MISSION COLLEGE ACADEMIC SENATE
MINUTES
April 14, 2022
2:20 P.M. – 4:15 P.M.

Zoom: https://missioncollege-edu.zoom.us/j/92377739116;
Dial In: (669) 900-9128

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- **Casey Chang**		x
Hum Soc Sci & Fine Arts - **Matthew Johnston**		x			
Administrative Assistant: Liz Bogatin-Starr					
Additional Attendees: Norma Ambriz-Galaviz, Interim President of Mission College; Dan Borges, Associate Vice Chancellor of Information and Educational Technology; Nohemy Chavez, Counselor; Kate Disney, President of Faculty Union; Clement Lam, Dean of Math, Science, and Engineering; Brian Miller, Dean of Humanities, Social Sciences, and Fine Arts; Linh Nguyen, Director of IT Applications, District Information Systems; David Piper; Equity Faculty Lead; Lorrie Ranck, Vice President of Instruction; Ken Songco, Director of Equity and Student Success; Teresa Thompson, Chair of Accounting; Aaron Tolbert, Dean of Language Arts; Marianna Troy, Classified Senate Liaison and DSPS					

1.0 Call to Order & Roll Call
Quorum met at 2:20pm.

2.0 Order of Agenda
Agenda approved as written.

3.0 Approval of Meeting Minutes (A)
3.1 March 24, 2022 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.*
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.

David Piper, Equity Faculty Lead: Equity MINDset Conference, Wed, May 4, 5:30-7:30pm. Guest speaker is Dr. La'Tonya Rease Miles, motivational speaker on the critical connection between mental health and racial equity. Hosted by Dept of Student Equity and Success and Mental Health and Wellness Committee. Plan to attend. Senate's faculty voice and participation has really become paramount to the success of equity notions on campus. Dinner will be provided. RSVP: https://www.eventbrite.com/e/equity-mindset-conference-tickets-302985847827

Senator Joanna Sobala: OER Long and Short Applications are due tomorrow, Friday, April 15, 5pm.

Senator Aram Shepherd: Remind students that April 29 is the deadline for students in full term classes to Change grades to Pass/No Pass or to Drop. If you have students who are maybe at risk of not passing, send them to a counselor so they can figure out best option.

6.0 Unfinished Business
None

7.0 New Business
7.01 Follow-Up on Policies and Procedures for Communicating with Students (President Norma Ambriz-Galaviz and VPI Lorrie Ranck)— 15 min — (I)

Interim President Norma Ambriz-Galaviz: Mission is in a state of change transitioning from an interim to a new president in a couple of months. We have a sense of urgency right now about the viability of Mission College and related importance of enrollment. I take responsibility for pressing administrators to take immediate action and be involved in the recruitment and retention of students. We're asking deans to do things differently and asking faculty, counselors, classified staff, ASG to be involved.

Mistakes and missteps did happen with all the parties involved in this incident that got reported to the Academic Senate several weeks ago. The mistakes were not due to malintent but missteps were done in a rush to fulfill my request. I've spoken personally with all the parties involved: faculty, administrator, classified. Communication was missing at a critical time and we need to look carefully about how we are doing our work.

Lorrie Ranck, Vice President of Instruction: Norma reached out to the parties involved and asked about the communication. We need to bring ideas to the table and establish ways of working together knowing that communication doesn't happen in one direction. We are going through enrollment and campus changes, online and in-person instruction changes, and we're figuring out Mission's identity and who we are as a campus and community. How we work and treat one another is essential to our being student centered and student ready.

Starting with identification of community commitments:
- Get input from various constituencies: Academic Senate, Classified Senate, Affinity groups, individuals and engage through this term, summer retreats, and early fall meetings, FLEX Day in August, and draft a preliminary set of shared commitments.
- I will share these in an email and want to have a place to bring these ideas together.
- Identifying understanding gives clear directions to avoid some of these mistakes.

- Senate Discussion
  Senators engaged in a discussion on the importance of administrators and faculty communicating and having shared expectations and the importance of following contract and colleges processes, and shared governance. Among the points raised were that
  - The email sent to students was trying to create a sense of belonging and did the opposite of

that for students. They were confused that this person they've never heard of before was reaching out to them. And it also created confusion for my faculty who emailed and said, what is this, and I had to spend time responding to faculty and students who are confused by this. If we had been included from the beginning, as a shared governance and collaborative team we could have had a better outcome.

- The communications expectations are that the instructors are the first line of communication. Expectations are written and laid out already.
- The Equity Framework was adopted as a method for resolving, changing and evolving, and that seems to have become secondary to the vision and mission of the college as we are making changes at the college.

7.02 Review of Board Policies and Administrative Procedures — 25 min — (I)

- BP/AP 4103: Cooperative Work Experience (New AP)
  Chris Zilg put together AP on Cooperative Work Experience. AP is mostly boiler plate language from the state that reflects what we are doing and is in MC Work Experience handbook.
- AP 5075: Attendance Policy (WV) (rev. 2012)
  Updates with current practice: Students who withdraw or drop during the first two weeks up to census date will receive no notation on their transcript.
  Consider revising required days of student attendance in first two weeks until census when faculty can drop student, and language that pertains to first class meeting after a student enrolls. May want to also address students who leave class. Also be clear when using census date related to term length, full terms and short terms.
- BP/AP 6250: Budget Management
  A lot of information that seems too detailed for an administrative procedure is being moved and housed in a separate internal document within the budget office. The document would be available but not public facing.
- BP/AP 6251: Reserves
  The biggest change being considered is related to the district reserves. Currently the district has a 5% reserve and then a 3% contingency reserve, essentially 8% in reserves. The change in Board policy would raise it and create a range from 10%–17% reserve based on guidance from the state. Budget offices recommend 17% that represents two months of expenditures.

  First read at District Council and Senate looks again next week. District Council makes final approval.

7.03 Update on District Technology Plan — 20 min — (I/A)
Dan Borges, AVC of Technology and Linh Nguyen, IT Director of Applications

The new Tech Plan 2022-2025 is on the new portal in Information Systems Communication.
https://wvmccd.sharepoint.com/sites/ISCommunicationPortal

The Tech Plan starts with an introduction to technology, basic planning, sustainability and impact to the District.

- Organization chart has changed. There are three primary support areas: Operations headed by Peter Teipe; Applications headed by Linh Nguyen; and Educational Technology Services-ETS headed by Joel Bennett, newly hired director. They all have primary duties related to both service management and project management.
- Joel Bennett, the IT director for ETS, was a manager in Instructional Technology at SCU for five years and really wants to help. He's student focused and will hopefully be a member of your Tech Committee and help build links that we need to make sure people's messages are heard and that we can do something about it.

- We've added WVC academic support related to ADA teams, a CAB team, which is a change advisory board, and our TAC team, the technology advisory coordination team for how the technology dept interfaces with both colleges and sets priorities.
- Three high level technicians, Kevin Cartier, Daniel Newman, and Sean Mulligan, are architects that bridge the gap between primary technicians and management.
- **Accomplishments:** Implemented new service and support strategy and enterprise management system called Fresh Service to capture all the service requests throughout the District and analyze all the work that we are doing.
    - **Equipment refresh process:** classroom, labs, 500 new computers. New Software packages and applications deployed in the last two years are significant.
    - **Priorities, Projects & Timelines:** Administrative computing network and server infrastructure.
      Cyber security plan included a security information event management system.
      BP/AP 3721: Information Security Policy is being drafted.
- **Future Objectives:** Network upgrades. Disaster recovery and backup systems.
  Firewall and wireless infrastructure upgrade (Summer 2022).
  Infrastructure upgrades: Data Center generator and HVAC at WVC. Bunker is a project to improve network infrastructure.
  State instructional equipment: $1 million over the next year, classroom upgrades.
  Teamwork, leadership, accountability, and improve services/support for the district.

Senate Discussion

Senator Samir Magid: What are specifics to support Distance Education and Online Learning?
Dan Borges: The educational side of Canvas is an exciting area. I can learn more and put in time and effort to make that better. WVC is implementing StarFish which is a tool to help students full circle whether on or off campus. We're trying to set up an integrated plan for all the tools, and we should have a distance education plan. Faculty would have great suggestions for how to incorporate distance education, and now is a good time. There's a lot of room for improvement and I'd like to investigate.

- How can we centrally house programs that have already been vetted by MC and/or WVC? E.g. program that would write chemical structures and vetting with accessibility. How can vetted online resources be shared within depts or schools.
- Dan Borges: Danny Nguyen, Joel Bennet or I have the responsibility of bringing things/ideas forward to the Technology Advisory Committee. I have eight years recent instruction experience. The TAC has gathered a lot of instruction needs and ADA information over the last year. Knowledge transfer is a great opportunity because there's probably a lot the two colleges can learn from each other and the district could learn. I'll bring up at the next meeting.
- We have a DE Strategic Plan approved by the Senate and is being revised with new Technology Committee. Dat Nguyen, IT Analyst, is an active member and very good communication channel.
- What is the plan for integration of the CVC-OEI that I hope happens soon. DE Committee worked on POCR pedagogical part, but the system has lots of back page and integration work that is outside the competency of DE Cmte. Everything could be lined up at the same time. Lorrie is working on it.
    - The DE Plan is not part of the Tech Plan at this point. When the question came up to TAC a year ago, neither college was prepared because we had not assigned certain positions. Some documentation was required to be submitted from the colleges. We referenced CVC-OEI resources. Can bring the question back up to the VPs and look into this further. This is a very important thing. Eighty (80%) percent of the CCCs are a part of this consortium. I was surprised we were not a member. Will look into this a little further with both WV and Lorrie and find out their goal objectives. I can help try to facilitate.

o   Please keep DE committee informed, Joanna Sobala and Steve Lipman. Could aim for Fall22.

Aram: We're looking forward to more collaboration with the Tech Plan here. We're relaunching our Tech Committee and have better processes and better ways of communicating with the district about our needs and getting information back. Looking forward to continue to work with you. Thanks Dan and Linh.

7.04 Report on ASCCC Spring Plenary — 25 min — (I)
ASCCC Spring Plenary, April 7-9
Aram and Joanna attended. The main topics were on the diversity, equity and inclusion work, online education and OER and legislation in the state.

Senator Joanna Sobala: A Resolution on Academic Freedom has lots of interest and emphasis in many sessions. Should look at our policies in academics, attendance and other areas and what should be communicated.

Approved Resolutions of Note
- Establish Rising Scholars Faculty Liaisons: for incarcerated or justice involved students. Mission submitted a grant.
- Establish Part-Time Faculty Liaisons in Rising Scholars later on.
- Advocate for the protection of online learning integrity: removed the references to proctor and software and changed the resolution to focus more broadly on being able to identify students in a broader way, e.g. IP tracking but not test monitoring, and focused on fraudulent students enrolling.
- Advocate for allocating the $115 million that has been budgeted to fund the work of the OER.
- Encourage Academic Senate and faculty participation in the creation of course enrollment maximums. Is a Union issue that does have a student success and academic element. In our district MC and WV could look at several challenges: differences in enrollment practices, other areas. Academic Senate may want to look at and update.
- Oppose reliance on textbook publishers to achieve zero textbook cost, not a sustainable way of doing OER.
- Request expanded data collection to better measure the success and challenges of AB705. Looking at data before Census and drops and tracking students over time who drop. There is pushback for better data and new analyses of groups that didn't pass the first time they took transferable class that might benefit from pre-transfer level.
- Request for disaggregation of Asian and Pacific Islander Student Data from the state chancellor's office is something that would be helpful for our campus.
- Encourages local colleges to set up policies and explore offering noncredit courses in Spanish in a content area, e.g. CPR class. Reconsider Ed Code language, explore how course is noted, outline of record and how that would be handled.
- Support AB 1746 (MEDINA, 2022): Student Financial Aid/Cal Grant Reform
- Oppose AB 1705 (IRWIN) unless amended. Is forcing students to take transfer level classes and for CTE students whose interests may not align with transfer. Very sweeping and if passed, very hard to change unless amended. Talk to local members of legislature. FACCC also took a position opposing.
- DEI in Curriculum Model Principles and Practices. Encourages faculty to look at practices from syllabi, to course descriptions that go in the catalog, and similar things to address equity and student centered issues. Want Senate and Curriculum Committee to look at this. Can prioritize what to work on as faculty on short- and medium term. Is specific and actionable.

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

1. Continuing Brown Act Meeting Exemption to Hold Online Meetings
   MOTION for Senate to adopt resolution to continue meeting online.
   (J. Sobala/A. Zavala) (M/S/U) No abstentions. No objections. Unanimous.
   Applicable to Academic Senate and Subcommittees meetings.

2. President's Report

   College Council: April 6
   - Approved the formation of the Tech Committee with a tri-chair model, administrator, faculty, and classified member. Starting FA22.
   - Approved the Required Orientation Proposal.
   - Work is being done to establish and better align hours of operations for students: when different offices are open, how Fridays and Saturdays are handled, and evening access.
   - Ocelotl is being implemented, which includes a new chatbot.

   District Council: April 11
   - Housing
     - Initial assessment complete
     - Demand for 500+ student beds at Mission and up to 1700 beds as rent rate decreases to 20%-30% market rate, demand has similar numbers at WV.
     - Strong demand for family student housing at Mission; more individual housing demand at WV.
     - Faculty and general employee housing demand: about 80 beds total at either campus. Did not see commute as a problem.
     - The next step is financial analysis: explore public-private partnerships, grants and legislation potentially coming from the state that could provide district contributions. Conversations this summer and early fall.
   - Approved BP/AP 3721: Information Security
   - Approved Associate Faculty Funding Model for the FY 22/23 Tentative Budget
     - $3.5 million budget, reduced budget because of greatly reduced number of classes
   - Approved the Fixed Cost Schedule for the FY 22/23 Tentative Budget; lots of consolidation into the District where possible and working to align the two colleges
   - Approved a new District mission statement

   OER Applications are due Friday, April 15. Need a few more faculty members to review over the following week and score with rubric. Can approve Heather Rothenberg and members of OER task force to review applications.

   MOTION to appoint and approve members of OER Task Force and Heather Rothenberg to review OER applications.
   (D. Arias/T. Lawhead) (M/S/U) No abstentions. No objections. Unanimous.

3. ASG Representative Casey Chang – ASG Report
   Elections: Student Senate campaigning and Get out the Vote is from April 12 to April 19.
   Casey is running for Student Trustee and serving as SSCCC VP of Communications FA22 to SP23.
   Election booth on campus, central plaza: Tues. and Wed. Voting is done online.
   Casey is working on getting candidate statements on Canvas, e.g. professor's pages as proposed by Senator Lawhead.
   ASG board members are reaching out to faculty to present for five to seven minutes in your classes.
   ASG is working on bylaws, refining and updating.

Participated in SSCCC General Assembly over Spring Break and voted on SSCCC Resolutions.

Sexual assault and harassment awareness event collaborating with Mental Health Services: Wednesday, April 27, 11:00 to 12:30pm, booth with information about Denim Day and sexual assault and harassment prevention.

MC Multicultural Festival collaborating with the International Center: Thursday, April 28, 1:30 to 2:30pm and 4:00 to 7:00pm. Food provided. Come watch performers from different cultures including Mariachi Band, Aztec, Dr. P.

Thank you for supporting Mission and thank you for supporting students.

Aram and Senate: Congratulations Casey on your appointment at the statewide office.

Adjournment
   Adjourned, 4:15pm