



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
December 2, 2021
2:20 P.M. - 4:15 P.M.
Location: Zoom**

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

Administrative Assistant: Liz Bogatin-Starr

Additional Attendees: Richard Alfaro, Dean of Student Support Services; Scott Buss, KIN; Melodie Cameron, Counselor, DSPS/VALOR; Nohemy Chavez, Counseling; Kate Disney, President of Faculty Union; Kaitlin Ferguson, KIN; Tara Hardinge, Chair of Professional Development Committee; Valerie Jensen, Dean of Instruction; Clement Lam, Dean of Math, Science and Engineering; Stephanie Mendoza, KIN; Omar Murillo, Vice President of Student Services; Daniel Peck, President of Mission College; David Piper, Equity Faculty Lead; Lorrie Ranck, Vice President of Instruction; Viola Smith, Principal of Mission Early College High School; Ken Songco, Director of Equity and Student Success; Pedro Sousa, Child Development; Aaron Tolbert, Dean of Language Arts; Rebecca Tran, Counselor, Transfer Center Director; Lisa Willett, Admissions and Records

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 Nov 18, 2021 Minutes
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.
There was no communication from the public.

5.0 Information & Announcements (College & District) (5 minutes) (I)
This portion of the meeting is reserved for College and District announcements. Items should be limited to one minute per person. Topics requiring additional time may be put on the agenda for a future meeting.

President Daniel Peck encouraged Senators to participate in MC's holiday celebrations on Wed,

Dec 8: MC's Kwanzaa Virtual Celebration, 11:30am–1pm, and a small Winter Holiday Celebration and Toy Drive with refreshments, 12:30–2:00pm, SEC 3rd Fl Outdoor Classroom.

Senator Aram Shepherd: Celebration to Recognize President Daniel Peck
Thursday, Dec 9, 6–8pm, Student Engagement Center. Everyone is invited.

Presidential Forums: December 13, 14 and 15 in the morning. Your feedback is important as we make the final decision.

6.0 Unfinished Business

No unfinished business

7.0 New Business

7.01 Faculty Hiring Prioritization – President Peck – 15 min – (I/A)

President Daniel Peck: First, I want to acknowledge the review process that once again was thoughtful in the Senate discussion and in groups prior to that point, and the time, work, dedication, and passion that went into the applications. As shared previously, my approach to this year's prioritization is different than in previous years and that as a district, we are looking closely at the sustainability of our staffing across all of our levels, the Faculty, Administration or Classified and whether positions will be rehired in the future. This is particularly important with continued enrollment declines over the last several years that is a trend larger than Mission College and there is no immediate reversal that we see in the next year. I want to acknowledge that new full time Faculty do things that improve student success and completion, and they bring significant work to the table, but we are serving fewer students. I noted also my approach would be to consider authorizing positions that are deemed in my review to be critical to operations. With this understanding, three departments submitted applications and some departments decided to wait and are likely to submit in the future.

Senate's recommended prioritization and President Peck's decision and response

- Counseling position with a focus to serve DSPS students
- Chemistry position
- Business Computer Applications position with a primary focus of serving the Year Up program

From a priority perspective, I accept and support the Senate's Faculty Hiring ranking level and prioritization. That said, upon full consideration, I have decided not to move forward any positions for Fall22 hire.

I know this is very disappointing. All three of the proposed positions would be beneficial to the departments, the college, and students served, and the strong applications identified positive value from the addition of full time hires. But in each of these cases, I see there are still alternative approaches to address the immediate needs.

- Both the Chemistry and Business Computer Applications departments and programs have sufficient resources across the full time faculty and associate faculty to continue these programs.
- In particular in the Business area, Year Up is very new and is a partnership, and should first mature more before identifying full time faculty to support.
- For the Counseling DSPS position, this one has given me the most difficult consideration. I do recognize this is an equity focused position discussed this and last year to enhance and continue the meaningful support to an important population of the College.
 - There has been significant progress made the last year to provide additional support based on some of the concerns. Dean is continuing efforts and furthering development with return to primarily in-person classes. Should assess need for an

- o ongoing full time position in the future.
- o Currently 50% Law is a challenge for College looking at how to adjust positions and budget to serve students.
- o DSPS needs continued observation and monitoring.

Senate Discussion:

- Is Mission College hiring anyone or decreasing some administrators and vice chancellors to use money where we need it?
 - o Looking at the overall staffing populations. Reduced two administrative positions not being rehired: Director of Apprenticeships and Rob Gamble's position when he retires in SP22. Consolidated Directors of Health Services and Athletics, possibly consolidating Research across District. Some temporary consolidations could become permanent.
 - o We have significant losses in positions in A&R and Financial area due to retirement and resignations, and we are looking at replacing some of these critical functions; some are on hold and will be re-reviewed in the future, similar to faculty. The distinction is in those cases there is not necessarily backfill.
 - o Associate Faculty have been particularly hard hit with our enrollment decline in various depts.
 - A couple of distinctions are important. There is still the ability to service students through hours, provided either by counselors or with associate faculty. Associate approach can support classes in Chemistry and Business.
- Could DSPS position be reconsidered?
 - o What are the certain alternative solutions that can be used in the coming year to accommodate needs as they arise in DSPS?
 - Primary aspect is in terms of the number of hours that are funded and supported adding in part-time faculty hours. PT hours are increased in DSPS.
 - Noted: PT faculty in DSPS are working on several campuses.
 - Leverage additional supports, recognizing where there might be differential types of support.
 - President Peck will follow up with Dean Richard Alfaro and VPSS Omar Murillo to provide to Senate more information that is critical to improve DSPS model.
 - Flex some of the increased Mental Health Services that are available.
 - o Missing opportunities by not hiring full time DSPS position.
 - Large pool of very qualified faculty are seeking positions.
 - A full time is necessary to be dedicated to student needs.
 - DSPS students and Veterans with PTSD are some of the most vulnerable students we have. District has enough money for such a valuable position for DSPS students.
 - Increased overall enrollment of DSPS students: Many more DSPS students are in classes across disciplines and need support. This is an equity concern. Isn't DSPS a critical need?
 - This is a difficult time, and some DSPS students have not seen a MC counselor for one year.
 - Could lose all the progress shown in assessments that DSPS dept made the past eight years.
 - Should DSPS students be adversely affected due to 50% Law?

Aram: Thank you. I hear what everyone is saying and thanks to President Peck for listening and explaining himself. As a faculty and a Senate we can talk about next steps. I want to reach out to Melodie and DSPS Counseling for how to fully advocate for these resources and

MCAS 2021-12-02 Approved Minutes pp.3

how to get college money and support to where it needs to be. Thanks to everyone for going through this process, dept chairs, faculty who submitted applications, Division Council who reviewed this, and Academic Senate for thoughtful work and President Peck. I appreciate that we have a process.

7.02 Update on Guided Pathways – Nohemy Chavez and Aaron Tolbert – 30 min – (I)

Aram: This is an update on Guided Pathways from Co-Chairs Nohemy Chavez and Aaron Tolbert reporting all the work going on this semester.

Nohemy Chavez and Aaron Tolbert: We have facilitated six different projects in FA21 that involve fifty-six people who signed up and put in many hours on teams for True Communities. Please provide feedback, any questions or concerns on today's presentation.

30-45 Unit Audit

- Collaborated to learn more about how we can potentially do audits
- Assure students are retained, completing and getting to graduation
- Assure students are applying for degrees and certificates when eligible
- DegreeWorks has reporting capabilities that use scripts for back-end reporting
- DegreeWorks and existing tools that we can use for the new Banner communications module
- Challenges: Staffing is the biggest problem in these projects, e.g. one Records staff person, DegreeWorks does not have full time scribes or mappers, long implementation process. Challenges with Audit capacity, business processes, Data on students' completion.
- Next Steps
 - Creating a Grad Week and graduation culture, simplifying process
 - Sustainability is the big step: how to streamline business processes and utilize existing tools

Early Alert

- Follow up recommendations from prior EA team led by Thuy Trang. Now reviewing four separate software products that team may recommend by end of semester to replace the current EA Banner system using holistic rubric that is also a student support tool.
- Software reviewed: Drop Rate Detective integrates into Canvas shell; SEATS with strong Microsoft relationship; Cranium Café, and Starfish.

First Year Experience

- Fall to Fall retention data shows biggest pressure point for the College is Part time students, 75% of our student population, where we keep less than 33% of them from fall to fall compared to 46.5% nationally.
- Proposals in mid- to late spring
 - Course for students to learn about skills to succeed in college (subteam #1)
 - Overall strategy (subteam #2)

Intentional Capstone/Transfer Transition

- How to increase number of students with Capstone experience who then go into a career related position or successfully transfer when they finish their degree or certificate
- New extensive list of all Capstone, Transfer and Skills for each course, mostly CTE
- Work Experience Handbook put together by Chris Zilg and Janice Morgan capitalizes on low unit majors where students could do a work experience class and internship for an elective and get skills
- College rolled out Handshake that can help increase transfer and career related skills for programs
- Challenges
 - Couldn't get data from Research so far to then figure out more ways to build a

- Holistic Transfer & Career Services model that the college doesn't have
- No Alumni Engagement/Services making it difficult to know where our students go in a formal way or connecting alumni to current students
- Next Steps: Collaborating with other projects: Program Maps and Educational Plans, and building on career and transfer information and skills throughout the student's journey

Intentional Staff Onboarding

- Thinking what to do when new people are hired to bring people into role
 - Currently have Classified Professionals Mission Buddies program; and Faculty Mentorship program through Professional Development, leads: Tara Hardinge and Lusyna Narvaez
 - Intentional reach out during HR onboarding process
 - FLEX Week: Learn about history, mission, goals and challenges of the College, campus tour
 - Ideas for ongoing process, whether one-on-one or something else
 - Proposal in spring working with what exists, and who should own this and be responsible for helping to onboard people and really make a warm welcome for people who joined the campus

Mandatory Orientation

- Gaozong Park, Counselor, is lead.
- Researched other colleges and are recommending piloting a year of "Required Orientation" with required and consistent messaging, without any student holds, but with a goal of increasing the rate of orientation completion
- Orientation Waiver available for students here just for enrichment
- Continue collaboration with Outreach, high schools, and faculty
- Adding Path forks in COMVEO with more content on mental health and wellness and major and career pathways
- Continue to implement nudging windows, 51% students are completing the free online orientation via COMVEO, and find ways to get more students to complete
- COMVEO team will be here in May to do in person footage for new videos, reach out to Gaozong

Program Maps

Team members are Senator Theresa Lawhead, Niall Adler, Director of Marketing, and wonderful faculty representation. The campus has said it will map out its academic programs as part of the Quality Focus Essay in the ACCJC accreditation document. A Program Mapper summary document is in the Senators' meeting folder.

- Researched program mapping tools out there
- Gave background on the kinds of questions that team asked
- Links to what the mapper looks like
- Go through value proposition, and reasons why the committee as a whole thinks this is a good idea to go forward
- How to assess. Everything in GP should be data driven: what are biggest pressure points, and where do we need to work. Is it efficacious and does it help to change what we wanted to change
- Thanks to Rebecca Tran, Counseling, who came to this team and Early Alerts and shared what the Degree Works team is doing to assure recommendation wasn't in conflict
- The team has a current proposal out to shared governance groups to buy the program mapping tool "Program Mapper" by Concentric Sky.
Website: <https://www.concentricsky.com/work/detail/program-mapper>

Requiring Educational Plans

- Team explored the idea of requiring an educational plan for students who are pursuing a degree, certificate or transfer.
 - Counseling dept majority voted to keep status quo: an educational plan is only required for priority registration. However, we want to increase the number of students who receive an educational plan and would create a campaign.
 - Students provided feedback: Video campaign that explains education plan and benefits students; high number of first gen students would have no idea what this is or why it would be helpful.
 - Campaign to increase awareness of Ed Plan would be working with Onboarding and Matriculation group, Degree Works, Program Maps, and possibly the Banner Communications module.

Guided Pathways Student Leaders

- Three out of eight students stayed active during the Fall semester. Students could not commit to attending some meetings during pandemic. Would like students to increase participation on teams from the beginning and move projects and plans forward.
 - Reaching out to Connor Keese, Outreach, to see how ASG can increase involvement during Student Welcome Week when more students are back on campus. ASG provided stipends in FA21.
 - During this process of redesign of student experience, we want student input and students to be part of assessment to have high quality GP work and have student leaders in all the groups.

Would like Senators feedback if this should be something to highlight again in Spring or if there are other ways to involve students.

Aaron and Nohemy are working with Director Ken Songco on embedding GP in the new Equity Plan. Will continue to assess the work we're doing, always keeping in mind, who are we redesigning the College for.

Senate Discussion:

Senator Neil Viernes: So amazing to see all the progress and be able to envision the overarching goal. Especially, the piece helping incoming freshmen with orientation and first-year programs that should strengthen Mission College student retention.

Senator Joanna Sobala: Am happy to hear about the Orientation piece. What is the DE piece, particularly in the use of Canvas? Would this be part of the Mandatory Orientation, a course or a tutorial that students won't miss, and could be included in the syllabus to make sure students get the help they need in the beginning.

Nohemy: Thank you for the suggestion. We need to get the Canvas online information piece to students even before coming to campus and will bring up with Gaozong Park. This has been discussed with the First Year Experience team.

Aram: Thank you Aaron and Nohemy. These different areas of program will be brought back to Senate. This is a great overview of what was done this semester.

7.03 Teaching Learning Improvement Fund: 2nd Round Request Recommendations — Tara Hardinge — 10 min — (A)

Senate President Aram Shepherd: This is the second round of TLIF funding from Land Corp through the Board of Trustees. We've received interesting applications. The Professional Development Committee reviewed and ranked applications and is making a recommendation.

The Senate will make a recommendation today that then goes to the President for final approval of

funding.

Tara Hardinge, Chair, Professional Development Committee: Six applications were received and all six fit the TLIF criteria and budget. Our recommendation is to go forward with the requested amounts. Leaving a balance of \$5,274.48

Request	Rank	Amount Requested	Amount Rewarded
Lauren Javier-Tolentino - biology microscope & camera/cam projects slides-several courses	1	13436.26	13436.26
Pedro Sousa - CPR/First Aid Training for CHD Students, preparing students for workforce	2	5650.00	5650.00
Britta Burton - Kahoot! Pro (more features)	3	2520.00	2520.00
Erica Morton-Starner and Sarah Sullivan - Grammarly Premium membership	4	14000.00	14000.00
Parisa Mousavi Shafaei - Humanized Online Teaching a Pathway to Equity	5	3467.26	3467.26
Michele Pett - Professional Pastry Training	6	2052.00	2052.00
Total Funds Requested		41125.52	41125.52
Pedro Sousa, CHD: Clifton Strengths Finder. Associate/Classified to do reflective work to identify strengths as individuals. SCC Dept. of Education, Trainers of Trainers.& Assessment. Up to 50 participants. Cost ~ <\$5,724			
		Balance:	\$5,274.48

MOTION for the Academic Senate to approve the TLIF recommendation for Second Round of Funding, plus Clifton Strengths Training to be supported by balance of TLIF funds. (M. Johnston/J. Sobala) (M/S/U) No abstentions. None opposed. Unanimous.

Aram - Thank you TLIF committee for the work putting money where we need to support teaching and faculty to better serve our students.

7.04 Enrollment Policies for High School Students – Omar Murillo and Viola Smith – 20 minutes – (I/A)

This semester there have been issues in KIN related to classes where high school students are a majority number, and teaching and managing the classroom have been a challenge for faculty. VPSS Omar Murillo and MECHS Principal Viola Smith are here to discuss and find a way to make sure that classes are working for high school students, instructors, and other students in the class.

VPSS Omar Murillo: It's been a good learning experience talking to our KIN instructors, Dean Jeff Pallin, MECHS Principal Viola Smith. First, I want to acknowledge the challenges this semester and that we are addressing problems where things can be done differently.

ED Code 76002 or AP 50111: In a PE class, no more than 10% of the enrollment of the class may consist of special part time or full time students. The difference here is Mission Early College students are considered as continuing students and not as special part time or full time students, which is why the 10% limit did not apply.

MECHS are technically SCUSD students and are teenagers. For registration they are college students and should act and be disciplined similar to college students. Whatever adjustments a faculty member makes are regular adjustments based on their pedagogical approach.

Moving forward in SP22 we need to make some changes:

- Establish the 10% threshold for KIN courses. It is a manual process, and we're looking at Banner to make changes. Also, want to ensure MECHS students have appropriate opportunities.
- Work with individual faculty. If any KIN instructors can voluntarily take on a few additional students above the 10% that would be appreciated; faculty would determine that number of students.
- Establish a formal process to work on this short- and long-term.
 - Faculty should have a say in process.
- Census Rosters are already live in faculty Banner account (Canvas in future). Minors are now identified and can be seen on Census Rosters of current, prior, and the next semester. Faculty feedback is appreciated.
- Teachers need to discuss concerns if a class seems to have too many minors.
- Provide better Resources, information on how to deal with minor students and ensure faculty are prepared to address any of the issues or concerns that may arise with our minor students, and work better with this population to have more opportunities, and engage more with their families before the semesters.
- Teaching approach and communication can be adjusted if high school student needs some accommodation similar to adjustments for any other college student's needs.
- Want to commit to more Outreach as team expands: Welcome Activities, Informational Sessions, Meet and Greet, and Orientation when coming back to campus. Offer Orientation for our Dual Enrollment MECHS students prior to SP22.

Guidelines for Faculty will be on website and Faculty Resource page before SP22 begins.

Viola Smith, Principal, MECHS: The way our school is setup and operates, there will always be a heavy need for our students to be enrolled in certain subject areas. There is a prescribed set of college courses in five different subject areas that they have to complete to graduate: Kinesiology, Foreign Language, Science, Art, and Health. These courses are not offered at the high school level.

We will work to minimize the shock to some of the instructors for the numbers of HS students who must filter through. We'll look to be more strategic about specific courses within disciplines. If any issue and concerns arise, faculty should contact Principal Smith directly in Gillmor office so MECHS can provide oversight and accountability. Viola will reach out to brainstorm with students and parents as needed.

President Aram Shepherd recognized Faculty, Biology, KIN, and Lisa Willet, A&R, here today.

Senate Discussion:

Brenna Wundram, Chair, KIN: KIN opened enrollment in 2021 and brought in many 14- and 15 years-olds, where physical and social issues did raise concerns in a high school majority count classroom. Going forward what would be helpful: 1) An Orientation into the KIN program and classes, and 2) Counseling: KIN and MECHS can schedule more sections in the afternoon so students can mix with college students and not cluster in the same class, 3) Create a list of KIN classes students would enjoy and grow from, and where they'll be safe, e.g. the weight room is not advisable for 14 year-olds.

Omar Murillo, VPSS: We'll assess this week what is being offered and whether there can be some additional sections and opportunities in KIN and what that would look like. We want to address the concerns of faculty and needs of students and what is appropriate.

Stephanie Mendoza, KIN: A big difference is we now have 9th graders. One solution is making a PE

time curriculum for all students. We could write a Sports Class: segments of soccer, softball, baseball, basketball. Students would have a variety and this would meet PE requirement.

Aram - I would like us to have a written policy to address key questions such as: 1) does the 10% Cap apply to all 5 coursework areas, 2) what's the way to communicate with instructors; instructors who teach high school age students and instructors who do not want to teach high school students, 3) how to formally establish formal process for checking dual enrollment.

7.05 Board Policies and Administrative Procedures Revisions: First Read – 10 min – (I) postponed to next meeting, December 9.

- BP 4100 Graduation Requirements for Degrees and Certificates
- AP 4100 Graduation Requirements for Degrees and Certificates

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

1. President's Report - postponed
2. Initiatives Updates & Reports

Ken Songco, Director, Equity and Student Success: We are forming a team to join the Student Equity Planning Institute. Mission is one of 13 institutions. The Plan is due November 2022. Leading are Ken Songco, Nohemy Chavez, and Aaron Tolbert since the mandate is for the Guided Pathways and Equity groups to work together and design the plan. We want to ensure the Academic Senate has a role in the development of the plan and are seeking at least one member to be part of the planning team. A draft plan should be in place by April for the College to review. We'd like to form the planning team by Dec 12, please let Aram know if you're interested.

Adjournment

Adjourned, 4:27pm