

Academic Senate Minutes

MARCH 7, 2024
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"/> Joanna Sobala , AS President	<input checked="" type="checkbox"/> Elaine Wong , Academic Services
<input checked="" type="checkbox"/> David Piper , Associate Faculty	<input checked="" type="checkbox"/> Christine Tuato'o , Creative Arts & Communication
<input checked="" type="checkbox"/> Samir Magid , Associate Faculty	Max Sklar , Science, Technology, Engineering, Math
Daniel Arias , Bus. & Educ & Service Industries	<input checked="" type="checkbox"/> Lauren Javier-Tolentino , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> Willy Kwong , Bus. & Educ & Service Industries	<input checked="" type="checkbox"/> Helen Sun , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> Marsha Oliver , Public Safety, Health & Wellness*	<input checked="" type="checkbox"/> Michele Hittleman , Counseling & Learning Services
<input checked="" type="checkbox"/> Brenna Wundram , Public Safety, Health & Wellness	<input checked="" type="checkbox"/> Theresa Lawhead , Counseling & Learning Services
<input checked="" type="checkbox"/> Matthew Johnston , Vice President, People, Culture, and Society	Priscila Moreira , ASG Representative
<input checked="" type="checkbox"/> Marina Broeder , People, Culture, and Society*	<input checked="" type="checkbox"/> Liz Bogatin-Starr , Administrative Assistant
Guests: Karen Chan, President of Faculty Union; Valerie Jensen, Dean of Academic Services; Maisha Jones, Dean of People, Culture and Society; Omar Murillo, Vice President of Student Services; Heather Rothenberg, OER Taskforce; John Schoppert, Director of Library and Learning Support *online participation	

I. Call to Order

Quorum met 2:25pm.

II. Approval of Agenda

MOTION to approve Agenda as written.

(L. Javier-Tolentino/B. Wundram) (M/S/U) None opposed. No abstentions. Unanimous.

III. Approval of Meeting Minutes (A)

MOTION to approve the February 22, 2024 Meeting Minutes as written.

(M. Johnston/L. Javier-Tolentino) (M/S/U) None opposed. No abstentions. Unanimous.

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.

None

V. 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.

Senate President Joanna Sobala: Thank you to VP Matthew Johnston and Liz Bogatin-Starr, Admin Assistant, for helping with the last meeting and thank you all for your understanding.

TEDx event was wonderful! The recording takes some time and we'll be informed when posted on the TEDx website.

Crucial Conversations on Islamophobia and Antisemitism two sessions were both very good, particularly the second with some very interesting conversations on faculty involvement and how faculty should be approaching this subject. The people leading are very interesting and are coming back to continue these conversations.

ASCCC Area B Meeting, Friday, March 22, 9am-2:30, free, Zoom/online. Register:
<https://www.asccc.org/content/area-b-meeting>

ASCCC 2024 Spring Plenary, April 18-20, San Jose, Downtown Marriott, in-person and hybrid.
To Register: Let Joanna and Liz know. Forms should be filled out for attendance. Funds are available.
Tentative Program:
<https://www.asccc.org/events/2024-spring-plenary-session>

Mission Bistro, Tues and Thur, 11am-1pm. Really good food. TUES/THUR 11-1pm
Join Joanna at the Bistro on Thursdays.

VI. Unfinished Business

None

VII. New Business

1. OER Application and Timeline (Heather Rothenberg, OER Taskforce) — 15 min (I/A)
The OER Taskforce met February 23, revised application and timeline. Applications are due March 24.
The application is similar to Spring 23 that also was a short project time period using balance of funds.

The taskforce reviews and ranks MC OER-ZTC Spring 24 applications and then presents them at the March 28 Senate meeting. Senate President Joanna Sobala then forwards OER recommendations to President Seher Awan for next steps. Projects must be completed by mid-June; this is a highly time-sensitive funding cycle.

Examples of potential projects eligible for funding in this cycle include:

- Purchasing a class set of texts
- Purchasing licenses to online textbooks
- Printing of required class documents such as lab manuals
- Adopting already existing OER materials to transition a class to a ZTC or LTC status (NEW)
- Coaching sessions of faculty experienced with OER materials with faculty new to OER that result in transition of a class to a ZTC or LTC status (stipend to be shared by the 2 faculty) (NEW)

Exclusions: Programs/projects covered by a separate state funded ZTC grant would not be covered by Land Corporation funding. These include the following:

- Courses which are part of the Communication Studies AAT
- Courses which are part of the Business Administration 2.0 AST
- Courses which will be part of the forthcoming Hospitality Management AST

Hoping that depts where not all faculty are currently using OER could receive OER coaching resources and funding to coach everyone in a particular area to go in one direction with OER. And if licenses need to be obtained for textbooks, connecting with the Librarian in your area could be useful for that type of funding.

Senate Discussion:

Senator Willy Kwong: One current option is to use OER funds to purchase a set of textbooks to lend out to students and collect back for use in future semesters.

Dean of Academic Services Valerie Jensen: ZTC is an umbrella term. If textbooks are purchased that are passed on to the students at no cost that qualifies as ZTC. The College is footing the cost.

Heather Rothenberg: Textbooks should be used repeatedly and be sustainable, e.g. textbooks that students use in the classroom for specific things from semester to semester, and content probably doesn't change a lot over numerous years.

Dean Valeries Jensen: Applications should talk about how many students are affected, and how much money would be saved over time.

MOTION to accept the MC OER-ZTC Application 2024 and Timeline.
(M. Johnston/H. Sun) (M/S/U) None opposed. No abstentions. Unanimous.

2. Innovation and Effectiveness Plan Draft (Valerie Jensen) — 15 min (I/A)

Dean of Academic Services Valerie Jensen presented an overview of the Innovation and Effectiveness (IEPI) draft plan and *asked for Senate feedback to integrate in plan before going to College Council for approval in two weeks.* The College goes through the Chancellor's office and RP Group on this project proposal. This is the 10th year of the State IEPI program.

MC's proposal submitted by College Council was approved to help MC build, develop, visualize our new school,

communities, “learning areas”. Naming is still in progress. Beginning in Fall 23 the Partnership Resource Team (PRT) visited and talked to MC groups and then provided a document with feedback on MC strengths and a MOO or menu of options linked to resources and ideas for MC to consider, and opportunities to rely on based on what they heard from MC. PRT is also reading this draft plan and looking at college feedback.

Drafting team was strong with great participation, Richard Alfaro, Ben Demers, Valerie Jensen, Joanna Sobala, Amelia Akers-Martin, Marcelo Sanchez-Heredia, Classified staff dropped off. Students had wonderful ideas and feedback reflected in the plan. The draft plan came together well.

Funding request is \$200,000 similar to other colleges and used where college has most needs.

Timeline:

May 30, 2024: Objective. Gather and document additional information and meaningful input from all stakeholders and integrate that feedback into the community building and branding efforts, student input and faculty and staff input. May have student research team and Institutional Research Office send surveys in next several weeks.

August 15, 2024: Determine the nomenclature for the new “learning areas”, select a name and make a recommendation. Identify clear communication channels for the branding rollout.

December 20, 2024: Develop a sense of identity and community for faculty and staff within the new “learning areas”. Build student awareness of and connection to new “learning areas”.

- Campaign to inform students and get students connected
- Process for easy program of study change/alignment if necessary (student input)
- Taskforce to reexamine/rethink existing pathways and potential new pathways alignments
- Leverage Starfish to build community communication/connections
- Enhance online presence and visibility
- Gather and document *additional and meaningful information from all stakeholders* and integrate that feedback into the community building and branding efforts.

May 20, 2025: Create branded physical spaces on campus. Implement targeted outreach initiatives.

- Identify target audiences for each “learning area”
- Develop outreach initiatives
- Collaborate with schools/industry, high schools to expand outreach

MOTION to extend 5 minutes. (W. Kwong/C. Tuato’o) (M/S/U) None opposed. No abstentions. Unanimous.

Showcase success with “learning areas”: Input from students

- Student publications/presentations/performances
- “learning area” related career fairs
- “learning area” program of study information fairs

These projects have defined ends. \$200,000 funds should be expended by May 20, 2025 but the work would still continue after May 2025.

Senator Brenna Wundram: We're really changing language not just for ourselves but for students and are using multiple names, learning areas, communities, schools that are supposed to change the term division. We need to clearly define a name.

Senator Michele Hittleman noted that the College already has marketing materials out that says 'Schools of'. College has mixed messages.

Dean Valerie Jensen: One of the goals of this project is to define a name and we want to do it before fall 24.

Senator Samir Magid: Good to clarify that this funding is for a one-year project that possibly would extend past that one year when the \$200,000 should be fully expended.

MOTION to extend 5 minutes. (M. Hittleman/T. Lawhead) (M/S/U) None opposed. No abstentions. Unanimous.

Senator Michele Hittleman: How would the new spaces be staffed? Is this project supporting new staff spending that would end in one year?

Dean Valerie Jensen: The physical spaces could be something like branding the area where the deans and admin specialists sit with wall murals or something larger, an actual study space or staff space. It's still an idea.

Senator Marina Broeder: There are lots of ideas and opportunities for collaboration, e.g. cross-departments and different groups. We've done some of these in the past and they're very effective. The 'Learning areas' may ask us to look for similarities where there are few in an area, e.g. ESL, or how would a student career fair for the People, Culture & Society offer career opportunities to students in many different areas and many depts. Are we actually helping our students go where they need to go and collaborating with the departments where we see natural connections and ways to work with students. Specifically, ESL is going in the wrong direction. We are in the SEC building, students are joining Toastmasters and are interested in public speaking, preparing to go into ENG 1A and collaborating with ENG. I'm convinced that this is not helping our students. This project is based on a false grouping of departments.

Senator Michele Hittleman: This planning is still going on. I just advocate to continue to ask that there'd be an opportunity to move ESL back to Creative Arts and Communications. Academic Senate voted against this whole reorganization because of the one issue of ESL. I respect the feelings and opinions very much.

Valerie: The charge of this project is to promote and support the building out of these school/communities. If the ESL discussions are to be continued, it has nothing to do with the charge of the IEPI plan. The ESL alignment discussed could result or be a consequence of the building out of the school/communities. Also, some areas of the college may be more related to some of this plan's objectives than others.

Joanna: Please email Valerie as soon as possible with feedback, ideas, and adding something before final draft goes to College Council.

3. First Read: Proposed AP Changes: AP 5500 Standards of Conduct, AP 5520 Student Discipline Procedures, AP 3900 Speech, Time, Place and Manner, AP 5010 Admissions, AP 5011 Admissions and Dual Enrollment of High School and Other Young Students, AP 4230 Grading and Academic Record Symbols, AP 5310 Student Access to Shower Facilities (New AP)— 15 min (I)

Vice President of Student Services Omar Murillo shared changes in these APs. Some updates were long overdue, and many revisions were due to excessive Education Code text in APs. The Community College League of California makes recommendations yearly that the college can consider adopting, which would be a good practice. Several more APs could be recommended soon, related to international student tuition support (10% of the population, district wide limit), and formalizing a process for students who are in extenuating financial circumstances where we can assist them financially, and a non resident tuition exemption opportunity for students who take 6 units or less to also offer free tuition (DeAnza has this policy), aligning with Mission’s overall goal.

APs with key changes/updates:

AP 5500 Standards of Conduct and Student Discipline Procedures

- Title IX federal law is incorporated, Sexual Harassment/exploitation and related violations on campus is important, including gender identity and gender expression and other protected categories.
- Intimidating conduct, bullying, cyber bullying.
- Different Suspension types: Short term suspension and Long term suspension/expulsions.
 - Options for faculty to remove students 2 days from consecutive class sessions, and procedures for follow up.
 - Hearing panels are a College obligation to provide students with the opportunity to appeal. We now identify a group of 5 people to serve on a panel beginning each semester.
 - Authority to expel: the Chancellor, Board of Trustees
 - Withdrawal of Consent to remain on campus and No Contact orders are detailed.

AP 3900 Speech: Time, Place, and Manner

Procedure was outdated in terms of designated locations or areas of buildings on campus that are now updated and mapped in AP 3900. We are highly encouraging people who wish to engage in free speech to complete a “Voluntary Acknowledgement Form” with organization name and indication of number of people expected to visit. This form is not a permit and no person or organization will be denied access for refusing to complete the form. Much of the language comes from the Community College League of California

AP 5010 Admissions

Tied to 9th grade Dual Enrollment courses supported by Chancellor and written in Ed Code, allows students who completed Middle School to enroll in college-level courses. Students 13 years of age and enrolled in ninth grade still enroll with a separate Dual Enrollment application requiring permission of an authorized individual from their high school. Additional review process is for even younger students.

Senators asked that rigor of class be clarified related to content. Should specify that instructors should not be expected to change the content of the course based on the age of the students that might not be ready for the content. Should there be language where the parent or someone who complains about adult content does not have a valid complaint. The Dept Chairs are still really the first line who try to resolve complaints that are part of the grievance procedures process.

MOTION to extend for 4 minutes. (T. Lawhead/C. Tuato'o) (M/S/U) None opposed. No abstentions. Unanimous.

AP 4230 Grading and Academic Record Symbols

Excused Withdrawal (EW) was adopted as an emergency order during the pandemic. Last year the State left this grading option up to the colleges to determine how they want to adopt EW. VPSS Omar Murillo advocated for voluntary documentation of student's extenuating circumstances without making this a requirement. Questionable circumstances can be dealt with individually. We can ask for documentation, but it is not required for MC's EW option.

Pass/No Pass

The deadline for Pass/No Pass grade notations for eligible courses is the last day of instruction before finals. Students may find course eligibility for Pass/No Pass grade notations in college catalogs, class schedules, and the Student Portal.

AP 5310 Student Access to Shower Facilities

Showers are already provided and are being formalized.

Senate Discussion:

The Free Speech Designated Area(s) needs to be defined and clearly mapped. Groups come in and do not stay in that area and have blocked entryways.

Mission should have a clear message that hate speech is something that Mission College does not support and clarify what is free speech and what is hate speech.

Senate President Joanna Sobala: Please share with constituents. We'll bring back APs in 2 weeks.

4. DEMC (District Enrollment Management Committee) proposed Exempt Course Criteria Revision — 15 min (I/A)

Senate President Joanna Sobala provided background of the Exempt Course Criteria from 2013 and Draft Exempt Course Criteria from DEMC 2024. Efficiency Goals are set by a separate committee. In the 2013 version two categories are exempt courses from efficiency goals. These recommended procedures have only been roughly applied and not followed closely by MC or WV.

The first category which is basically for statutory provisions helping students and limiting number of students in class and have different efficiency. They cannot have that many students in class.

- Classified as “Exempt” based upon state or federal regulation, provisions of licensure, health and/or safety considerations, or limitations imposed by contractual services employed on behalf of the course or programs to serve its students. The actual efficiency factor for such courses or programs is based upon the nature of the constraint imposed and its effect on student enrollment. Current practice is to assign an efficiency factor of 300 to this category of exempt courses, using the WSCH (weekly student contact hours) specifically projected for these courses.
- Provision is made for an allowance for temporary lower efficiency for courses or programs identified as “New” through application to the college’s curriculum committee and approved by the college’s Academic Senate. The “New” allowance would be applied when the course/program has been assigned the state control number, with a reduced efficiency allowed for a period no greater than two consecutive primary semesters. The efficiency reduction may be recommended by the Curriculum Committee/Academic Senate and confirmed by the Enrollment Management Committee. Currently, 1,200 WSCH at an efficiency factor of 300 is allocated for this category.

WSCH 1200 is carried over year after year and comes from an old PGC committee. The first category is generated from the schedule and the second category is 1200 for each college.

The proposed Exempt Course Criteria revised document 2024 has similar modified efficiency factor for exempt courses but the District Enrollment Committee has defined exempt courses with some modifications.

Some courses offered by the colleges are “exempt” from the target year’s efficiency goal. The district’s efficiency goal is stated in terms of the required WSCH per FTEF. The efficiency factor used for funding is modified for exempt courses to a level of 300. District Enrollment Management Committee has defined exempt courses as follows:

- A course may be classified as “Exempt” based upon state or federal regulation, provisions of licensure, health and/or safety considerations, restriction imposed by contractual services employed on behalf of the course or programs to serve its students, limitation imposed by the CSU and/or UC institution, or modified instruction that requires one-on-one or small class-sized instruction. The actual efficiency factor for such courses is based upon the nature of the constraint imposed and its effect on student enrollment.
- Provision is made for an allowance for temporary lower efficiency for courses identified as “New” through application to the college’s appropriate enrollment management council. Reduced efficiency will be allowed for a period no greater than one academic year.

Notice that we don’t have those recommendations coming from the Curriculum Committee or the Senate at least on paper. What do Senators think of the change? Who has the best knowledge of which courses qualify under these categories?

Guy Shani has suggested taking into consideration the frequency that a new course is offered. Past recommendations from Academic Services where strategic scheduling could be used were to ensure a sufficient cohort size existed, meaning some courses might not be offered two consecutive semesters in a year. That would be advisable for a capstone, for a new program that's just starting to build momentum. In such a case the proposed DEMC revision may effectively permit that lower efficiency for only one offering which may not be enough. Could consider something along the lines, allowed for a period of no longer than the first two semesters the course is offered in a 2-year period. That way a new higher-level course that is only offered every spring can still get 2 semesters worth of efficiency before being expected to pull its weight. Guy's suggestions from a pedagogical perspective is worthwhile but may have budget implications.

Senate Discussion:

Senator Helen Sun: This affects CSIT Department that frequently has new courses. What entity in the College is determining which courses are exempt. Also, dept has partnerships. Year Up is a good partnership program where the dept does not have control over the enrollment. Numbers have decreased and greatly reduced the dept efficiency. Should there be a separate exempt category for these partnership courses? There has to be a process for which courses can draw from the lower efficiency.

Senator Theresa Lawhead: Similarly, Counseling is asked to teach our Counseling courses at the high school and that cuts into the dept small allocation. The frequency of teaching these courses has increased. Partnerships with Year Up, Elmwood, and Counseling teaching classes in the high school are now part of the same efficiency factor for depts. They should be exempt if classes are under-enrolled. Can cohort restricted courses in the Schedule be exempt as in the first exempt category?

Senate President Joanna Sobala: The exemption here is for one class from the efficiency standard but we still have the global efficiency standard for the whole college. That means if there are a number of courses that have a lower efficiency, the other courses at the college have to make up the efficiency to meet the goal. I can find out the efficiency category of these partnership courses.

Senator Brenna Wundram: The Research dashboard can pull up your efficiency by the inclusion of everything exempt and nonexempt or efficiency with exempt courses eliminated. How is the college looking at special courses in depts to qualify as exempt? In KIN, athletics classes can really drive down our efficiency and impacts dept evaluation. Some courses that are beyond the 2-year period are continuing to struggle, and some new courses and certificates with 13 students have been canceled. Is incredibly restrictive.

Senate President Joanna Sobala: Who would be the best body to suggest which new courses should be applying for this lower efficiency so that we don't have courses that are missed?

Senator Brenna Wundram: I would suggest course applications would go first to the Curriculum Committee and they could see value and involve the Academic Senate.

Senator Matthew Johnston: We should just follow the policy as it was previously. Courses go to the Curriculum Committee and then approved by Academic Senate.

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

Karen Chan, Executive Director of the Faculty Union: The current new revision is worse than the previous version. It's more effective to enforce and implement the previous version that is based upon once a new program or class goes through the Curriculum Committee, then it would be forwarded on for recommendation for a period of one year and be able to operate at a lower efficiency. The problem with current exempt courses is that the exempt courses that are submitted on the course lists for exemption do not necessarily get to run at a lower efficiency and have that efficiency at 300 benefit. The exempt courses are included in the FTEF number. We want a good process that works for Faculty where courses and the lower enrollment benefit can be followed, and part of your dept is not being penalized. The Union also supports making another category of funding for those low efficiency courses by design, whether contract services or courses with enrollment caps and load base for area. We need a better model moving forward and will share with DEMC.

If we cannot get agreement on a new, revised policy, faculty is probably going to lean toward sticking with the old one until there is a better policy for faculty and students.

Senator David Piper: Senate could propose a counter argument or amendment that would be better.

Senator Christine Tuato'o: I want to support what Karen and Brenna said. English Dept get hurts frequently. We offer classes that we can't offer every semester. Historically, we get new classes or classes that are not offered every semester, but then they are constantly canceled, some classes in the teens. It's hard to grow enrollment. Students then start to leave college.

Senate President Joanna Sobala: Senators seem in agreement that it's important to have a conversation on which courses could also benefit from lower efficiency for the benefit of the dept or program.

Senator Michele Hittleman: Only offering a course once a year and not having a category to allow the course to run at lower efficiency misrepresents the college to students. Students have waited a year for a course that is on Schedule, on GE list and Major but then is canceled.

Senator Marina Broeder: Canceling a Late-Start high-unit course that is on the Schedule is a real disservice for students and misrepresents the college. Int'l students can be out of status, and other courses are already full. Administration should have more commitment. Other large classes add students. How could these lower enrolled classes be counted and not be canceled?

MOTION to extend 5 minutes. (B. Wundram, C. Tuato'o) (M/S/U) None opposed. No abstentions. Unanimous.

Senator Helen Sun: Instead of waiting for new cycle, should add new and special courses for exempt categories.

Senator Matthew Johnston: What Senate can do right now is reject this revision and stick with the previous one, it is so much better. Wording could be changed. Curriculum and Academic Senate are involved and specifies reduced efficiency allowed for a period no greater than two consecutive primary semesters.

Senator Brenna Wundram: Looking at last 5 years of FTEF: FTEF in FY 19-20 and FY 20-21 was 28.81, probably when PGC was allowing for additional exempt. FTEF FY 23-24 is 18.347.

Senate President Joanna Sobala: WV Senate may have suggestions too. I'll bring to DEMC the importance of a large discussion so we can have a more comprehensive document in the future. Should consider more categories and keep and enforce the old policy.

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

1. Initiative Updates & Reports

ASG Report – Priscila Moreira, ASG Representative – postponed to next meeting

2. President's Report – Joanna Sobala

Excellence Awards Report: Faculty Awards Applications were sent to the College President who will send out a call for nominations due Friday, March 29, Ceremony, May 2, 3-5pm, Excellence Awards Team meeting is March 27 (Feb 24 meeting was canceled).

Senators are encouraged to read all notes from the many governance meetings Joanna is attending. The President's report is in Senators' meeting folder. Also see the ASCCC Spring Plenary and Region B meeting information linked to the ASCCC webpage.

3. Appointments

MOTION to appoint Helen Ostrander as the faculty representative on Hiring Committee for Director Position of DSPS/Valor Center.

(T. Lawhead/H. Sun) (M/S/U) None opposed. No abstentions. Unanimous.

Joanna sent out Call for PCS Faculty Representative on DE Committee, please reach out to constituents.

IX. Future Agenda Items

X. Adjournment

MOTION to adjourn by Acclamation (D. Piper/T. Lawhead) (M/S/U) None opposed. No abstentions. Unanimous.