**MISSION COLLEGE ACADEMIC SENATE**
**MINUTES**
**Sept 22, 2022**
**2:20 P.M. – 4:15 P.M.**

**SEC 354**
**and**
**Zoom: https://missioncollege-edu.zoom.us/j/95597770952**

| Senators | A | P | Senators | A | P |
|---|---|---|---|---|---|
| AS President - **Aram Shepherd** | | x | Instruction – **Elaine Wong** | | x |
| Associate Faculty – **Alla Petrosyan** | | x | Language Arts – **Marina Broeder** | | x |
| Associate Faculty - **Samir Magid** | | x | Language Arts - **Christine Ritz** | | x |
| Bus., Tech. & Kin.- **Wenlei Shan** | x | | Math, Science & Engineering – **Neil Viernes** | x | |
| Bus., Tech. & Kin.- **Brenna Wundram** | | x | Math, Science & Engineering – **Max Sklar** | | x |
| Career-Tech. Education - **Daniel Arias** | | x | Student Services – **Michele Hittleman** | | x |
| Health Occupations – **Marsha Oliver** | | x | Student Services – **Theresa Lawhead** | | x |
| Hum Soc Sci & Fine Arts - **Joanna Sobala (Vice President)** | x | | ASG Representative- **Vacant** | | |
| Hum Soc Sci & Fine Arts - **Matthew Johnston** | | x | | | |
| | | | | | |
| Administrative Assistant: Liz Bogatin-Starr | | | | | |
| Additional Attendees: Kate Disney, President of Faculty Union; Guy Shani, Chair of Curriculum Committee; Lorrie Ranck, Vice President of Instruction; Marianna Troy, Classified Senate Liaison to Academic Senate, DSPS | | | | | |

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

### 2.0 Order of Agenda
Agenda approved with addition of VPSS Omar Murillo, 7.03: Student Services Update

### 3.0 Approval of Meeting Minutes (A)
3.1 September 15, 2022
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.*
None

### 6.0 Unfinished Business
None

**7.0  New Business**

7.01 Certificates of Achievement Less Than 16 Units — 20 min— (A)

Guy Shani, Chair of Curriculum Committee – The CCCCO Program and Course Approval Handbook (PCAH) recent edition states: Colleges may now offer Certificates of Achievement that are fewer than sixteen units.

- Certificates of Achievement
  - o Historically, one-year programs of credit courses that are a sequence of professional development courses that add up to learning a major skill. MC offers Certificates of Achievement in many programs including project management and health occupations.
  - o Certificates of Achievement are submitted to the State Chancellor's Office and have to be reviewed by them.
- Certificates of Competency and Certificates of Proficiency
  - o Historically, these are designations for less than 16 units, either credit or noncredit.
  - o Do not appear on a student's transcript: supplement programs, extra classes that provide recognition of strengthening skills and competency but is not on transcript or called professional development.
  - o Programs are not looked at by the State and are strictly Local and not linked to articulation or transferability. The Board of Trustees approve.
- PCAH recent changes
  - o College may now petition to the CCCCO and submit shorter programs that are Certificates of Achievement of between 8.0 and 15.5 units. These shorter programs are transcriptable. The risk is that anything under 16 units is not eligible for financial aid. A student who enrolls in ONLY a program that has less than 16 units is not eligible for financial aid. If additive to a program or degree and totaling more than 16 units, than student is eligible for financial aid.
    - ▪ Concerns: Students may see course offering on CCC Apply or MC Catalog and not understand financial consequence. But Programs do explicitly note whether a program is eligible for financial aid.
  - o Curriculum Committee voted 9/21/22 to petition to the Academic Senate that we should offer these programs less than 16 units; the benefits substantially outweigh the potential risks of the student not receiving financial aid. WVM Board policy does allow for these programs to be offered.
    - ▪ Communications program intends to start offering this as a program of achievement and then sunset the certificate of proficiency since the certificate of proficiency does not have an advantage over the certificate of achievement. Could be considered as a community college version of a minor in a program while majoring in another program.
    - ▪ MC may be able to submit this 9-unit program in Communications to the Department of Education for financial aid eligibility despite being less than 16 units but there is no guarantee of approval.
    - ▪ Can talk to WV Curriculum Chair and Committee but do not have to coordinate and already have Board approval.

MOTION for the recommendation of the Curriculum Committee for Mission College to offer Certificates of Achievement Less Than 16 Units.
(Curriculum Committee/M. Broeder) No abstentions. None opposed. Unanimous.


7.02 Review of District Academic Senate Constitution — 20 min— (I)

Senate President Aram Shepherd – As background, the District Academic Senate represents faculty at the District level and brings together both colleges, but it was hard to schedule in

the pre-zoom world and District Senate stopped meeting over four years ago. When resolutions had to be passed at the district level, both colleges would pass the same resolution which has the same weight.

As there is more integration between the two colleges, it might make sense to bring back the District Academic Senate in one or two meetings each semester for discussions on board policies and things happening at the District. Aram and Gretchen Ehlers, President WVAS, want to relaunch the District Academic Senate.

District Academic Senate meeting to relaunch is October 20. Would first revise outdated bylaws (1993, rev. 2010) to speak to the District Academic Senate purpose.

Senate Discussion:
Membership and meeting logistics need to be determined.
Need to have representation of Administration as well as Classified and Students.

Aram: Next week we'll look for five Senators to volunteer to serve on the District Academic Senate. Bring a list of issues to agendize for the District Academic Senate's November meeting, e.g. the Faculty Service Areas. Also email Aram any issues for District Academic Senate meetings.

7:03 Student Services update —15 minutes— (I)
Omar Murillo, Vice President of Student Services, provided some opportunities for possible collaboration and discussed new opportunities and funding related to Student Services.

There are varied and significant State funding addressing Student Needs: Increase in Categoricals, a wide variety of funding related to Basic Needs, College Promise, Emergency Aid, Outreach, Retention, Mental Health, LGBTQ+.
- LAEP, the state-funded Learning Aligned Employment Program is funding close to $1 million through 2031 to provide payments to students who are securing internships or other non-paid opportunities. This is a new type of investment that we haven't had before. Can spend the funds earlier than 2031.
  - o Incentivizes students paid internships opportunities
  - o Strengthens the college's industry partners
- Forming Work Group to use funds thoughtfully related to student needs and opportunities. Would like Senate to participate, am reaching out to Aram for suggestions and concerns with new funding. Can share breakdown of funds. What does it look like on student support and academic sides.
- HEERF, Higher Education Emergency Relief Fund distributions, Cares Act as part of pandemic support to students: 2,000 students are identified who will receive $1.4 million this year starting in October. This funding is also used to support students with emergency aid.
  - o Students are identified by MC Financial team working with District IS and West Valley team using similar criteria.
  - o Students have to have a valid FAFSA or DACA on file and need to be enrolled in at least 0.5 units in Fall 2022.
    - ▪ Doing outreach, some students may want to apply for FAFSA or Federal Student Aid
    - ▪ Student may qualify for other aid, e.g. Promise Funding would help a significant number of students who are not completing
    - ▪ Financial support is scaled by number of units student is enrolled in and should not impact other financial aid assistance
  - o Omar's VPSS Office will continue to send current Student Support program information to the attention of faculty to distribute to students

- Dual Enrollment and Early College Support are having conversations about reinvestments and reimagining here, outreach, articulation, and CCAP (College and Career Access Pathway Partnership) Agreements.
- Promise Program needs a comprehensive program from outreach, inner-reach, retention and checkpoints. We're still losing a lot of our students first and second year in transition to second semesters. Funding and collaboration will help.
- ZTC and continued progress, and investment to leverage funding
- Basic Needs Coordinator is coming onboard, Basic Needs Center, and our Food Pantry is being finalized hopefully in November, this is new territory.
  - Good to have water and snacks available on campus. Students felt College cares. Especially helpful during hot weather.
  - Mobile cart for snacks can be used for information campaigns, events, counseling, departments
  - Cafeteria extended hours
  - Some gaps, Fridays, adding snacks next to microwaves, ASG vending machine
  - Explore a food vending machine, paid or free
- Debt forgiveness program is continuing this semester
  - Are discussing student debt forgiveness in an equitable way as a district collaboration toward the end of this semester. This could be an enrollment and retention tool. Staff in Promise program and Financial Aid may take an active role.
- Ocelot and Starfish implementation
  - AI Chatbot and Live Chat went live
  - Communicating timeline of Cranium Café phase out
  - Starfish Summit was attended by faculty, classified, administrators working collaboratively

## 8.0 Administrative Business/Actions/Appointments (I/A)
1. President's Report – Aram Shepherd

### District Enrollment Management Committee, Sept. 19
- The committee recommended setting the enrollment goal for 2023/24 at 10,500. This represents a slight increase from the 2022/23 goal of 10,416 and would be approximately 8% above the actual Fall 2022 enrollment.
- The enrollment goal and the efficiency goal of 430 will go to District Council on Oct. 10 for approval.

### College Council, Sept. 21
The committee discussed its goals for the year. There are currently ten goals and the plan is to give final approval to them at the next meeting.
1. Review the organizational structure of the institution post-SERP and provide input.
2. Analyze the participatory governance structure of Mission College and make recommendations for improvements including evaluation of the committee meeting frequency times, days, and organization.
3. Ensure all committees have student membership documented in their charge and that all student members are appointed by the fall semester.
4. Develop a timeline for the strategic plan and other master plan updates in coordination with the mid-term report.
5. Ensure all college committees have reviewed their charges, memberships, and developed goals by the third meeting of the fall semester.

6. Identify how to embed the Guided Pathways Framework and California Community College Chancellor's Office Vision for Success into all College Council Committee charges and annual goal development.
7. Prioritize and ensure that the College equity framework is in all committee charge updates and goal development.
8. Ensure all College Council Committees are aligned and comply with accreditation standards.
9. Provide updated agenda, minutes, and charge templates to all College Council Committees and ensure an evaluation tool is implemented to assess annual committee goals.
10. Provide recommendations on enrollment management strategies to improve enrollment, efficiency, and the student experience at Mission College.

College Council Goals aligned with Senate work
Goal 1 includes reviewing some immediate hires but then longer term, seeing where it makes sense to hire and later build out.

Goal 2 Senate is already reviewing committees and acting on a possible merger of Outcomes Assessment Committee and Program Review Committee.

Goal 3 are reaching out to students to be ASG representative, if you know a student encourage them to be MCAS ASG Rep. Student does not have to attend every MCAS meeting. Are having conversations about offering students compensation for committee participation.

Goals 4-8: Timeline for long term planning, GP Framework, Vision for Success, College Equity Framework embedded in committees and annual goal development, accreditation reports.

- Day of Giving on Nov. 29. Funds will be raised to support students/families in need.
- Telework Values Framework is being developed by the Executive Cabinet to be reviewed by participatory governance groups. Managers will be able to use guidelines to work with people in areas where telework makes sense and make decisions each semester. The Chancellor and President Awan are open to this if it works for students and the college. There will be opportunities after framework is developed to have discussions with faculty and classified unions.
- The College has funds from the COVID Relief Block Grant. They can be used for DE, PD, operations, and other areas affected by covid. CBAC will be working on making a recommendation for allocating the funds.

**State and ASCCC Updates**
- Common Course Numbering – Implementation Timeline 2021-2024 (AB-1111)
  - The state-level task force working on this will have its first meeting on Sept. 29
  - A website for common course numbering has been set up: Common Course Numbering Project and in Vision Resource Center (VRC)
  - This is quite a challenge. Specifically, one of the first tasks is to define what it means to be student visible common course numbering. Would there be two sets of numbers, one local and one state, has not been determined. Does every course require a genuine curriculum revision? More to come.
    - ASCCC is against it. Makes innovation harder.
    - Changes in course demand would complicate statewide course numbering, e.g. Data Science courses in Math at the college level may take a decade to sort out.

- o Let department/areas know Common Course Numbering is out there and will need faculty voice in the next year.

**Upcoming Events and Dates of Note**
- Area B Meeting: via Zoom on Friday, Oct. 14, 10:00 to 2:30
- Fall Plenary: Sacramento/Online; Thursday, Nov. 3 to Saturday, Nov. 5.
  Let Aram know if you'd like to register. Would be great to have more faculty attending. Funding is available.

2. Report from the Vice President of Instruction – Lorrie Ranck
   Faculty Hiring Interest form: Departments and areas that are interested and have a need for hiring faculty should put in that initial request on Monday, Sept. 26. Research and full application can then be done. Senate would do hiring prioritization on Nov. 10 or Nov. 17.

**Future Agenda Items**

**Adjournment**
   Adjourned, 3:45 pm