MISSION COLLEGE ACADEMIC SENATE
MINUTES
MAY 11, 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: Kristal Dela Cruz, President of Classified Staff; Brian Goo, Chabot College, Director, Department of Institutional Research; Alicia Martinez, Counseling; Brian Miller, Dean of Humanities, Social Sciences, and Fine Arts; Danny Nguyen, Director of Administrative Services; Monica Nolasco, Chair of CTE Committee; Lorrie Ranck, Vice President of Instruction; Julaine Rosner, Chair of Noncredit Committee; Thuy Trang, Chair of Counseling; Thais Winsome, Biological Sciences					

1.0 Call to Order & Roll Call
Quorum met 2:25 p.m.

2.0 Order of Agenda
Agenda approved with 6.1 Teaching Learning Innovation Fund 2023/24 Project Recommendations postponed to next meeting. Meeting started with a very special recommendation to Recognize Thais Winsome who has led and contributed so much to the Academic Senate and College.

3.0 Approval of Meeting Minutes (I/A)
3.1 April 27, 2023
Minutes approved as written.

4.0 Oral Communication from the Public (3 minutes/person) (l)
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: The Dance Caravan, a joint production between the Mission College and West Valley College dance programs, will be Friday, May 19, 8pm and Saturday, May 20, 8pm at the WVC Theatre. Admission is free. So much talent! Bring your family and friends.

Senator Matthew Johnston: The Academic and Classified Excellence Awards Ceremony was fantastic. Thank you, Senate. It was a great turn out. Certificates designed by Marketing were presented by the Academic Senate Awards Committee to all the faculty nominees and were appreciated and exceptional. Collaboration with Classified and the President's Office was good. The room décor and refreshments were excellent.

6.0 Unfinished Business
6.1 Teaching Learning Innovation Fund 2023/24 Project Recommendations — 10 min — (A) – postponed to next meeting

7.0 New Business
7.00 MC Academic Senate Recognized Thais Winsome in a formal Resolution of Appreciation. Thais, a former MC Academic Senate President and Biology Instructor, was honored and said her years at Mission were the best time of her life because of her colleagues and students.

The Senate Resolution recognized Thais' many years of service to the College and WVMCCD, dedication to faculty, students and the values of lifelong learning and integrity of higher education. Her colleagues much appreciated her leadership in the Academic Senate, Curriculum Review Committee, and accreditation teams. Senate wished Thais well in her retirement.

MOTION to present the Resolution of Appreciation to Thais Winsome by acclamation. Motion proposed by Senator Matthew Johnston. No objections. Senate recognized Thais Winsome by acclamation.

7.1 Bookstore Update (Danny Nguyen) — 10 min — (I)
Danny, VP of Administrative Services, discussed progress on the college bookstore since he met with Senate earlier this semester.
- A one-year contract with Barnes and Noble is in place to help Mission pilot the concept of a virtual bookstore and a better transition for students and faculty to a new model. We'll have a better idea of what we want in terms of cost, student experience and online infrastructure from this virtual bookstore pilot and send out a full Request for Proposal to numerous vendors.
  o Similar to prior contract: 6% commission for net sales and rentals up to $500K then 8% over $500K. We're coordinating with WV and negotiating with Barnes & Noble not to take commission but apply that toward a student discount on course materials. For several years the college has not relied on these funds for operations.
  o Book pricing. The Bookstore website uses a one source marketplace concept identifying competitive 4- and 5-star book vendors that can validate students are getting the best book value. The vendors will be transparent to students, have good policies in place for returns, and be able to deliver and ship books within a certain time period, ~2 weeks. Commissions are paid only on books directly purchased from Barnes & Noble.
  o Implementation is in 2 phases. Website is going up for summer students with book selections and orders information, and the college is migrating over all the data. A communication is going out to students on the new website about placing book orders. The EOPs vouchers and other vouchers are being tested.

- o In phase 2 this summer several elements will be developed: Campus pick-up option, delivery options for students, duplicating center on campus.
  - o Bookstore Pop-up features in fall semester and throughout Welcome Week for all the bookstore activities to get students up to speed in classes.
  - o Folding in College and athletics apparel and swag, and other branded supplies for students.
  - o The most basic and common supplies may either be provided to students free of charge or at very low cost at the pop-up and various campus distribution centers, basic needs office, and vending machines.
  - o Book adoption process is not changing for faculty. We'll need a liaison person to work with Barnes & Noble on any issues related to book publication changes and editions. This should be in place by mid-summer.
  - o Barnes & Noble support. Barnes & Noble 24/7 representative will be familiar with our current bookstore setup and how we operate as a district. Any complicated cases are escalated to our dedicated accounts manager. We're looking at an onsite single point of contact. Barnes & Noble has a mobile warehouse, an online portal where we can track all the orders and shipping, and really be able to help students in real time when picking up their books and addressing any shipping issues using information from the portal database. We'd need staffing for the mobile warehouse.
- Student Communications plan should roll out in early August.
- The Virtual Bookstore, online portal, campus sites and staffing support should be in place in August for book orders.

Senate Discussion
- VPA Danny Nguyen is following up with Barnes and Noble and Marketing to send communication to students on picking up caps and gowns, graduation gifts and supplies. Adding Bookstore phone number on website for graduation supplies as well as rental returns and buy backs.
- Online book marketplace with book prices will start May 15.
- Danny said he'll make sure faculty are copied in Bookstore communications sent to students.

7.2 Participatory Governance Taskforce: Proposed Changes to Organization Structure and Committees — 20 min — (I)
Senate President Aram Shepherd: The Participatory Governance Taskforce looked at Mission's governance structures and how groups' recommendations go back to College Council for a vote. Some of the Taskforce work will continue into Fall23.

The taskforce's guiding questions are
- Defining participatory governance groups and relationships
- Communication and coordination
- Increase student participation, engagement, and voice

Committees and Groups
- College Council and College Committees can form a subcommittee
  - o College Council must approve the charge and membership of a subcommittee
    - o A taskforce is developed by the College Council, a college committee, or subcommittee and is a limited time group, e.g. provide recommendations on specific college-wide initiatives or tasks
    - o A workgroup is less formal and brings forward recommendations and ideas to other groups
    - o Advisory groups and councils make recommendations
    - o Operational workgroups implement plans and procedures but don't make policy

Update of Chart of Constituencies and Committees – DRAFT
- Groups reporting to College Council
  - College Budget Advisory CMTE (CBAC)
  - Student Equity & Transformation CMTE
  - Facilities & Safety CMTE
  - Technology CMTE
  - Institutional Effectiveness CMTE
- Operational Groups
  - Student Services Council
  - Division Council
  - Executive Council
- Groups that have not been meeting or aren't operational were eliminated
- Potential Future Groups: Enrollment Management CMTE, Professional Learning CMTE, Integrated CTE Taskforce

Senate Discussion

Senator Michele Hittleman: Are committees no longer reporting directly to College Council in discussions about new structure?

VPA Danny Nguyen: The Sustainability Committee had a joint committee meeting with the Facilities and Safety Committee members and seem okay with new structure. Originally there was some concern about a loss of voice. Both Committees have to sit down and define charges and membership related to being a participatory governance committee and how to do planning work that relates to institutional planning and setting goals.

Senator Aram Shepherd: Academic Senate subcommittees are not changing other than recent changes we've already made for PRAC.

College-wide Enrollment Management Taskforce
- Recommendation is to have a permanent Enrollment Management Committee reporting to College Council taking effect in Fall23.
  - Charge is to collaborate with other college and district workgroups, councils, and committees involved in enrollment management.
  - Developing a strategic enrollment management plan across the college to improve enrollment across various demographics within the college and community.
  - Using student data and completion metrics of the college to identify and reconcile opportunity gaps and potential enrollment growth strategies across all areas of the college.
  - Strengthening internal and external communications.
  - Increase campus awareness and collaboration, including collaboration with instructional and student services, utilizing business process analysis that supports efficiency and equity for our students and leveraging technology to increase participation and usability.
  - Tri-Chair Committee with 8 members, plus designees from across college, including students. Not clear if 8 members are the only voting members.
  - Committee name tbd

  Please provide feedback from constituents to Aram to take back to College Council next week.

College-wide Professional Learning Taskforce

Aram Shepherd: The Faculty Professional Development Committee recognized a need for improvement in Professional Learning and a taskforce charged with addressing the professional development currently in progress. The disparate professional development pieces would be

integrated under one or more committees or one committee with different voting structures, and having faculty on the committee approving professional development as it relates to faculty.

- Professional Learning Taskforce is approved for Fall 2023 only
- Tri-Chairs collaborating across faculty and classified staff
- Explore potential for a unified approach to professional development for all employees while maintaining distinct opportunities for each constituency group
- Make recommendations to College Council and both Senates as professional development is in a specific 10+1 area and faculty are discipline experts
- Release time and/or reassigned time should be considered

7.3 Guided Pathways Workplan (Ken Songco and Lorrie Ranck) — 10 min — (I)
Lorrie Ranck, VP of Instruction. The draft of Guided Pathways Work Plan mostly completed was shared with Academic Senate for feedback. GP Plan is due June 1. The Office of Instruction and Equity Office have initiated and collaborated on this campuswide initiative and crosswalk built off the Student Equity Plan, a workplan Mini-Retreat on April 14, and creating a GP Work Plan SharePoint Site.

The GP Work Plan is a 33-page report and is not tied to GP funding but done as a compliance requirement for the legislature. The data and metrics of completion show what we are completing and how we're starting integration of the work. Our progress is very good. The Work Plan is linked to college work in SEMP, SEA, Accreditation.

Student Equity Plan Considerations
- Better understanding the experiences of our African American, Latinx, and DSPS students
- Culturally relevant and race-conscious marketing and outreach strategies
- Crucial conversations and professional learning centered on improving the student experience
- Look for and root out bias in curriculum – decolonizing teaching methods and inclusion of intersectional identities

Successful Enrollment
- Working to improve unclear boarding processes: Starfish implementation team, Concentric Sky Program Mapper for Pathways
- Student Persistence: increase faculty awareness of resources on campus providing students with more of a sense of belonging in the classroom. Puente, Umoja and newly formed programs are now online, Basic Needs analyst hired, LGBTQIA+ outreach, and creating a better first year experience at Mission. A team is looking at whether college can meet all the mandates for starting an Ethnic Studies department.
- Math & English completion transfer to stay in compliance with AB 1705, corequisites are in place
- Incorporate Universal Design for Learning with Culturally Responsive Teaching
- Holistic Transfer/Career Services Ctr for students is needed
- Degree Audit feature ensures students have information needed to articulate courses to degrees, Counseling liaison model, program mapper need to be better integrated for student success
- CoP is entering fifth cohort
- Noncredit to Credit pathways
- Looking at college data and creating more inquiry in departments and divisions to help our minoritized students
- Bringing forward student voice to understand college student experience

ADT Integration
- Challenges in transfer general education requirements that require faculty to revise their program maps to incorporate the new IGETC Area 7 in Fall23 and, in 2024, replace that with Cal-GETC. Students who do not seek counseling will be confused.
  - MC faculty have created program maps for most certificates, associate degrees, and ADTs
  - DegreeWorks has been configured to allow students to easily access degree requirements and explore all of their degree options.
    - Program Maps are being updated for Fall23 and will be posted on Monday, 5/15

ZTC Integration
- Substantial funding is available to faculty to adopt ZTC or develop OER from community support funds
- OER/ZTC coordinator collaborated with Mission departments and developed detailed documentation of ZTC/OER in use

CA Adult Education Integration
- Steve Duong, Adult Ed, represents Mission in the South Bay Adult Education Consortium
- Caring campus approach supporting students transitioning to Mission College

Strong Workforce Integration
- Hiring a director and improved process for CTE projects

7.4 CTE Committee Year-End Report (Monica Nolasco) − 10 min − (I)
Monica Nolasco, Chair of CTE Committee, presented CTE's updated vision and charge that was adopted. 2022-23 was a productive year.
- Funded Round 7 projects totaling $879,164 funded by the state Strong Work Force and Perkins, in 2-year cycles.
- Developed Rubric for funding round 8 project proposals and finalized 2023-25 project proposal for funding opportunities to support students in your areas.
- Numerous job and college fairs including a health fair and outreach events on and off campus in collaboration with the Outreach and Student Activities office. HM also supported the Silicon Valley CTE event.
- Graphic Design spearheaded developing degrees and certificates statewide for Regional Virtual Production.
- Planning expansion of work with the Corrections Centers, Senator Daniel Arias and Steve Duong, Adult Education.
- Working with the Academic Directions Committee
- CTE Growth Opportunities with Apprenticeships
- Expanding Handshake to all MC faculty
- Summer Mechatronics Academy at Mission College led by Steve Duong, and faculty Clement Lam and Bob Schaffer
- Recognitions
  - Mark Garrett, GD, Amazon tour of San Francisco
  - Chef Daniel Arias for his contributions to students in the justice system
  - Jennifer Tseng, Accounting, Student Opportunities with the State of CA and corporations
  - Chef Haze Denis, HM, Summer Study Abroad in Italy

Senate Discussion
Senator Theresa Lawhead: College may be considering hiring for the Career Services position that is now vacant.

7.5 Noncredit Committee Year-End Report (Julaine Rosner) — 10 min — (I)
Julaine Rosner, Noncredit Committee Chair and ESL faculty. As background, Noncredit (NCE) classes are 100% free and do not offer credit but require positive attendance rather than just submitting grades at end of semester.
- Only a few areas offer noncredit courses.
- ESL/NCE and Workforce Preparation programs offer noncredit certificates.
- Areas including NCE are Computer Applications, Community Health, NCOA moved to WVC and is in revitalization.
- New areas are Graphic Design, INS Tutor Training. ESL/NCE (ESL 950-970 mirrored classes). Students will be able to take core classes as either credit or noncredit, also called mirrored classes. These were approved by CRC this year. Noncredit has expanded but some areas are facing challenges.
- Teachers are sometimes renumerated at a lower load value or at the credit rate for CDCP programs (noncredit certificates)

The ESL Committee researches models for noncredit programs and courses that currently exist and provides guidance and support for noncredit development.

Advises the CRC on noncredit courses and programs for compliance with applicable Title 5 regulations.

Services for noncredit students have improved
- Awarding noncredit certificates
  - Argos reports can easily determine students who are eligible and send certificates out by Academic Services automatically, want this to happen every semester with regularity
- Developed a noncredit application for Mission in late summer 2022 greatly increasing enrollment
- Assist faculty to develop noncredit programs, INS, GDS, ESL/NCE in conjunction with Amelia Akers-Martin
- Adult Ed has funded free ids for students for borrowing books and computers from the library
- OPT IN to pay for Smart Pass is a goal
- Use Mission Health Services is a goal

Senate Discussion
Senators asked about California residency to apply for noncredit classes. Students do not have to qualify for residency but they should reside in and have lived in California no less than one year.

Senator Marina Broeder: Thank you Julaine and committee for all the work the last several years. There's been a lot of work in developing curriculum and advising faculty.

Julaine – If you work in an area with Workforce Development or short-term vocational preparation, your area may qualify and be able to offer noncredit classes. It has been a game changer in ESL for our enrollment and serving our community. Please let Julaine know.

7.6 Second Read: Revisions to Academic Senate Constitution and Committee Bylaws — 10 min — (A)
Senate President Aram Shepherd reviewed updates to the Senate Constitution as a second read for Senate approval today.

Section 1: Membership
Full-time faculty representatives from each Division. The full-time faculty representatives shall be elected according to the following schema:

    a. Divisions with less than 10 full-time faculty elect 1 representative (Senator) from the Division
    b. Divisions with 10-25 full-time faculty elect 2 representatives (Senators) from the Division
    c. Divisions with more than 25 full-time faculty elect 3 representatives (Senators) from the Division

The STEM division would add a third faculty member as proposed.

Section 2: Standing Committee
C. Each standing committee shall have one representative from each of the divisions represented on the Senate and up to two at-large representatives, unless the membership is otherwise specified in this document.

There are a few language changes already approved by committees.
CTE revised charges were already approved by Senate.
Program Review and Assessment Committee (PRAC) was approved.

Curriculum Review Committee Membership
Voting Members
- Curriculum Committee Chair
- Tech Review Chair
- One faculty representative from each division with less than 40 course outlines of record
- Two faculty representatives from each division with 40 or more course outlines of record
- Dean of Administrative Services

Nonvoting, Ex-Officio Members
- Faculty Articulation Officer
- Instructional Designer
- Curriculum Analyst
- Curriculum Administrative Specialist
- Admissions and Records Representative

Senate Discussion
Senator Michele HIttleman: We need more feedback on having a Dean as a voting member. It's Counseling's understanding that the Dean traditionally has not had a vote. The Dean was welcome on the committee and gave input but was not voting.

Senator Matthew Johnston: CRC is a subcommittee of the Academic Senate and Senate could veto something the committee did.

Senator Theresa Lawhead: It is unusual that the CRC committee would be changing to allow the Administrative Dean to vote and may set a new precedent.

7.7 Second Read: Board Policy and Administrative Procedures 4105 — 5 min — (A)
Senate President Aram Shepherd reviewed the few language changes that were sent to WV DE Committee. Nothing new has changed.
- Board Policy 4105: Distance Education
  No suggested changes.
- Administrative Procedure 4105: Distance Education

MOTION for Senate to approve BP and AP 4105 Distance Education.

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

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

Fiscal Workgroup, May 1
- Q3 Budget Report: spending is generally on track, and the District is projecting a $93 million year-end balance in the general fund.

College Council, May 3
Taskforce recommendations discussed by Senate today, Agenda 7.2. College Council to consider feedback and make recommendations at the May 17 meeting.
- Recommended establishing a Professional Learning Taskforce
- Participatory Governance Taskforce Recommendations
- Strategic Enrollment Management Taskforce: Group is recommending establishing an Enrollment Committee (final name TBD).

College Budget and Enrollment Summit, May 5
- Much of the summit focused on the Student-Centered Funding Formula (SCFF) and understanding how state apportionment connects to enrollment.

District Council, May 8
- Office of Advancement update
  - Melissa Johns, the foundation director, presented the work the foundation is doing to increase collaboration and transparency and be more efficient and responsive. Accomplishments include a new donor database, supporting crowdfunding, automated foundation reports, and new foundation branding and website.
- Housing Project Update
  - The housing plan continues to be developed and is on track to be submitted to the state in June. The plan calls for 302 beds. An in-depth presentation about the design will be given to the Board of Trustees at their May 16 meeting. After submitting the proposal, the District will need to wait until the end of the calendar year to hear about funding from the state.
- District Council recommended the Board of Trustees adopt a resolution supporting AB 358. The legislation, which is supported by FACCC among other groups, would make it easier for schools and community college districts to build by removing the requirement that they get approval from the state Department of General Services, but have to use local budget.
- Workplace Climate Survey Discussion
  - There was an agreement to use the Mission Climate Survey, which was recently sent out, as a starting place for a WV and District survey. There was discussion about creating an ongoing process to conduct, evaluate, and respond to climate surveys.
- Review of May 16, Board of Trustees Meeting Agenda Items
  - The notable items on the BoT agenda are a presentation on data from Hanover on the older adult and more research on enrollment and opportunities to guide what we later do, and the update on the housing plans.

College Budget Advisory Committee, May 10
- PRRR Final Rankings and Allocation Recommendations FY23-24
  - A total of 93 requests were submitted, there are 82 validated requests, and 75 were ranked and eligible for allocation.

- o Total requests were $3.7 million. There is $788K available.
- o Eligible requests will be funded based on rank order; other funding sources will be used to fund projects where possible.
- Land Corp Special Projects Requests FY23-24, generally request is for $200-$400k
  - o Mission is requesting $1.2 million from Land Corp for special projects. The biggest items are $500k for website redesign, $150k for enrollment campaigns, $150k for student travel including study abroad, and $200k for leadership team professional development.

2. Committee Appointments

   MOTION to appoint Nita Esparza and David Piper as faculty members, College Council; Mark Garrett to Enrollment Management Task Force (EMTF); and Chia Green and Michele Speck to Hiring Committee for Director of Library & Learning Services.

   (J. Sobala/M. Oliver) (M/S/U) No abstentions. None opposed. Unanimous.

   Thank you colleagues for serving.

3. Report from the Vice President of Instruction
   Dean Brian Miller followed up on a question raised earlier about the maps from Academic Services. When the maps are released on Monday, IGETC 7 will be present for all ADTs.

9.0   Future Agenda Items

10.0   Adjournment
   Adjourned, 4:20pm