MISSION COLLEGE ACADEMIC SENATE
MINUTES
MARCH 9, 2023
2:20 P.M. – 4:15 P.M.

SEC 354

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 – **Alec Perekhodnik**		x
Hum Soc Sci & Fine Arts – **Matthew Johnston**		x			
Administrative Assistant – Liz Bogatin-Starr					
Additional Attendees: Kate Disney, President of Faculty Union; Alfred Gallegos, Dean of Institutional Effectiveness and Research; Tara Hardinge, Chair of Faculty Professional Development Committee; Jeff Pallin, Dean of Business, Technology, and Kinesiology; Lorrie Ranck, Vice President of Instruction					

1.0 Call to Order & Roll Call
Quorum met 2:21 pm.

2.0 Order of Agenda
Agenda modified: IEPI Requests, part of Senate President's report followed Dean Alfred Gallegos, Office of Research and Institutional Effectiveness. TLIF as 7.2 and First Read CTE Committee as 7.3.

3.0 Approval of Meeting Minutes (I/A)
3.1 March 2, 2023
 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 Aram Shepherd: OER/ZTC Funds Application is due by 5pm, Friday, March 17. Examples of possible projects eligible for funding this cycle: Purchasing a class set of books or printing costs. Talk to Michele Speck in Library about help with that. It's a great opportunity to make your class Zero Textbook Cost.

Senator Joanna Sobala: Please fill out the Bookstore Survey. Your excellent comments need to be recorded for consideration. **https://forms.office.com/r/vRGRH6hPQn**

6.0 Unfinished Business
    6.1 None

7.0 New Business
    7.1 Office of Research and Institutional Effectiveness Updates (Dean Alfred Gallegos) — 25 min — (I) Dean Alfred Gallegos introduced Senate to Mission College's innovative institutional research work ahead and focused on working collaboratively with all the college constituencies, especially the content experts.
    Planning has begun on the Strategic Education Master Plan (SEMP) and vision for the college for the next three years. We've begun work revisiting and updating goals. It's exciting to work with Nita Esparza, Faculty Tri-Chair of the SEMP Work Group.

    <u>Senate Discussion</u>
    Senator Aram Shepherd: Faculty are always interested in research and information, data dashboards and date coaching. What are some of the big plans in terms of getting faculty access to it, and specific plans for how faculty can proceed to ask for wanted pieces of information? How can the Research office work most efficiently?

    Dean Alfred Gallegos: We're piloting and trying to implement college wide our data literacy and data coaching initiatives.
- Data Literacy is about the lingo, the language involved with research and all the technical terms, e.g., student retention vs student persistence, FTE, fill rate, outcomes.
    - o Draft Data Dictionary is on our website: Office of Research, Planning and Institutional Effectiveness (ORPIE)
    https://missioncollege.edu/research/
        - ▪ Draft Data Dictionary - Glossary of Terms (college related)
        Can improve data dictionary by categorizing the terms into different types of work, e.g., enrollment, initiatives.
    - o Data Coaching is in the second phase. We're looking at dashboards and improving them over time, taking feedback from others. The feedback helps build in changes and not miss something or identify variables that are useful that are missing. Please let ORPIE staff know and we'll be happy to work on it.
- Process for campus to interact with the data system available on and outside campus.
    - o Chancellor's Office has several dashboards with useful information on applying for grants.
    - o Program Review dashboard and tools.
    - o In tandem, the College is improving the design of web pages, and that would help make data accessible to everybody with less work. Reports will be in SharePoint site. We're considering adopting new tools to make sharing data easier.
        - ▪ Infographics. One-page reports with icons/gadgets that simplify the communication of data.

Data literacy is coming. We hope to be ready to launch Phase 1 during Fall23 All College/Flex Days with a 2-hour workshop with data literacy the first hour, and a hands-on approach to dashboards, reports, and some of the data information available outside of our college in the second hour.

Senator Joanna Sobala: Are the Research dashboards the main source for finding data?

Dean Alfred Gallegos: Argos Reports are a research option. We will work with IT to get access.

Aram: Thank you, Alfred. We'll have lots more time to talk in the future, checking in on the Strategic Education Master Plan this semester and possibly discussing a draft of the SEMP during the Senate retreat in August. Looking forward to working collaboratively.

7.2 Teaching Learning Innovation Fund 2023-24 (Tara Hardinge) — 10 min — (A)
Tara Hardinge, Chair of Faculty Professional Development Committee (FPDC). FPDC has set up plans for the next academic year's round of funding for Teaching Learning Improvement Fund (TLIF) proposals.
   o TLIF Application 2023-24 has the same structure, questions, and rubric as last year.
   o Signatures at the end of the application have changed. Both the Department Chair and Dean will sign off and be in the loop about the proposal content and budget and make sure proposal fits with the department goals.
   o TLIF Timeline. Faculty have two weeks to complete TLIF proposals that are then reviewed by the Faculty Professional Development Committee. The FPDC brings recommended proposals for funding to the Senate on ~April 20th. Then recommendations go to President Seher Awan for approval. In late May before the end of semester, applicants, deans, and chairs will be notified about funding of proposals.

   MOTION to approve the Teaching Learning Improvement Fund Proposal, 2023-24 and process. Senators approved by acclamation. No objections. None opposed. Unanimous.

7.3 First Read: CTE Committee Charge Update — 15 min — (I)
Senator Aram Shepherd: This is the first read of the CTE Committee revised charge. We have some feedback from related discussions of the Participatory Governance Task Force. CTE Committee has been working to narrow its focus more on specific activities and some new programs, e.g., collaborative project in Graphic Arts with other colleges, the Cannabis Initiative bringing a speaker on campus. CTE Committee also makes funding recommendations for Strong Workforce and Perkins, two significant funding sources that don't fit into our existing budget processes and have their own timelines and requirements.

CTE Committee Charge (revised November 16, 2022)
   • Provide guidance and support to CTE programs and departments.
   • Maintain knowledge of and share with the Mission College community State policies, opportunities, and guidelines regarding CTE career pathways, programs, and initiatives.
   • Monitor CTE funding sources and opportunities and provide input into CTE-related projects and proposals.
   • Collaborate and communicate with the Mission College Academic Senate (MCAS) and other appropriate Mission College committees and initiatives.
   • Support relationships with industry partners across all CTE areas.
   • Support faculty and students with leading career tools, methods and applications, and advocating for CTE students.

Aram: President Seher Awan proposed the CTE Committee recommendations go to the College Budget Advisory Committee (CBAC) and then College Council to formalize that process. CBAC

as a budgeting committee should be part of this process.

The Participatory Governance Task Force is formulating a designation for work groups that focus on generating ideas and are a place for discussion and collaboration. CTE Committee has two functions, one to brainstorm and support ideas and the other is the budget recommending piece. The CTE Committee could be considered as a work group or a subcommittee or sub work group of the Academic Directions Committee (ADC), where ADC work is related to CTE developing new programs and supporting career education initiatives.

The Senate has seven committees under us, and College Council has many committees, leading to a flat structure with duplication of faculty and staff effort and committee fatigue.

Senators asked for CTE Committee's thoughts on how to make the CTE work easier and feedback from the Academic Directions Committee.

Aram: All this will be shared with the CTE Committee for further discussion and come back to Senate for a 2ⁿᵈ read.

8.0   Administrative Business/Actions/Appointments (I/A)
1. President's Report – Aram Shepherd
    The Institutional Effectiveness Partnership Initiative (IEPI) provides technical assistance and professional development to California Community Colleges. The process to apply for funds begins with a short Letter of Interest from the Institution's CEO.
    - Mission College is submitting two IEPI requests due tomorrow. After the application is accepted, a Partnership Resource Team does three visits: a) listening session, b) feedback session, and c) follow-up. The Partnership Resource Team provides support and funding of $200,000 that can be used in a lot of different areas.
    - If funding goes forward the visiting team, which has administrators, faculty, and classified from other community colleges, provides a MOO, a menu of options based on their experience. Several lists of recommendations may be consultants to help you design the website or examples of websites of other colleges to look at, or how other colleges have set up schools.
    - You don't have to follow the IEPI recommendations in any decisions that the college makes. Any decisions and projects would follow Mission's existing governance procedures. There are no penalties or requirements to implement a recommendation.
    - A report is submitted saying what college selected and what was done that the IEPI group reviews. It's a very positive process to have peer support and additional resources.

    IEPI Request #1
    Funding of ~$150K for website focus group and $50K for development of an alumni association. Would request additional funds from Land Corp to do website implementation.

    Reimagining the website and redoing that to make it more student friendly and focus on equity and accessibility.

    IEPI Request #2
    Development of School and Communities to Support Majors and Career Pathways.

    Senate Discussion
    IEPI Request #2

Senator Michele Hittleman: Counseling welcomes innovative ways to improve the student experience at Mission College: piloting any new structures to see if they meet student needs.
- o Establish schools and communities implies that there will be counseling faculty attached to each school or community.
- o In building this structure, have a way for student choice which should be at the heart of equity work, and that students may work with counselors based on preferences related to gender, age, disabilities, languages.
- o Look forward to IEPI group coming and brainstorming ways to make this happen, trying this out and assessing along the way using student feedback while honoring student choice throughout their experiences at Mission.

Senator Aram Shepherd: The proposal is open to finding out what processes will work and to examining if this change is needed at Mission. How would this change and improve Mission College student retention and success and incorporate student voice.

Senator Marina Broeder: I would like to see more focus on investing into people of the College and be continuously responsive to students trying to enroll and register for Mission College.

Kate Disney, President of Faculty Union: Is this organization big enough to organize itself into schools?
- o We're already really small and should do everything we can to accommodate and track as many students as possible.
- o When I think of something that's going to break things apart into schools and into smaller groups that may have very little to offer students, will there be enough critical mass within the groups to look real? We're already in divisions. Given our size, we should be focusing on a structure that is more unifying.

Senator Joana Sobala: Building a community has to come spontaneously from the department, employees and students themselves. We need to provide opportunities for this to happen from the bottom up and not engineer small groups that are artificial.

VPI Lorrie Ranck: President Seher Awan did acknowledge and apologized for getting these requests out late, and much appreciates the feedback that is being incorporated to make improved requests under this very short deadline. The IEPI application process almost like a grant has a lot of latitude, but funding is not guaranteed. Our current IEPI extended through August 2023 started several years ago. This new funding would give a starting point for our possible work with the Partnership Resource Team. College Council thinks this is something to focus on.

Aram: Serving on state IEPI resource teams is a great opportunity to connect with colleagues around the State and see how other colleges work. I've been on several of the IEPI teams.
https://www.surveymonkey.com/r/Faculty-Expertise-10-2020

Summary of College and District Meetings

College Budget Advisory Committee (CBAC), March 8
- • Program Review Resource Request process
  - o Requests for funds, #64 requests, administrative area requests (tbd)
  - o $1.6 million requested, ~$500,000 total to be funded
    - ▪ CBAC does vetting and then goes to Departments and areas for the

ranking. List is released March 20th to begin vetting process.

2. Initiatives Updates & Reports
   ASG Representative Alec Perekhodnik: ASG is discussing and started a process to establish a cultural community center on campus. We met with a special committee and discussed different things that could be in the cultural center and how to integrate it and have the community put it together.

   ASG is rewriting our Bylaws. We're in the process of seeing which roles we're going to need or remove. We'll have some changes in ASG within the next semester.

3. Report from the Vice President of Instruction – Lorrie Ranck
   VPI Lorrie Ranck provided some Enrollment information starting with data showing enrollment is holding steady.
   - FTES still exceeds goal, 101.8% (03/09/23)
     11% increase compared to last year
     Efficiency has dropped off some but not FTES
     - Non-Credit is strong and increased numbers
       Taking out exempt courses, nursing and a few others, FTES drops to 97.4% and Efficiency close to 100%.
   - At Census time (02/13/23), FTES, 104.5% and Efficiency, 423.
     Taking out exempt courses. Mission has many more exempt courses than WV.
     FTES 100% of goal; 11% increase compared to last year
     FTES – 59% in-person, 41% online
     Headcount: In-person, 3,774, online 4,092 (not counting work experience and hyflex)

   Course Cancellations and Additions
   - 89 sections canceled, of those 31 had 0.0 enrollment (looked at honors, cross-listed and course support sections, some that needed cleanup)
     - Course tracking starting at registration, had 52 sections enrollment with single digits. Anything that was 9 or below, 6 sections had double digits.
   - Added 37 sections of courses
   - Adjusted where there were needs, students on waitlisted, or where to consolidate sections

   - Division Council is working hard on annual plan taking more time to be responsive to what is being heard from department about their needs, and looking at the enrollment tracker starting in Summer 2022. We look at what we schedule, where we are Day One and at Census for each term. District Council can then take this information back to our chairs and share and get an idea about where Chairs see their programs and areas as well as being focused on areas where we want to have more FTE. Division Council should finalize annual plan in the next month-plus after getting a little more information.
     - The Enrollment Management Task Force and tri-chairs Kelly Neary, Amanda Marshall and Lorrie Ranck are meeting regularly. The task force has representatives from student services, instruction, faculty, and classified to talk through the ecosystem of enrollment engagement and enrollment management. The Task Force gives updates to College Council.
     - Started a Data Dictionary for Enrollment Management to have everyone on the same page.
     - Submitted an application for strategic enrollment management participation and selected a project where a group of 10 delve into strategic enrollment management work for a year. The application was submitted and we'll be in

interview phase next week. The proposal project is to bridge the divide and gaps between instruction and student services and where we can improve the work together.

- Where Students are Going: A larger scale research report working with District IS provides analysis on where students are going. The report, a first of its kind, was shared with the campus last fall. Research is now working on replicating the report in-house at Mission which is broader in scale than just the student numbers.

Senate Discussion
Kate Disney, President of Faculty Union: It would be very helpful to see some data and analysis behind decisions to cancel classes and adding classes to clarify our list of courses and sections.
- What is the rationale for adding and canceling a class and not some other one. What is the decision tree being used that has a big impact on students and faculty.
- Division Council is working hard. Faculty has requested more data and analysis on the class cancelations/additions for many years and would like to see this. As part of contract, Division Council would take on the work of the old Performance Goals Committee (PGC).

Senator Marina Broeder: The decisions to cancel classes are not clear to faculty. Some classes are impacted by snags in the registration system.
- Of concern, is an advanced ESL class only offered once a year in the spring. Students had waited to complete this course. Is there a significant difference whether 13 students are in a class or 11 at the advanced level? It that class worth canceling?
- Some other ESL classes had 35 and 40. These conversations are important to be privy to and to have some other metrics to know how these types of classes get canceled.

4. Other
   The Senate and guests took a moment of silence to honor and remember colleague Qiana Houston, a longtime, wonderful member of this community.

9.0   Future Agenda Items

10.0   Adjournment
Adjourned, 3:33pm