



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
December 1, 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: Seher Awan, President of Mission College; Nita Esparza, Chair of Program Review Committee; Edward Fedalizo, Instructional Technology, DE Committee; Beverly Gaitan, Health Occupations; Lora Glaser, ESL; Yuko Kawasaki, Dean of Health Occupations and Nursing; Clement Lam, Dean of Math, Science, and Engineering; Brian Miller, Dean of Humanities, Social Sciences, and Fine Arts; Kelly Neary, Chair of Biological Sciences; Danny Nguyen, Vice President of Administrative Services; Lorrie Ranck, Vice President of Instruction; Guy Shani, Chair of Curriculum Review Committee; Mark Zamzow, Health Occupations | | | | | |

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 November 17, 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.

President Seher Anwar - My office will be purchasing regalia for faculty who want to attend graduation. Please encourage colleagues, we would love to have a good faculty turnout.

MC Open House, Workshops - SEC, Saturday, Dec 3, 9am-1pm, come out to the event to support and meet students.

MC Holiday Party - Holiday luncheon, drawings, Gingerbread House Decorating Competition, and ugly sweater contest, prizes for 1st, 2nd, and 3rd place winners. Tuesday, Dec 6, 12:30-2:30pm, HM Bldg.

Kwanzaa Celebration, 14th anniversary at MC, 56th worldwide. Learn about the history of Kwanzaa through music, dance and food. Special performances by MC's Viola Smith, Ken Songco, Machiko Kyoya, Yolanda Barnes, and Chancellor Brad Davis. Wednesday, Dec 7, 11:30am to 2pm, HM Bldg.

Cannabis Workforce Initiative Information Session, Virtual session to meet team behind the initiative, curriculum mapping, success and challenges at community colleges, equity and justice rationale, momentum is building and there are above-living wage careers. Wednesday, Dec 7, 2:20-3:30pm.

6.0 Unfinished Business

None

7.0 New Business

7.01 College Reorganization Plans (30 min)— (I/A)

President Seher Awan along with VPs discussed the updated College Reorganization Plan that only has a few revisions since the previous version shared with Senate. A Reorg FAQs document was provided.

The revised version adds more on the cost breakdown and included Net Cost/Savings to Unrestricted Gen Fund and Restricted Other Funds.

- Phase One: was developed in the fall of 2022 to meet immediate needs of institution in response to the SERP retirements and existing vacancies that resulted in critical vacancies, 2023-2024.
 - Positions in Progress or Completed as of Nov 2022 and whether reclass or replacement, and Cost/Savings to Unrestricted General Fund and Restricted Other Fund.
 - Positions of High Priority Staffing Needs, whether reclass or replacement.
 - The combined net cost of position changes already in progress and those with High Priority is \$121,237.
 - The hiring of these positions will be timed based on available revenue.
- Phase Two: will be developed after the College develops its new strategic education master plan in the spring of 2023. Currently on hold.
 - The combined net cost of Phase II positions is \$800,936.
 - Graphic Designer II is working out of class and may move forward.

VPI Ranck shared on the Restructuring Plan:

- Structural changes can strengthen some areas of College.

- The Schools model and composition has internal and external identities and benefits at all levels of the College, supports students, and increases retention. The School model is really important for where the college is going in the future and is loosely based off the Major Career Pathways.
- The School Model concept is in use at other colleges. The School model emphasizes building a school culture where students are a micro community where there are links of commonality.
- VPI Ranck reported she met with ESL Dept and Dean Brian Miller to discuss and understand the desire for the departments to stay together.
 - Office of Instruction did a deeper data dive and shared data with ESL.
 - Only about 11% of students in ESL over five years transferred into English classes
 - ESL Students are going into KIN, History, many depts on campus and feel part of the larger community, e.g. International event, can map with English and other areas
 - MC Student patterns support decision and there are opportunities to build more across campus and are thinking of future and trying something new

Senate Discussion

- Faculty expressed that students can be confused by School model and not understand difference in being enrolled at the College and the individual schools.
- In response to a faculty question, VPI Ranck said Older Adults classes are being supported temporarily by WV for SP23. WV will manage faculty load and apportionment in Spring 23. Then Mission can make a decision about whether the Older Adults Program should be brought back to Mission and build infrastructure. MC will have an opportunity in spring to do an assessment of the entire non credit program in all aspects. Older Adults is one piece of non credit. Non credit program has a lot of opportunity in enrollment and growth.
- There was extensive discussion about the separation of ESL and English.
 - The 11% of students should be revisited in terms of credit and non credit ESL students. It's not clear how many non credit ESL students want to attain an Associate Degree, they want to get better jobs and that skews the number of students going into transfer level English. Many students are immigrants in this country and want to get better communication skills.
 - Regular ESL monthly meetings with English and Comm build a school culture.
 - Pedagogically ESL Dept and English Dept are 100% against separating ESL and English into different areas.
 - Disruptive of relationship, depts collaboration
 - The majority of ESL students receive Financial Aid and are full time and go into classes such as Art or KIN and classes that require minimal language skills and stay eligible for financial aid to be successful. Therefore, the data received needs more interpretation.
 - ESL alignment is with English language skills, pedagogy, and course outlines and program goals, and there is no precedent for ESL students to relate with these other disciplines in the People, Culture, & Society area.
 - The Language Arts division reps reported that not a single person in the ESL and English Depts was in favor.

MOTION for Academic Senate Resolution to oppose this Organizational Restructuring Plan for Mission College and ask that ESL and English be in the same division. Further moved that at the next meeting the Senate bring forward a resolution for consideration expressing its position.

(M. Johnston/D. Arias) (M/S/U) No abstentions. None opposed. Unanimous.

Aram - We'll share this discussion going forward. One takeaway is the idea of Schools has emerged that wasn't as prominent in the initial version of the Restructuring Plan. We're having discussions about imagining divisions or schools that are more student facing, supportive, and community facing. We'll need to bring in faculty, students, classified, and administrators to really have these conversations about how we want to use those to support students if we're making a transition.

President Seher Awan - Thank you. You're right, this is what participatory governance is about. You've given me a lot to think about. I appreciate all the feedback.

7.02 President Awan's Response to the Senate's Hiring Prioritization (15 min)— (I/A)

President Seher Awan thanked Senate for going through this important annual or biannual exercise that is required for accreditation and for the health of the college regardless of whether there are positions available. The Senate's faculty hiring prioritization ranking was accepted. The rationale makes sense. Both colleges were approved for one position based on where we are with the 50% Law, FON and Efficiency. The Health Occupations position that was granted has a lot of immediate enrollment growth. This priority list is great if additional funding becomes available and we can open up another position.

Senate Discussion

Senator Neil Viernes recognized conditions but asked why the number of positions is not clearer in advance of hiring prioritization. The applications for positions this year are the same as the last several years.

President Seher Awan - This annual or biannual review should be done based on Program Review and the changing needs of the college. The president doesn't necessarily know the number of positions ahead of time. We know vacancies and may know retirements but the fiscal health of the district and the college continues to be a moving target, e.g. the deficit spending that's coming next year for the State. The Higher Education funding model is temperamental.

Senator Aram Shepherd - We don't have a budget process for faculty hiring at the District level. The number of positions is really a district decision not a college decision.

Senator Theresa Lawhead observed that it is disappointing not to hire for Chem and Physics because courses were canceled in those areas that had registered students because faculty could not be found to hire to teach the courses. These courses are constantly in demand.

Senator Neil Viernes - Students are already enrolling in a Chem Course for SP23 that has no instructor. Chemistry Instructors are overloaded and have to make decisions for the health of the dept and faculty members but in the end come at the cost of a student and potential chem and bio majors and nursing students.

Aram - Thanks everyone, this is an important and long process. Nothing is more important on the business and administrative side than hiring and having faculty here. Thank you, President Awan for supporting the process and giving your response.

7.03 Supporting and Defining HyFlex Instruction (15 min)— (I) - Joanna Sobala

Senator Joanna Sobala welcomed committee members Kelly Neary and Edward Fedalizo. This semester the Committee heard from guests, two HyFlex instructors, Michelle Francis, WV,

Child Studies and TEACH Center, and Mark Garrett, MC, Graphic Design & Multimedia who talked about their experiences, observations, and experiences in HyFlex. MC only had 1 HyFlex class this semester taught by Mark but Hyflex is growing with 7 classes next semester. Also heard from Communication Studies students who gave their thoughts about challenges from the student perspective.

The committee presented HyFlex definition, process and pedagogical concerns that are framed in language that could be incorporated into a policy. Nothing was set in stone. The Senate was asked to suggest changes in language that Senate could adopt and noted that HyFlex is very new, and State does not have a definition yet. There is a growing interest in HyFlex in online education and at some colleges with flexibility to combine in-person and online modalities. Schools are experimenting and have more questions than answers.

Current Definition of HyFlex on Mission College website and College Schedule:

Hyflex: Instruction occurs in-person, but students also have the option to attend via online *synchronous* videoconference.

HyFlex may be supplemented with asynchronous and Canvas activities, but students must attend each regularly scheduled weekly class meeting, either in-person or online.

There are other definitions of HyFlex that have three modalities that seemed confusing.

Considerations for HyFlex Implementation

- Some Instructors before preparing their classes need to know how many students are in-person and how many online, students would need to declare at beginning of semester
- Some instructors can allow students to take either modality during the course
- The choice to offer HyFlex modality for a specific course should be informed by course enrollment, course unique characteristics and perceived student need, and come as a result of collaboration between the Instructor, Department Chair and the Dean.
- The Office of Instruction should be judicious in its approval of requests for HyFlex sections to ensure proper and effective instructional planning.

Instruction Deployment

- Instructors provide regular weekly instruction on campus for all contact hours
- Students choose how they want to participate/attend a course
 - Could HyFlex be in student orientation? What should student expect, how to interact with other students in the class
- Held in District-provided synch-enabled room(s) that can accommodate enrollment
 - Able to verify regular and substantive student contact
 - HyFlex room and online videoconferencing
 - In Class Tech support (on-call) and when possible, embedded assistant/TA for both day and night classes
- Instructors must provide regular and substantive interaction and cannot replace live contact hours with asynchronous (except in cases of emergency)
 - HyFlex is under the DE umbrella and consistent with Federal, State and Local policies and accreditation guidelines
 - Same learning outcomes, equitable learning for both students in-person and students online, and equivalent activity and assessment
- Instructional Training/Support/Resources
 - Faculty has a lot of multi-tasking, students in-person and online, multiple screens, chat
 - Best practices
 - Community derived and made available, e.g. MCOL
 - District will provide, and Instructor must complete DE training to

qualify as HyFlex instructor

- Canvas Certification/Accessibility
- DE training
- Tech training to manage audio/video equipment with emphasis on pedagogical use of tech
- Training/information for students on the basics of how to interact and use tools, balance between interaction and equity
- Technology needs: wireless microphones, headphones
- Regulatory Compliance/Accreditation
 - All regulatory and compliance requirements for DE would apply equally to HyFlex

Senate Discussion

Senator Theresa Lawhead - Students should have a survey or FAQs and definition of HyFlex, what are expectations, why to take course, right choice of modality that works for students personally, things to consider for taking the course. Add to student orientation.

Senator Neil Viernes - Is nice for instructor to know in advance how many students will be in class or online to better organize class. Good that instructors can declare preferred modality at beginning of course.

Senator Marina Broeder - HyFlex has a lot of potential. Technology can be a challenge. Need to think through tech support in real time. Also, students' commitment to in-person at beginning of semester can dissipate and result in complaints. Instructors would need to communicate to the students at the start of semester about what HyFlex is and the option to commit to one or the other modality.

Senator Joanna Sobala - College is lacking immediate tech support and is short of tech support staff. Tech support would have to be increased to implement HyFlex with immediate support of classes in real time. Would require a phone call/button to press for on-call immediate support and not with a form or ticket request.

Senator Neil Viernes - HyFlex would need to have multiple-screens with interactions among online and in-person students. Audio has costs too. Individual headphones. HyFlex could be something that is enforced, moving class into higher enrollment with online and in-person instruction. Instructors would need to be trained in both in-person teaching and online teaching which are not the same.

Senator Joanna Sobala - The policy recommendations should be developed in collaboration with the department chairs, the faculty, and dean, based on needs and enrollments and class characteristics and should not be something coming from the top. Classes have registration limits and should be pedagogically sound for instruction.

Dean Brian Miller - GC 103 and TAV 130 are the best examples of HyFlex rooms. Mission has basic HyFlex with stationary cameras without automatic tracking cameras. The camera can be adjusted with a remote. The main camera is focused on the instructor. TAV 130 has 4 television monitors where students see all the students online and the classroom with students. There are more possibilities in the future.

7.04 Academic Senate Spring 2023 Planning and Review of Brown Act Requirements (10 min)– (I)
Senate President Aram Shepherd

Brown Act Updates:

- Gov. Newsom has stated that California's COVID-19 State of Emergency will end on

February 28, 2023

- Once that happens, AB 361's teleconferencing provisions, which allowed online meetings, will no longer apply
- New legislation AB 2449 has modified Brown Act provisions for teleconferencing:
 - At least a quorum of the members of the legislative body must participate in person
 - A member may only teleconference for "just cause" or in "emergency circumstances" (childcare or caregiving, contagious illness; physical or mental disability; official travel). You're supposed to send a message why you can't attend in person.
 - A member may only teleconference for a limited number of meetings (no more than 3 consecutive months or 20% meetings)
 - Members participating remotely use both audio and visual technology

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

1. President's Report - Aram Shepherd

Housing is being considered. The Consultants Reports on housing specify plans and costs. The housing plans and schedule are on an accelerated timeline. We'll stay involved and aware. Housing slides are in the Senators meeting folder. The Senate will further discuss housing in early spring.

District Council, November 28

- Housing: The Board of Trustees will hold a special meeting at 10am on Saturday, December 3 to discuss student housing. The consultants have reported that the best option is likely a 150-bed housing student unit, which would cost around \$95 million dollars and could be funded with \$25 million from the district, applying for SB 169 funds from the state, and borrowing. Location of housing is to be determined in Spring conversations.
- Reviewed job description for the Director of Educational Partnerships position, which will be created at Mission to replace the current vacant director position.
- Reviewed the agenda for the December 5 Board of Trustees meeting. The main item of note will be the student equity plans from both colleges.

Other District Updates

- Mission has proposed that WV take Mission's Older Adults classes for the Spring 2023 semester with the possibility that WV will house all Older Adults classes for the District in the long term. The current Mission instructors will continue to teach classes under WV.

2. Report from the Vice President of Instruction - Lorrie Ranck

VPI Lorrie Ranck acknowledged the concern about pressure for HyFlex class caps but doesn't see the caps going upward. The two colleges are working together on class caps to make sure we're all on the same page about pedagogy and people's training. HyFlex is nice but not easy. Where HyFlex is working they have multiple cameras and student displays, there are a lot of pieces to do it. Lorrie mentioned that she comes from a Higher Ed online education background.

Outcomes Assessment Faculty Coordinator position was sent out. Faculty release time stays the same for the PRAC combined committee. Please send statement of interest by Friday, Dec 9 to Gena.Gonzalez@missioncollege.edu

Future Agenda Items

Adjournment

Adjourned, 4:18pm