



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
May 12, 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, MC Interim President; Judith Berkley, Health Occupations; Nohemy Chavez, Counselor; Brad Davis, Chancellor of the WVMCCD; Kate Disney, President of Faculty Union; Nita Esparza, Chair of the Program Review Committee; Ashley Faris, Community of Praxis Lead; Samantha Folb, Director of Compliance, Training & Employee Relations; Judie Golden and Pat Hudak, Co-Chairs and Liaisons, CTE Committee; Michelle Kim, Economics; Clement Lam, Dean of Math, Science and Engineering; Steve Lipman, Co-Chair of Distance Education Committee; Amanda Marshall, Care Team and EOPS; Brian Miller, Dean of Humanities, Social Sciences, and Fine Arts; Omar Murillo, VP of Student Services; David Piper, Faculty Equity Lead; Lorrie Ranck, Vice President of Instruction; Kena Rogers, Language Arts and Library; Monica Sain, English; Teresa Thompson, Chair of Accounting; Sarah Sullivan, Professional Development Coordinator; Aaron Tolbert, Dean of Language Arts

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 April 28, 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.

A subgroup of the DE Committee (Teresa Thompson, Steve Lipman, Britta Burton, and Edward Fedalizo) completed a syllabus template in Canvas. To access the template accept the invite to “MC Course Template” and read instructions.

Senator Joanna Sobala: Co-Chair DE Committee. Instructional Designer Edward Fedalizo redesigned the MC Online Learning Resources (MCOL) home page. All faculty have access to MCOL. Please check it out, the web page is easy to navigate. Join Professional Development Coordinators online: [MC Online Learning Resources \(MCOL\) Canvas site](#)

Professional Development opportunities - Listed in MCOL Announcements

EPIC Community College Faculty Fellowship Program: August 2022-May 2023 (Apply by 5/30/22) <https://sgs.stanford.edu/community-college-engagement/epic-community-college-faculty-fellowship-program>

Working collaboratively with Stanford staff on self-designed projects aimed at internationalizing core curricula and developing global competencies among community college students.

2022 EPIC Symposium: Integrating Global Topics into Community College Curricula, Saturday, May 21, 2022, 8:30am-5:00pm - Results of the Fellowship 2021-2022, Register by May 13, 2022 <https://sgs.stanford.edu/events/2022-epic-symposium-integrating-global-topics-community-college-curricula>

Cal OER 2022 Virtual Conference: August 3-5, 2022. Registration Deadline: Wed, 7/27/22, \$25 Focus on OER across California’s three public higher education systems. Event is open to everyone. <https://www.caloer.org/home>

6.0 Unfinished Business

None

7.0 New Business

7.01 Program Review Committee Year-End Report (Nita Esparza) – 15 min– (I)

Nita Esparza, Chair, Program Review Committee, reviewed progress of the committee goals set last fall, and provided an overview of the Fall 21 Cycle Program Review, Administrative/ Operations Pilot SP 22, and collaborations with Outcomes and Assessment Committee (OAC).

Committee makes recommendations to the Academic Senate on Program Review process plus facilitates that process of program review for the College.

Goals Progress:

- Launched new Hybrid PR templates (Fall21) a singular template for units that have both academic and student services program review, e.g. Counseling. The hybrid singular template is in both comprehensive and update form. A number of programs have done that successfully.
- Administration/Operations Unit PR template (ongoing): Executive Cabinet level and business focus areas of the college.
 - Spring review. Should use information from completed Fall PR reviews in their own program review. Recommendation from accreditation.
 - Building peer review for these units (SP23)
- PR handbook updates

- Collaborate with the OAC to improve the processes for SAO/SLO/PLO assessment and integrating the analyses into our program review reports
 - Joint meetings, plus All About Assessment session with Dean Jensen
 - Student Services learning outcomes pilot led by Rebecca Tran
 - Academic side: PLOs robust analysis only in the comprehensive PR
 - OAC: New SLO/SAO reflection templates starting Fall 22
 - PR Fall 23 cycle will only ask for cumulative summary of SLO/SAO Assessment Analysis and Conclusion

Fall 21 Cycle Report: All Academic Programs completed a PR. Continue to refine and get some training for Dean/Chair feedback process so feedback can be more substantive in some areas. May need to work on as a committee. All but 11 Student Services completed a PR.

Fall 22 timeline is similar to Fall 21 based on weeks. Kick off in Week 3 of semester, first draft of PR, Week 12. Final date is end of Week 15.

A big thank you to fellow committee members. All are welcome to join Friday mtgs, 9-10am.

7.02 Care Team Update (Amanda Marshall and Samantha Folb) – 15 min– (I)

Amanda Marshall and Samantha Folb, Care Team, familiarized Senate with processes and how Care Team follows up to help faculty with student interactions.

Care Team is committed to well-being, safety, and student success and proactively address students of concern through behavioral intervention, follow-up, and warm handoffs to our campus resource network. The Campus Resource Network is being developed as part of this process. The name Care Team was decided in the spirit of Mission Cares and Caring Campus.

Care Team is about wraparound services and student support and works across the District. Samantha, Director, Compliance, Training & Employee Relations, is working with MC and WV teams, and both colleges now have parity using the new ‘Just Report It’ website. Care Team is incorporating Case Management and utilizing guiding documents from NaBITA, National Association for Behavioral Intervention and Threat Assessment. Also are using NaBITA’s Risk Rubric resource to analyze reports on situations involving a student and determine what the follow-up should look like for that particular situation, and are making this resource available to the College.

Samantha: The link “Report a Community Concern” is found at the bottom of any MC web page. The landing page clearly shows three reports: Care Report, Incident Report, and Title IX Report.

1. The Care Report is about a student’s well-being, and providing help and resources, e.g. personal health services, financial aid, academic resources, DSPS, any major support services that the College offers.
2. The Incident Report has to do with campus safety, behavioral concerns in your classroom, academic dishonesty, also all the reporting for unlawful harassment, discrimination or retaliation.
3. Title IX reports go to Samantha only. Title IX is for any kind of sex-based harassment or discrimination.

Important Considerations:

- Care Team will follow-up to let submitters know that appropriate measures were taken.
- It’s up to the submitter whether you talk to student about submitting a report. However, it is helpful if you can reach out to student and start a conversation to assess needs and from there handoff to Care Team who can involve multiple members as needed. Maybe ask if student has already met with Counseling Dept.

- When reaching out, it's good to have student(s) names, ID numbers.
- This is not an emergency reporting system. In an emergency call 911 or campus police.

7.03 CTE Committee Year-End Report (Judie Golden and Pat Hudak) – 15 min– (I)
Current Co-Chairs for CTE and co-CTE Liaisons for Academic Senate

Pat Hudak reviewed accomplishments, current projects, and resources from Senate to support CTE. Judie Golden showed progress and some collaborative efforts to increase employment, certificates, and work with GE transfer with outcomes of better wages and careers.

Accomplishments: CTE Website: Added salary data to programs on dept websites, expanded articulation website. SWP funds for Badgr digital badges and digital pathways available on Canvas. Need more training sessions. Let Pat know for either dept or 1:1 session.

Articulation: Expanded software CATEMA to WV that allows students to get college credit for articulation courses. CATEMA has streamlined what was a labor intensive process to transfer credit and issues a report similar to a transcript, e.g. CISCO and some programming courses in CIT. Monica Nolasco facilitated Articulation Day, April 30.

- Handshake software: Andrew Soliz, Career Services specialist, is bringing in more employers who publish on our site (replaced College Central).
- CTW (CA Transit Works) Zero Emission Buses (ZEB) converting all transit buses. New courses and certificates have been approved. Transit programs/apprenticeships serve as a model for country.
- CCCAOE conferences and BACCC weekly meetings, including Adult Pathways and K-12/14 Pathways.
- FPT Fire Protection Technology: SWP funds purchased Virtual Reality Equipment and Software. Fire One Academy starts this Fall and cohort is nearly full.

Judie Golden: CTE focus is on increasing enrollment and completers, created two action groups.

- Marketing and Community Outreach: Promoting CTE in this area, a new postcard, Fall event/open house for counselors and parents.
- Internships: more robust, survey to CTE students, student completion goals and needs.
 - Higher wages, figure out how to make robust, and work and support each other at the College.
- Hiring a subject matter expert (SME) to reach out to businesses to increase employers for our students.
- Robert Half apprenticeship partnership, already registered in cyber security and accounting.
- Pilot internship in Hospitality Management, possibly this summer and roll out to other CTE programs.
- ELENA software database is being utilized for all CTE advisory groups and minutes and is accessible. Earn and Learn data and Handshake data can be incorporated into ELENA.
- Mechatronics SWP funding increased, program grew from one to 47 students since last year.
- Skillibi Report on CSIT program shows what is in course descriptions matching what jobs in the industry require. Want to expand to CTE programs.
- Next FLEX in advanced manufacturing internships.
- Exploring a media classroom for AR/VR that would be for graphic design and other depts.

- Reviewing current By-laws and Mission Statement.

Senate could help promote and support CTE:

Want to increase our CTE presence on campus and have CTE and GE for transfer operate together.

- Join the CTE committee, attend meetings
- Support Program mapper, Employability Skills, Career Pathways
- MC has a larger CTE Presence than WV: receives the majority of SWP funding, strength of college, MC is unique compared to other colleges.
- Students are CTE Certificates/Degree earners (with good planning) and can still continue their education toward a 4-year degree.

Senate President Aram Shepherd: There is potential for more collaboration, a task force with Academic Directions, MCAS, and CTE and with OI and deans to work on specific areas to grow and build programs. Think about this in Fall around enrollment. CTE is doing great work and can be brought in more to the instruction side.

Some Senate members should come to CTE meetings. CTE can provide regular updates and background in meetings on what CTE is working on.

Member of Senate or from Transfer could be a permanent member of CTE committee.

Recognize Judie for stepping in and Pat for all he's done. Do need a new CTE chair, this is a great opportunity for anyone interested. Reach out to Pat and Judie. Recognize Janice Morgan who started CTE Committee with Pat and is now doing other projects/programs.

7.04 Update on SERP and Next Steps (Chancellor Davis & President Ambriz-Galaviz)—30 min— (I)

Chancellor Brad Davis emphasized the challenges of a decade of enrollment declines in Bay Area colleges and during Covid as background for SERP and unfilled positions. In WVM District enrollment has declined over the last 11 years, dropping from 21,000 FTES to less than 10,000 FTES between the two colleges. The Supplemental Early Retirement Program (SERP) helps District align our workforce more commensurately with the numbers of students that we have. If enrollment grows, we can add positions as need arises. Sixty-six employees across all classifications, faculty, staff, administrators accepted early retirement, combined with approximately 50 current vacancies that we haven't filled across the district and that the colleges will analyze over the next 12 months and could consider for consolidation, reclassifications, career advancement, and try to identify whether we can fulfill our operational goals by reducing the overall number of positions. The District will be paying about \$1.5 million per year for the next five years to cover the SERP costs.

Planning begins this summer examining business processes coming to fruition in the fall with the MC new president and after faculty return from vacation when next best steps will be discussed with the new president. The analysis should be deep, and if we're doing the best we can do, then will fill positions.

- possible technology solutions to streamline the process, providing good service to students by doing things smarter and cleaner or differently.
- already consolidated business, finance and construction positions, where we realized some economies of scale during the pandemic.
- leadership teams and participatory governance groups would try to figure out how the two colleges can work as a team and not by offering completely parallel structures to one another.
- enrollment increases through marketing outreach to tap into populations we could serve

better, older adults, working with business and tech on training programs, embedding district employees in local high schools, and continuing programs along the lines of CTE.

- funnel more faculty dollars into new associate positions and increase our ranks. Want to protect everyone who worked through pandemic, but in some programs there may be landing spots for students who are currently in graduate programs and want to teach.
- Classified staffing changes would be worked through with the Union and constituent groups, and faculty decisions would be delayed until fall.

Encourage the Senate to take an active role in these college discussions, and welcome suggestions and thoughts on new curriculum, potentially combining departments, and looking for synergy between existing depts and try to find seamless pathways for students to matriculate.

7.05 Diversity, Equity, and Inclusion in Curriculum – 25 min – (I/A)

Ashley Faris, Sarah Sullivan and Javier Huerta have been working on the Communities of Praxis (CoP) focusing on departments.

Sarah Sullivan, PD Coordinator, this proposal is from faculty colleagues in MC's Equity Pedagogy Work Group. The proposal is based on a successful Community of Praxis model. We've had three cohorts of 47 full and part time faculty in 16 departments. The focus is on departments. Our data shows we're not adequately serving African American, Latinx and Filipinx students. We know there are other groups and we need to do data gathering. This is less of an ideological discussion. For this proposal we're talking about learning to teach together in a way that's based on the science of learning, high expectations for students within a rigorous critical thinking, problem solving, active learning curriculum. And to do that within a culturally relevant, highly supportive assets based and culturally affirming learning Community.

The model we want to have is at least five depts of five members each, so 25 total of our faculty. They will be in a three workshop series experience together. Ten coaches total or two coaches supporting and leading each dept group will be drawn from the existing CoP cohorts (46 faculty) helping facilitate depts' three workshop series this fall. This model is peer to peer and everyone continues to learn together in these workshops.

Senate Discussion

MOTION to support the CoP project concept of department level Community of Praxis.
(C. Chang/C. Ritz) (M/S/U) Abstentions, None. Opposed, None. Unanimous.

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

1. President's Report

District Council: May 3

- Third Quarter Financial Statements
 - \$74 million fund balance
 - Areas of concern: parking, child development, health service. All relate to COVID and move to online
 - 9,685 FTES projected for the year

College Council: May 4

- Enrollment
 - The SU22 schedule is 69% online and 31% in-person/hybrid
 - The FA22 schedule is 60% online and 40% in-person/hybrid
 - Enrollment efforts are ongoing in multiple areas including a calling campaign and aiming to increase yields from high school outreach

CBAC: May 11

- Program Review Resource Requests: There are sufficient funds to cover the requests so nearly all projects have been recommended for funding (the few exceptions are proposals that didn't fit the funding criteria or the like). The President's Office is doing a final review and there should be an official announcement soon.
- Higher Education Emergency Relief Fund (HEERF)
 - The two-year deadline to spend the funds has been extended to three years.
 - Of the \$17 million in total funding, the College has approximately \$7 million remaining to spend in Year 3
 - Spending in Years 1 and 2
 - \$6+ million for direct student aid
 - \$2.5 million to cover revenue loss in specific areas (parking, child development, etc.)
 - Other spending: HVAC, space modification, cleaning and supplies, technology including software and hyflex

Board of Trustees: May 3

- Presentation by WV Calker School of Art and Design but not much else of note

ASCCC and State Updates

Singular General Education Pathway

AB 928, passed last year, requires that the UCs, the CSUs, and the CCC system work together to create a single GE transfer pathway for students by May 2023 that will become effective in Fall 2025. A proposed pathway has been developed by a task force representing the three segments of the higher education system. The proposal will be open for review and comment until October before work begins to create the final version in advance of the May 2023 deadline.

The pathway that is adopted will have significant implications for enrollment patterns for departments across campus so even though 2025 is a way off, we need to be aware of how these changes relate to our areas. The Mission Academic Senate will discuss the proposed pathway at our meeting on May 19. In addition, the ASCCC put together a survey to collect feedback from faculty: https://www.surveymonkey.com/r/AB928_GE_Survey

Upcoming Events of Note

- Presidential Forums: May 18-20
 - Saturday, May 21 the Board of Trustees will hold a special meeting focusing on enrollment: 10am, Saturday, May 24 in TAV 130 and on Zoom <https://wvm-edu.zoom.us/j/4087419002>
 - Commencement: 6:00 on Friday, May 27th at the Santa Clara Convention Center. Faculty RSVP by Wednesday, May 18th
2. Casey Chang, ASG Representative: ASG had the last meeting of this semester yesterday. Any unfinished business will come forward fall semester. The Honors Debate debated AB 928. The proposition was: Should California eliminate Oral Communication. The opposition won. ASG is in unanimous support of AB 1746, Cal Grant Reform and AB 1752, Part time Professor Pay.

Tues 5/17 and Wed 5/18, 10:30am to 12 :30pm - Fuel for Finals, Coffee and pastries, AND Unwind before the Grind, 2-4pm, Box lunches, Central Plaza

Have very, very much enjoyed spending the semester with the Academic Senate and wish I could serve again next semester but I'll be taking a biology class at this time.

Aram: We've been really glad to have you here, and we know you'll still be serving. Thank you Casey!

3. Report from the Vice President of Instruction
VPI Lorrie Ranck: HM BBQ was so good. Thank you Chef Daniel and Haze Dennis for your work all year. Everyone is invited to Commencement, it's an important and celebratory time for our students. This weekend: Open House, First Responders Fair.

Release Time in CTE and Accreditation. Statements were due today. Tech Cmte is also recruiting.

Research Analyst position has been reposted. It was a failed search.

Congratulations to over ten people from MC going to the National Conference on Race and Ethnicity in Portland and presenting. This is an important professional development opportunity.

Aram: Next week is our final meeting of the Semester. The meeting is in hybrid format, in person in SEC 354 and zoom option. We'll have light refreshments to celebrate the end of the year. Please join us in person if you feel comfortable. See you next week at Senate meeting and the Presidential Forums. Take care everybody.

Adjournment

Adjourned, 4:25pm.