



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
December 8, 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: Richard Alfaro, Dean of Student Support Services; Elli Constantin, LSR, DSPS; Edward Fedalizo, Instructional Technology Analyst, DE Committee; Harmony Folse, Biological Sciences; Ken Songco, Director of Equity and Student Success; Pedro Sousa, Child Development; Sarah Sullivan, English, Professional Learning Co-Coordinator, Equity Community of Praxis (CoP)					

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

2.0 Order of Agenda
Agenda approved; During the meeting Community of Praxis was moved to 7.03.

3.0 Approval of Meeting Minutes (A)
3.1 December 1, 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.

Senator Brenna Wundram: Mission and WV dance students' performance, "Dance Connections" with ballroom, salsa, and hip hop dancers representing Mission and special guest performances by sjDANCEco, Cabrillo College, and The Hustle Club. Saturday, Dec 10 at 7:00 and 8:30pm. PE-7 Dance Studio, West Valley campus.

6.0 Unfinished Business

None

7.0 New Business

7.01 College Reorganization Plans (10 min)– (A)

Senate President Aram Shepherd reviewed the draft Academic Senate Resolution for Further Consideration and Development of the College Organizational Restructuring Plan.

The Senators discussed the resolution. Senator Daniel Arias suggested added point about CTE division being dissolved. Our students know and understand the CTE designation. We partner with Silicon Valley CTE Center. HM is loaded with scheduling and a defined CTE process. CTE has grants and funding opportunities, momentum and initiatives.

The perfected resolution read as follows:

Further Consideration and Development of the College Organizational Restructuring Plan

Whereas, the Academic Senate wants to ensure creating structures that enhance teaching, learning, and student success are the primary factor in any restructuring plan;

Whereas, a clear rationale for division realignment has not been put forward, pedagogical implications have not been fully addressed, and a plan setting out what it means for students, classified professionals, faculty, and administrators to move to a "schools" model has not been developed;

Whereas, creating a situation where faculty offices for a single division are in multiple buildings across the campus, in some cases separate from the division dean and the administrative specialist, is unlikely to facilitate the creation of a "cohesive" experience for students and will impede rather than foster close working relationships among division faculty, classified professionals, and administrators;

Whereas, moving the English and ESL departments to separate divisions will hinder their ability to work collaboratively to support students, which is important given the two disciplines' close alignment as seen in their Program Learning Outcomes, their Course Outlines of Record, the ESL 985 support course for English 1A, their AB705 work, and their collaboration in the Writing Center;

Resolved, that the Academic Senate believes that the groundwork has not been laid to go forward successfully with division restructuring;

Resolved, that the Academic Senate work with the administration, classified professionals, and students to explore what division or "school" model will best serve our students;

Resolved, in any division restructuring, the College look for a model that allows English and ESL to remain in the same area; and explore further how the structure and division designation support CTE programs.

MOTION to adopt the Academic Senate Resolution for further Consideration and Development of the College Organizational Restructuring Plan.

(M. Broeder/J. Sobala) No abstentions. None opposed. Unanimous.

7.02 CVC-OEI Updates and Resolution of Support for Joining the Consortium (15 min)– (A) Edward Fedalizo provided a broad background on the California Virtual Campus Exchange (CVC) and Mission College’s status as a Home College and the implementation of Mission becoming a Teaching College in the California Virtual Campus Exchange.

- District implementation team: Linh Nguyen, James Robertson, Janis Kea, and Edward Fedalizo give district level support with all the technology requirements and setup.
- CVC Exchange, an innovative student tool since 2014, is fully integrated with Teaching and Home Colleges to have courses available for students to find should that course not be available at the local college.
 - Mission College students could enroll in a class and also apply their financial aid. The course will show up instantly in their Mission College transcript.
 - CA Community Colleges have 83 Home Colleges including WV and Mission. Home Colleges are where the students are enrolled, receiving financial aid, and where student intends to graduate.
 - A separate CVC Exchange Course Finder will show the course is offered at a teaching college ‘ADD CLASS’ (immediate enrollment/no separate application) or if course is not offered at a teaching college, the student would have to go through CCC Apply, ‘APPLY NOW’ to the specific college.
 - MC is getting teaching college requirement set up to get full-time enrollment for our online courses.
- First, MC joins California Virtual Campus/OEI Consortium; 104 CA community college consortium members have completed application and self-assessment packages.
 - Senate would approve that we want to go forward with application and become a Home College (starting in Jan ’23) and Teaching College
 - MC is in last phase of local peer online course review and capstone experience with CVC instructional designer to be certified as a local OEI Peer Review online campus
- Course Exchange implementation/technical setup
 - CVC Webpage student facing
 - Course finder embedded
 - Dashboard training for Veronica Martinez and staff working on Home College enrollment for our students (Jan ’23)
 - Student Ready in SP23
 - District level teaching college integration
 - Transcript sending/receiving completed Phase 1 of whole college setup
 - Readiness steps all should be completed SP23 semester
- How this looks at MC
 - Improved CVC by registering students in courses right on CVC site
 - Counselors have used CVC tool many years to refer students to other colleges for a course, but process was cumbersome and not automatic
 - MC online courses are both CVC badged and MC online courses. Can have certificate and degree programs that are fully online.
 - Transcript of completed course is an automatic transcript exchange from Teaching College; student doesn’t have to request transcript
 - Can apply financial aid
 - Keeps students on track to finish education goal
 - Should be able to certify our own badged courses as a Home College
 - Teaching College gets credit for enrolled students in online course
- Course readiness
 - Teachers have volunteered for intensive certification training in teaching,

- learning, Canvas building abilities, course scheduling, and how to present course, really worthy for everybody to go through, very intense and interesting
 - Online Courses have to be reviewed to be certified
 - Additional financial resources from college will be needed to institutionalize collegewide: First three certification courses were done ad hoc through stipends and release time. Can explore further. Teachers need to be incentivized, stipend, commitment for PG&D to make us faculty better teachers.
 - FlexDay course for faculty and workshop(s), and faculty to put courses forward for CVC
 - Move as district as this is multi-college
- Reports: Monthly reports on Teaching Colleges progress and Data Metrics Dashboards <https://cvc.edu/about-the-oei/support-materials/>

Senator Joanna Sobala: Thank you Edward for your work on all steps and technical work over a very long process. A number of people are already trained, and CVC already recruited Mission to showcase our local Peer Review Certified OEI Campus and Capstone. Thanks to everyone working on this—just amazing work.

MOTION for Senate to support Mission College to become a California Virtual Campus - Online Education Initiative Consortium Member.

(D. Arias/J. Sobala) No abstentions. None opposed. Unanimous.

7.03 Equity Community of Praxis Updates and Project Presentations (30 min)— (I)

Sarah Sullivan thanked Senate for support on the Equity Community of Praxis and introduced CoP coach Pedro Sousa and project presenters Harmony Folsie, Biology, and Ellie Constantine, Learning Services/DSPS, the fourth cohort and now part of group of 70 faculty members engaged in this program over the years. This Program is powerful and unique. As proposed and approved, this cohort was coached by 10 past participants who co-designed and facilitated department level groups as Equity Coaches.

Pedro Sousa, Equity Coach - Coming back to campus, I benefited from being in a safe learning space that is very important for professional development, where mistakes could be vocalized and shared when learning concepts, backwards design, metacognition, and even what practice was. Identified work I was already doing in child development within reflective practice, and how it connects to the overall community, and reflected how that supports professional growth and coaching this past semester.

Harmony Folsie, PT Biology - This semester was my first time getting to teach lab in person at Mission, but I have participated in a similar learning community for another college where I taught upper-level courses. Students had just finished high school and that was really new. This Community of Practice was a good experience to redesign course with something new and change something for teaching course next time. I decided to make the course a better learning environment and more equitable. I created an introductory survey to understand student learning goals, asked students if they had taken a hybrid course before, and gave a two question exit survey. Also, designed a test to help with student anxiety, something I had not experienced as a college student. Decided to have students retake the multiple-choice portion of the test in a group paired with somebody who performed similarly, and work together for 30 minutes to discuss with each other. Students then felt okay that they have a second chance on the test and don't have to worry as much.

Resource:

Culturally Responsive Teaching and the Brain: Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students

by Zaretta Lynn Hammond
ISBN: 1483308014; ISBN13: 9781483308012

Elli Constantin, Learning Services, DSPS, as her praxis, took on executive functioning that's required to access a learning objective, whether it's task initiation, time management, note taking, perseverance. She focused on metacognition as a key strategy that can be embedded in classes so students can self-monitor and self-regulate and provided insight into her students learning process. Students with disabilities are impacted, especially students with ADD and ADHD, that's a disability around executive functioning. Students on the autism spectrum who are characterized as neuro diverse also have a lot of difficulty with organization, planning, and regulating emotions. These students need to be taught these strategies and skills. Part of equity is knowing who students are and meeting them where they're at. Am adding executive functioning strategies to every single module of my developmental math class for students getting a certificate including an assessment of how we're doing with time management, relative weaknesses and strengths, and what can we do this week to help manage our time. There are also good strategies for avoiding procrastination and helping with task initiation. Executive functioning tidbits can be embedded each week without overloading students. This is greatly needed for all our students to help them be successful.

Next steps are how to share all this praxis work in our classrooms.

Director of Equity and Student Success Ken Songco: We are meeting to determine what the structure will be the next semesters. Rick Rivas, Graphic Design faculty, is looking at either Canvas or the Virtual Resource Center as a platform for us to create an electronic repository of all the amazing Community of Praxis work to equitize the curriculum. Shout out to Sarah Sullivan, and leadership of all the coaches and faculty colleagues showcasing classroom practices.

7.04 Supporting and Defining Hyflex Instruction (15 min)— (A)

Senate President Aram Shepherd emphasized that HyFlex definition and guidelines are a framework as HyFlex is in early stages, and probably will be revised after getting feedback on how this is going from faculty and students, and possible guidance from the State.

MOTION to adopt HyFlex Definition and Guidelines as a working framework for guiding HyFlex instruction.

(D. Arias/M. Johnston) No Abstentions. None Opposed. Unanimous.

Aram - We can bring HyFlex back in spring or fall to see where we are. Thank you, Joanna, Steve Lipman and DE Committee for all your work on this.

7.05 Academic Senate Midyear Review and Goal Updates (10 min)— (I)

1. Analyze the participatory governance structures of Mission and the faculty role on committees to make recommendations for improvements; increase participation of PT faculty and students in governance.
 - Senators Matthew Johnston and Aram Shepherd serve on the Participatory Governance Task Force that is meeting and bringing forward recommendations, reviewing Participatory Governance handbook, and meeting with groups across campus.
 - Merger of the Outcomes Assessment and Program Review Committee. The CTE Committee has looked at their bylaws and charge and draft is coming to Senate.
 - Want for ASG to be represented on the Senate in spring semester. Interested students should be directed to ASG that makes the formal appointment. Try to incentivize.

2. Support equity through promoting OER/ZTC, enhancing resources for equitable pedagogy and teaching, and revising policies, procedures, and practices.
 - Caring Campus recommendations approved for faculty
 - OER/ZTC, bringing more forward in spring
 - Equity plan improvements
3. Increase faculty collaboration and voice across the District through actions such as relaunching the District Academic Senate.

Senate Discussion

Senator Joanna Sobala: Our policy on academic dishonesty is very disorganized. I had an issue in one of my classes. I could not find a coherent policy where the comprehensive academic dishonesty policy is explained and stored in one place. Portions of the policy are in the catalog. The Student Code of Conduct has no policy and is incomplete in the Faculty Handbook. The faculty have no resource or policy standard to abide by, no protection, if we have a dispute. We need an academic dishonesty comprehensive definition with explanations and examples. The DE Committee has discussed possibly addressing how to deal with artificial intelligence. We need to develop such a policy that faculty can explain to students the first day of class.

https://missioncollege.edu/student_services/student_code.html

Senator Alla Petrosyan: Senate will discuss PT faculty and email list and supporting PT faculty in spring semester.

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

1. President's Report - Aram Shepherd

The Board of Trustees held a special meeting on housing, slides are in the Senators meeting folder. The district is moving forward. Plan will be brought to Senate in spring for discussion.

Board of Trustees Meeting, December 3

- There was a thorough presentation from the housing consultants with many questions and much discussion among the trustees. The trustees voted to apply to the state for SB169 funds in June 2023. This will be for a single project of 150 dormitory rooms with 300 beds. The District will contribute \$25 million and is hoping to receive \$20 million to \$70 million from the state. Costs \$95 million to build and may require debt service. Before submitting the application, many details need to be worked out (most significantly, picking which campus to build on) and there will be presentations and forums in the Spring. It was felt that the SB169 funds are a great opportunity, and this is the project that makes fiscal sense given current conditions. Other housing projects could be explored subsequently.
 - Is this the best way to spend funds to support students for just 300 beds (\$315K/per bed construction cost) and use of state funds
 - Consultants estimate is based on what Santa Rosa Junior College did, could compare cost to other similar projects
 - Has long term benefits for students
 - 18 positions to operate is built into plan
 - Only looking at State funding for this
 - Up to \$700/month rent including utilities per student
 - Operating costs covered by rental income
 - Units have mini kitchens
 - Two-year construction period
 - How to qualify the 300 students for this housing in an open enrollment system of community colleges

Board of Trustees Meeting, December 6

- Adrienne Grey was elected Board President for the coming year, with Susan Fish as VP.
- The Equity Plans from both colleges were approved - Thank you Ken Songco!
- In closed session, the trustees discussed a grievance from the counselors. In public comment, several counselors expressed dismay that the trustees had not allowed named counselors into closed session when their own grievance was discussed.

College Council. December 7

- The Organizational Restructuring Plan was an agenda item but the only discussion was President Awan mentioning that there was a solid plan, but the Academic Senate has concerns. Senate President Aram Shepherd elaborated briefly on those concerns. No action was taken and no specific next steps were set out.
- President Awan set out a general plan and timeline for the Education Master Plan and Strategic Plan. These two plans will be done together as part of a single process. The College will do forums, focus groups, and other information gatherings in Spring. The plan will be written and taken through participatory governance in FA23 with the goal of getting Board of Trustees approval in December 2023.

Other College and District Updates

- Baccalaureate Degrees
 - West Valley is submitting applications for two baccalaureate degree programs: fashion design and park management.
 - MC may want to look at offering baccalaureate degree(s)
- Culturally Responsive Pedagogy & Practices Innovative Best Practices Grant from State
 - The College is looking to apply for this grant which will support faculty in developing their culturally responsive teaching. A specific project has to be defined. The application deadline is February 17, 2023, a short time frame.
- Follow-Up to Faculty Caring Campus Recommendation
 1. **Wear name tags during the first two weeks of the semester:** name tags will be given to FT faculty during All-College week. PT faculty will be able to request name tags through an online form.
 2. **Practice warm handoffs:** a document to guide faculty in directing students is being prepared and will be available before the start of Spring semester.
 - Let Aram know if you can join with this, working with Student Support Services and Classified Staff Caring Campus staff.
 3. **Maintain a welcoming and updated faculty webpage:** faculty will be able to submit their information on a simple form to have their webpages updated. Contact Tawny Sverdlin if you want to do this yourself. This will be for PT faculty too after FT faculty pages. A professional photographer will be on campus during all-college week to take headshots. Look for information on signing up from the president's office.
 - Would be great to post office hours or by arrangement
 - Faculty will be able to easily update faculty webpage, there will be training

2. Committee Appointments

Senate voted and appointed Nita Esparza as College Council Faculty Rep for SP23.

Two faculty positions are opening again for the 2-year term starting in FA23.

Aram Shepherd - Thank you for all the hard work this semester. Good luck and hopefully exams and grading go well. Have a great break and see you in 2023!

Adjourned 4:20pm.