

# Academic Senate Meeting Minutes

DEC 7, 2023  
2:20 P.M. - 4:15 P.M.  
MC SEC -354

[HTTPS://WVM-EDU.ZOOM.US/J/94677189943?PWD=L3DLyZJt0R4ADQ2N2NWmMLMAWPUQT09](https://wvm-edu.zoom.us/j/94677189943?pwd=L3DLyZJt0R4ADQ2N2NWmMLMAWPUQT09)

## Membership

<input checked="" type="checkbox"/> <b>Joanna Sobala</b> , AS President	<input checked="" type="checkbox"/> <b>Elaine Wong</b> , Academic Services
<input checked="" type="checkbox"/> <b>David Piper</b> , Associate Faculty	<input checked="" type="checkbox"/> <b>Christine Tuato'o</b> , Creative Arts & Communication*
<input checked="" type="checkbox"/> <b>Samir Magid</b> , Associate Faculty	<input checked="" type="checkbox"/> <b>Max Sklar</b> , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> <b>Daniel Arias</b> , Bus. & Educ & Service Industries	<b>Lauren-Javier Tolentino</b> , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> <b>Willy Kwong</b> , Bus. & Educ & Service Industries	<input checked="" type="checkbox"/> <b>Michele Hittleman</b> , Counseling & Learning Services
<input checked="" type="checkbox"/> <b>Marsha Oliver</b> , Public Safety, Health & Wellness*	<input checked="" type="checkbox"/> <b>Theresa Lawhead</b> , Counseling & Learning Services
<input checked="" type="checkbox"/> <b>Brenna Wundram</b> , Public Safety, Health & Wellness	<b>Priscila Moreira</b> , ASG Representative
<input checked="" type="checkbox"/> <b>Matthew Johnston</b> , Vice President, People, Culture, and Society	<input checked="" type="checkbox"/> <b>Liz Bogatin-Starr</b> , Administrative Assistant
<input checked="" type="checkbox"/> <b>Marina Broeder</b> , People, Culture, and Society*	
Guests: Joanne Cabanilla, Biological Sciences; Kate Disney, President of Faculty Union; Mariam Mao, Modern Languages and Linguistics; Jess McLaughlin, Biological Sciences; Lorrie Ranck, Vice President of Instruction; Ken Songco, Director of Student Equity and Success; Sarah Sullivan, Community of Praxis (CoP), English	

## I. Call to Order

Quorum met 2:24pm.

## II. Approval of Agenda

MOTION to approve Agenda with VII New Business starting with VII 2.0 Community of Praxis Update.

VII 1.0 postponed to February 22, 2024 Senate meeting.

(T. Lawhead/W. Kwong) (M/S/P) None opposed. One abstention. Passed.

## III. Approval of Meeting Minutes (A)

MOTION to approve the November 30, 2023 Meeting Minutes as written.

(T. Lawhead/M. Johnston) (M/S/P) None opposed. One abstention. Passed.

## IV. 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.*

Kate Disney, President of Faculty Union: Kate thanked Senate for being so professional and doing what's right for the students and showing up. And letting the public and Kate speak in meetings. Senate really does value input

from all the stakeholders.

There is a proposed decision to cancel Winter classes that fall below a minimum of 20 students. VPI Lorrie Ranck emailed this information. This is a faculty issue and clearly impacts people's workloads. I think this is an Academic Senate issue. When we raise the class minimum, more classes are getting canceled and that affects students and their ability to access our curriculum and stay in pathways. It involves all of us, including the Administration. Faculty are having a real hard time understanding why students in Winter 2023 won't have a class they want, unless the demand for that class is 25% higher than what we would expect in a primary semester. I could understand canceling duplicate asynchronous sections. There is no scarcity of FTEF. Am receiving lots of emails from faculty. Seems to violate the trust we have with the community that has expectations and pays a lot of taxes to the District for classes and services. This is problematic and serious. I hope Senators will weigh in on this.

#### V. Information & Announcement (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 Elaine Wong: After I made the Schedule, the Spring break was changed on the Calendar from the end of March to the first week of April. I would appreciate an announcement when there are any Calendar changes. The spring break change is huge and an outdated calendar was posted all over the place. This has happened before without being notified. If an instructor is going by the initial calendar, classes would be incorrectly scheduled.

Kate Disney, President of the Faculty Union: The Faculty Union did the Calendar incorrectly and were late in knowing what a huge problem was created. The Union negotiated the calendar.

Senate President Joanna Sobala: There is no Senate meeting next week. Joanna thanked all the Senators for all the work and support this semester. Senators' patience, grace, and kindness and making it as good as it can be as Joanna learns to be a more effective president. The first term as Academic Senate president was challenging. Joanna thanked particularly VP Matthew for his unwavering support, Senator Daniel Arias keeping time and reminding Senate of Robert Rules of Order and Code of Conduct, Senator Willy Kwong always willing to volunteer for taskforces and committees, and Administrative Assistant Liz Bogatin-Starr's support and impeccable notes.

Senators thanked Joanna. Applause from Senators and guests.

#### VI. Unfinished Business

None

#### VII. New Business

1. EEAAP, Equally Effective Alternate Access Plan: Universal Design/Learning & Voluntary Product Accessibility Templates (VPAT) (Debra Williams, Amy Delevett) -- 15 min (I) Postponed to Feb 22, 2024.
2. Community of Praxis Update (Sarah Sullivan) -- 15 min (I)  
Sarah Sullivan first focused on the Community of Praxis (CoP) as being peer to peer where teachers are keeping ourselves in that humble learner position and supporting one another, having a space to talk about

teaching and learning from the perspective of equity. This is our guiding principle for equity work across our college in Student Services, and all sectors looking at bias, looking at how we have representation in our curriculum and instruction. In particular, we focus on faculty members doing the equity work designing our curriculum and instruction, and doing the best things to help our students, particularly students who have been kept as more dependent learners who are behind, who for many reasons have been marginalized out of education and not included.

- CoP develops our teaching so that it is high rigor, critical thinking, based on the science of how humans learn and done in a warm, inclusive, culturally responsive learning community.
- How to do CoP is a study and today we'll hear from three instructors in the sixth CoP cohort of 21 PT and FT instructors joining in sessions which are coached, designed, and facilitated by our own faculty members. We had two new coaches who were in the program last semester. We added a Canvas group that was facilitated by Javier Huerta and Albert Shaheen, so an asynchronous experience of the community was built in intentionally in each of our sections.
- Students' voices are built in each of our sections and their testimony of what they need.
- Senator Marina Broeder and Sarah Sullivan facilitated a 2.0 group on developing our professional learning facilitation skills and 5 members worked on designing a future workshop for dept/division to offer starting in SP24.
- Participants tell us this is the most community they've felt at Mission where we sit together and talk about teaching and learning, inspire and challenge one another in that praxis cycle. In critical self-reflection and intentional learning we study the research. Then we try things out in our curriculum and instruction. Participants create their own projects which we're figuring out how to share, so faculty can easily look for a learning activity.

Three CoP faculty participants presented projects and learning.

- Jess McLaughlin from Biological Sciences: **Implementing the Un-Exam**  
Bio 10 – Intro to Biology, 2 sections, 60 students, fully virtual and asynchronous. The course has non-majors with a wide range of students, HS and nontraditional, 14-60 years old. This is Jess's first semester teaching at Mission College.
  - Challenging to make engaging and fun in a disconnected format of being online.
  - Why the Un-Exam?  
Traditional exams frequently aren't accurate evaluations of student learning, difficult for students with learning disabilities, and older/returning students.
  - Equity and access issues specific to online courses, required proctoring software, serious privacy concerns, home or public places internet usage.
  - Benefits:  
Students have more agency and pick topic and format for project based on things they know how to do, the skills they have and what's interesting so they can play to their strengths, and connect course material with other parts of their life, really beneficial in non-major classes.
  - Class had 3 unit capstone projects and Jess McLaughlin developed a rubric for grading. No mid-term nor cumulative exam.

- Results are awesome from short science fiction stories based on class unit themes, beautiful artwork, an informational brochure about how your car and a cell have functional analogs, amazing cakes shaped like cells, and an all-time favorite, an early childhood education major wrote up a lesson plan on photosynthesis for her preschool class and carried it out, including pictures of the kids enjoying activities.
  - Students said they had a much better understanding of the material and did not feel as intimidated by the biology class doing these projects and not taking a scary midterm or final exam.
- Challenges. Some of the students are resistant to alternate formats. They know how to do an essay and take a multiple-choice exam, and there is a wide range of effort in working on projects. The rubric that would be standard and avoid biases for how to grade is a work in progress, and the projects can be really time consuming to grade. Making boundaries around using AI needs to be clearer to encourage students to do their own work. Modifications: Focus on one or two strong projects, incorporate students' evaluations employing metacognition skills and thinking how they did on the project. Jess is curating a portfolio of some of the previous projects that inspire and help students.
- **Joanne Cabanilla, Biological Sciences: Critical thinking teaching practices and sharing CoP results and strategies with Depts.**

Anatomy and Physiology students have a vast difference in thinking where they need to be and where they are coming from in their prerequisite courses. Many students are in the Nursing program and know well how to attain a good grade.

- The project applying CoP practices showed growth in students. Students better recognized what critical thinking is and learned from the project's multiple integrated exercises and different ways of sharing a knowledge base to develop their critical thinking.
- These exercises can be replicated in the dept. Biological Sciences plans to dedicate a portion of each of the dept meetings every month to this project using a plan Joanne has written up. A session would discuss critical thinking practices and how instructors can apply those in the classroom. In the second session instructors may think of ways to utilize information from this project in more classrooms. Even one thing could make an impactful difference. Instructor Cabanilla has seen that happen.
- Worksheets did not work well, so Joanne asked for students' feedback that is a crucial piece of trying to figure out what's going to work. She was learning and applying what she learned. Hopefully, the dept will gather enough information that can be applied to our SLOs, assessments, and program review. It's going to be a collaborative effort that we hopefully can elevate later on and share with a bigger audience.

MOTION to extend discussion 10 minutes. (M. Hittleman/D. Piper) (M/S/U) None opposed.  
No abstentions. Unanimous.

- **Mariam Yen-ping Mao, Modern Languages and Linguistics: Global Learning Community**  
The CoP cohort has the experience of being a great community, and I wanted that sense of community for my students. My education background is in linguistics, community education, and educational technology, teaching Chinese as a foreign language and modern language. Students are coming from different languages and cultures and joined a shared platform for the class instruction.

- Leveraging Career Pathway through Cross-Cultural Collaboration and Technology Innovation in Global Learning Communities  
Used software for students to share their creativity and as a way to get connected. Adobe Creativity personality tests (eight creative character types) helped students find their strengths in a creative way. Adobe Creativity explores jobs and careers that could fit with their personalities and what teamwork they're good in. Students try a generative AI or Firefly tool and generated some work based on their Adobe Creativity survey results. This exercise helped everyone to share their specialty and particularly to connect with their world or cultural background. This is a great way for all of us to connect as a global community, get to know each other better, and strengthen global citizenship. Students identify strengths and areas to improve in.
- A student connected interests in technology and entertainment and had a chance to be able to use Chinese learned in a project.
- Ken Songco, Director of Student Equity and Success: These are classroom examples of what we need to do as practitioners, to look deep within ourselves and figure out what we can do differently to create belongingness in the classroom keeping in mind all the students that we have in our classroom.
  - More than 90 faculty have created community in CoP cohorts, trying new things, failing, trying again, seeing how things work. Our adjunct faculty especially is supported by stipends, learning here and applying equity pedagogy practices in teaching, and at other colleges as well. We're working on next steps through our CRPP Grant and the release of a new data coaching program in SP24 and equity professional learning activities. Appreciate so much Ashley Faris, Sarah Sullivan, Javier Huerta, and Albert Shaheen who have been leading the charge. All of our coaches are making Mission College a more equitable institution. We've doubled down to continue Professional Learning. This month Classified Professionals first equity cohort, through our equity certification program, presented equity learning and actions to the College. The mighty cohort of nine Classified staff employed the equity framework in their projects that administrators and faculty can apply to practices.

### Senate Discussion

Senator David Piper: It's so important how the dept chairs and now the deans have some sense of the progress that is being made in the CoP cohorts and with faculty in depts. In my own instruction working with a new dean that allows experimentation, a new methodology worked well for psychology students. DSPS students are doing well with the classroom exercise and are able to articulate theory.

Senator Theresa Lawhead: Thank you for sharing. It's inspiring to hear these classroom practices.

Senator Joanna Sobala: I am intrigued. We are all learning. It would be helpful to share some examples of Miriam's students' work using AI in creativity. How can we direct AI for creativity instead of being used possibly for cheating.

3. Second Read: Accreditation Update (Lorrie Ranck, Vice President of Instruction) (I/A)  
The 2024 Accreditation Midterm Report was emailed to the Mission campus community and is open for

**comments until Friday, Dec 15.** Please take time to review the report and send your comments, and ask constituents to comment using the online feedback form emailed with the report. The email talks about accreditation and its importance more generally and why we do it.

- The report is really focused on some very discreet areas that they've asked for. This is not the full report done in 2020, it is limited in scope. We have addressed everything that we were asked to address and are telling the story of what's going on at Mission. It's been a collective effort of many people. We appreciate the Senate and faculty taking time to review. We'll put the comments into the final edits. We'll share some highlights on College Day, and then it will go to the Board for review in February before March submission. Board approval is not required.
- Senate President Joanna Sobala: Thank you to the team, faculty, administrators who prepared this thorough report and spent all this time working with committees and the college. Senators could focus on the part that you know about and areas where you are more likely to see something that's missing.

#### 4. Hayward Award Senate Nominations –15 min (I/A)

Senator Joanna Sobala reminded Senate of the nominations for the Hayward Award and the very tight deadline in two days. The application requires a fair amount of work from the nominee and nominator. The Senate has shared the Hayward Award submission guidelines and requirements to nominate up to one local full time and one part time faculty member, either classroom or non classroom faculty.

- The application is supported by a letter from the Senate and nominee's C.V. Candidates should be committed to serving the institution through participation in professional and student activities; committed to education; there should be evidence that the candidate maintains currency and discipline, communicates with students and colleagues, and enthusiasm for the discipline and for education in general. Commitment to the fundamental principles of the California Community Colleges, Mission College, and there should be evidence of support for open access and for helping students succeed. Candidate's commitment to Mission College, perhaps can be shown through ways the candidate has helped to improve the educational environment, and finally, the candidate should be committed to serving as a representative of the profession beyond the local institution, through service in statewide or national facilities.

#### Senate Discussion

- For future years, Senate to post timeline at beginning of academic year for awards nominations: Hayward, Regina Stanback Stroud Diversity Award (prior Mission College dean) deadline to register/application is Sunday, February 11, 2024, and MC Recognition Awards, posting awards information on Senate webpage with a description of the application rubric.  
<https://www.asccc.org/events/stanback-stroud-diversity-award>
- FLEX Day Senate presentation to include announcement of awards and nomination process.
- Should start nomination process earlier in the academic year, especially if Senate wants to nominate a part time instructor and honor their time.
- There is a lot of work involved in the Hayward Award application.
- Are any faculty involved in programs beyond the college campus?

- Hayward offers a stipend award.

Several faculty were considered as strong candidates by Senate for this year's Hayward Award.

Senator Marina Broeder volunteered and would be happy to work this week to complete the award application by Sunday's deadline.

The Senate discussed several qualified faculty for this year's Hayward Award nomination and later voted on Steve Lipman. Steve was awarded Mission College's Faculty Award last year, is bringing TEDX to campus in SP24, does Toastmasters that had a brilliant debate yesterday.

MOTION for Senate to nominate Steve Lipman for the Hayward Award.  
(M. Johnston/D. Piper) (M/S/U) None opposed. No abstentions. Unanimous.

MOTION to extend discussion time 10 minutes.  
(T. Lawhead/S. Magid) (M/S/U) None opposed. No abstentions. Unanimous.

Senator Marina Broeder is working with Joanna on the Academic Senate Letter of Support for Steve Lipman's nomination. Senators should email Marina testimonials asap about Steve consistent with the nomination rubric. Consider relationships with Steve, and appreciation of things Senators have witnessed over the years .

## VIII. Administrative Business/ Actions/Appointments (I/A)

### 1. President's Report

**Faculty Hiring:** Committees are being formed and only several to complete before vacation.  
**Updated AP 4025** is in Senate meeting folder and will come back for approval in Spring 2024.  
Language is changed slightly to replace competencies that are no longer required.

**MCAS SP24 Meeting Schedule:** Calendar approved with several changes due to TEDX, Spring Break, and District Academic Senate Meeting. The current SP24 Calendar is in Dec 7 Senate Meeting folder.

MOTION to approve Academic Senate modified SP24 Calendar.  
(M. Johnston/D. Arias) (M/S/U) None opposed. No abstentions. Unanimous.

#### **OER Update:**

ZTC Acceleration grant application. Mission is invited to Communications Studies Collaboration cohort. One of the requirements is non duplication. John Schoppert, Director of Library Services and Dean Valerie Jensen will give an update to Senate.

The Hospitality Management proposal "received full funding with the expectation that we would reach out to Cypress and West Hills Lemoore, who are also addressing Hospitality Management, to ensure non-duplication." Joanna to request more information in the new year.

Bringing back OER funding proposal cycle separate from ZTC in early SP24.

**IEPI (Innovation and Effectiveness Plan) Drafting Team meeting Dec 4, 2023.**

- 3 areas of focus: Identities & Alignment with Student Retention and Success; Branding/Identity Formation and Related Marketing; Roles of Stakeholders
- PRT (Partnership Resource Team) visits on Friday Dec 8, 9-noon: Naming the Areas, Branding, Stakeholder Engagement. Joanna is attending several of the Dec 8<sup>th</sup> meetings and will report back to Senate
- The IE Plan Drafting team will be drafting a plan outlining how the \$200K of grant money will be spent

**WVMCCD Board of Trustees Meeting, Dec 5, 2023**

- New Board President for 2024, Trustee Kepner; Trustee Owens, VP; Chancellor Davis, Secretary
  - Appointments
    - Dr. Maisha Jones appointed as Dean of People, Culture, and Society, MC
    - Dr. Roy Vasquez appointed as Dean of Public Safety, Health and Wellness, MC
    - They both start their terms in Jan 24
  - Reports from Presidents Awan and Mendoza
    - Enrollment keeps on the recovery pathway for both colleges
    - Deadline for class cancellation is Friday, Dec 15
- Some Senate Discussion:
- Minimum is #20 students for class
  - Based on SP23 (Argos) 52% of the classes that ran would now be canceled
  - This Winter minimum is more stringent than Spring
  - Are certain classes not filling, many classes are doing really well, are there some problems
    - KIN enrollment report shows Max Caps at 8 and 9 students
    - Students are complaining they are unable to register due to these Caps
    - Caps should be set by the Enrollment and Load committee
    - Could be a manual entry or system update issue
    - Joanna can bring up problems with VPI Ranck and President Awan, Instruction Council and MC Chairs would need to be informed
    - WV Winter Caps also increased

**College Council Meeting, Dec 6, 2023**

- Presentation of the Accreditation Report
- Enrollment report from VP Ranck shows increases relative to previous year
  - Winter: high enrollment in GE courses, 93.2% of our FTES target and exceeding efficiency goals
  - Spring: Looks good: about 75% of our FTES goal, 20% increase in headcount



- WV enrollment also going up
- About 1900 students in the district are using the free tuition option
- SOARS meeting, Dec 6, 2023 – first meeting of group
  - Faculty Jeff Cormier, RaeAnn Ramsey, Joanna Sobala
  - Intro and review of SOARS charge that is broad
  - Has important role of replacing Enrollment Management Taskforce
  - Meeting twice a month

## 2. Committee Appointments

MOTION to appoint Willy Kwong as faculty representative on the Hiring Committee for Senior Child Development Specialist.

(M. Johnston/M. Hittleman) (M/S/P) None opposed. One abstention. Passed.

MOTION to give Academic Senate President Joanna Sobala authority to appoint the faculty representative on the Hiring Committee for EOPS/CARE CalWorks & Next Up Director

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

## IX. Future Agenda Items

Committee Reports

Classified Professionals and Faculty Awards Ceremony

OER Funding

Email agenda items to Joanna. There is also a Request for Agenda items linked to MCAS's webpage.

District Academic Senate: Let Joanna know of any District issues.

Please get confirmation from Joanna that agenda item requests were received.

## X. Adjournment

MOTION to adjourn by acclamation. (W. Kwong/M. Johnston) Unanimous. Adjourned 4:01pm

HAPPY HOLIDAYS Everyone. See you back here for Senate meeting, Thursday, February 8<sup>th</sup>, 2024.