges, Vice Chancellor of Information Systems:

- 2022-2025 Tech Plan initiated in 2021, shared with Senates and leadership in 2022 and feedback incorporated
- Many Software and Hardware contracts: each is tracked
- Cybersecurity focus: passed 2 different audits and rated highest of about 30 districts evaluated so far
- *Many accomplishments for 2022 and 2023 including installation and improvement of Wifi coverage for both campuses (now includes outside areas)*
- The Board voted in favor in extension of student fee support (Child Development Center, Health Services and Parking Services continue to waive fees for students beyond Spring 2024)
- Mission College President Report: Enrollment Update: Winter 2024: 104% of enrollment goal, 569 efficiency. Spring 2024: 103% of enrollment goal with 431 efficiency
- WV College President Report: Enrollment Update: Spring 2024: 100.5% of goal achieved

Fiscal Workgroup Meeting, Jan 29, 2024:

CCFS 311 2nd Quarter Financial Report for the Unrestricted General Fund

- On track: no fiscal issues
- Projected fund balance about \$133 million
- Will be submitted to the State Chancellor's Office

2nd Quarter Financial Report and Budget (All Funds)

- More internal
- All funds on target and with normal trends
- Investment gains in OPEB Trust Fund (Retirement Health Benefits) and Pension Stabilization Fund (previously had losses but now gains exceeded losses)
- The only fund that is negative is the Student Financial Aid Trust Fund as only 95% of allocations from state is drawn to avoid paying interest; will be reconciled later. Normal practice by the District.

SOARS (Student Outreach, Access, Resilience and Success) Meeting, Feb 5, 2024:

Mapping of Student Experience: Connor Keese and Veronica Martinez

Outreach: going into community and informing what we offer. Most outreach is at local high schools: 6 top feeder schools where teams do presentations and workshops; success coaches hired who hold office hours in feeder high school and build relationships

- Working on additional outreach in community: for adults who go back to school or Rising Scholars Program
- Demographic changes: dropping high school populations in service area and entire region
- Important to maximize exposure and introduce Mission to students
- Identify more ways to go into the community
- Despite falling demographics, our enrollment from the feeder schools is increasing suggesting that our outreach is working

Application, Registration, Billing, Financial Aid, Graduation:

- Timely and friendly service is key
- Introduced live chat feature with enrollment and financial services
- Alignment of operations in Counseling, Welcome Center and Enrollment Services
- Intrusive follow ups (Financial Aid, special programs, graduation)
- Hindering practices: examples:
 - Application
 - Registration: fraudulent enrollments, manual work for certain cohorts of students (Rising Scholars, Dual Enrollment)
 - Need start of term message to students (similar to the one that went to faculty)
 - Updated list of student services and links for faculty to use

Data Dashboards

- Currently available via SharePoint: show enrollment for current and past year
- More dashboards coming for longer time periods such as 5 years.

District Council Meeting, Feb 6, 2024

- Enrollment Report from WV President Taylor-Mendoza: WV 108.8% of FTES goal with growth particularly in fields such as engineering, athletics, child studies, physics, fashion design, architecture
- Enrollment Report from MC President Awan: 117% FTES goal. Efficiency 484
- Ngoc Chim went over the Fiscal Year 2nd Quarter Reports that were discussed in the Fiscal Workgroup meeting on Jan 29.

Participatory Governance Taskforce meeting Feb 7, 2024

- Working on a document with guidance on how to increase student involvement in participatory governance: See draft document in Senators' folder.
MCAS President Joanna Sobala: Please give feedback on the Participatory Governance Handbook. What is needed to involve students is very important.

3. Committee Appointments

MOTION to appoint Mohammed Akhoirshida as Faculty Representative, ASCCC OERI Liaison for SP24.
(M. Johnston/B. Wundram) (M/S/U) No abstentions. None opposed. Unanimous.

MOTION to appoint Aram Shepherd as Faculty Representative on CBAC for SP24.
(S. Magid/W. Kwong) (M/S/U) No abstentions. None opposed. Unanimous.

Faculty Representative on Institutional Effectiveness Committee, IEC, Applications due Wed., Feb 14, 5pm.

4. Report of the Vice President of Instruction – Lorrie Ranck

VPI Lorrie Ranck provided updates on the Accreditation Midterm Report being presented to the Board of Trustees on Tuesday, February 13 for their review. VPI recognized Nita Esparza, James Baker, Guy Shani, Alfred Gallegos, Valerie Jensen, Ken Songco, Ben Demers, Dr. Seher Awan who contributed to the review, especially from program review and curriculum and showcasing the work of all of our faculty. Faculty colleagues have much to be proud of.

Faculty six (6) job positions went out before Winter break. The hiring process is moving along well. Mission and West Valley talked to a few hundred people in Los Angeles and San Francisco. We're sharing our stories. It's great to see many interested and diverse applicants.

Tenure 10-year Celebration, April 16, is held before Board of Trustees meeting, where eight candidates moving into tenure are recognized.

SP24 Mission Enrollment started robustly and is over annual plan target, increased by 4 pts in first week of classes as Elmwood students are added manually and at 117% of target and 10.5% over last year this time. Good work of Steve Duong and Rising Scholars. This matters in terms of all the work that we're doing. Collective effort is really showing. Appreciate all the work of the campus community.

IX. Future Agenda Items

X. Adjournment

MOTION to adjourn by Acclamation (L. Javier-Torentino/M. Hittleman) – Adjourned: 4:10pm.