

# Academic Senate Meeting Minutes

MARCH 21, 2024  
2:20 P.M. - 4:15 P.M.  
MC SEC -354

[HTTPS://WVM-EDU.ZOOM.US/J/94677189943?PWD=L3DLyZJT0R4ADQ2N2NWMLMAWPUQT09](https://wvm-edu.zoom.us/j/94677189943?pwd=L3DLyZJT0R4ADQ2N2NWMLMAWPUQT09)

## 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	<input checked="" type="checkbox"/> <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>Helen Sun</b> , Science, Technology, Engineering, Math
<input checked="" type="checkbox"/> <b>Marsha Oliver</b> , Public Safety, Health & Wellness	<input checked="" type="checkbox"/> <b>Michele Hittleman</b> , Counseling & Learning Services
<input checked="" type="checkbox"/> <b>Brenna Wundram</b> , Public Safety, Health & Wellness	<input checked="" type="checkbox"/> <b>Theresa Lawhead</b> , Counseling & Learning Services
<input checked="" type="checkbox"/> <b>Matthew Johnston</b> , Vice President, People, Culture, and Society	<b>Priscila Moreira</b> , ASG Representative
<input checked="" type="checkbox"/> <b>Marina Broeder</b> , People, Culture, and Society	<input checked="" type="checkbox"/> <b>Liz Bogatin-Starr</b> , Administrative Assistant

Guests: Richard Alfaro, Dean of Counseling and Learning Services; Seher Awan, President of Mission College; Kate Disney, Faculty Union; Valerie Jensen, Dean of Academic Services; Heather Rothenberg, OER/ZTC Taskforce; John Schoppert, Director of Library and Learning Support; Kyle Stroud, Promise Program \*online participation

- I. Call to Order  
Quorum met 2:22pm.
- II. Approval of Agenda  
MOTION to approve Agenda as written.  
(B. Wundram/T. Lawhead) (M/S/U) None opposed. No abstentions. Unanimous.
- III. Approval of Meeting Minutes (A)  
MOTION to approve the March 14, 2024 Meeting Minutes as written.  
(C. Tuato'o/M. Hittleman) (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.*  
None
- V. Information & Announcements (College & District) (5 minutes) (I)  
Senate President Joanna Sobala: OER application is due this Sunday, March 24. Please let constituents know.

Excellence Awards Nominations are due Friday, March 29. Please get nominations in as soon as possible.

ACCJC Area B meeting is tomorrow March 22, 9am-5pm. Meeting is free and online and you can just join and listen to whichever part you want to and leave at any time. Registration link is in today's President report.

Proctor Test Schedule change is effective Monday, March 25. See Debra Williams's March 14th email. Please keep these new Proctoring hours in mind when scheduling exams and tests for students and pass this information along to the Associate Faculty.

Budget and Enrollment Summit, Friday, May 10, 9am-1pm, likely only in-person. If you haven't gotten the invitation and would like to go, please let Joanna know so President Seher Awan can send you an invite. If you have the time, this is an opportunity to learn about how budget and enrollment is done.

MC Leadership Retreat, June 24 or June 25 (tbd). If interested in attending let Joanna know. President Awan will send invitation. The Retreat is an excellent way to learn leadership skills and roles, e.g. how to run the Academic Senate.

Curriculum deadline is at the end of March.

Senator Lauren Javier-Tolentino: FLEX Workshop proposal applications are due next week, Friday, March 29. We are planning for the Academic year instead of per semester suggested by Dean Brian Miller because they want to submit documentation to the State. This process is easier for planning and the committee. The committee will review all proposals and then set the schedule to send early to administration. The workshop slots have been extended longer than an hour to hopefully reduce any overlap.

#### VI. Old Business

None

#### VII. New Business

1. Second Read: 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) -- 10 min (I/A)

Senate President Joanna Sobala reviewed APs, both the markup that VPSS Omar Murillo provided after Senate's First Read and the almost final version of policies. Senate discussed AP changes, some directly related to Senate comments from the First Read of policies.

VPSS Omar Murillo said Senate should send comments and recommendations with specific language for policy changes. Policies go through channels and to the Chancellor for approval.

#### AP 3900 SPEECH: TIME, PLACE, AND MANNER

Senator Joanna Sobala: As far as I can see, there is no language replacing prior language of AP 3900 that was deleted related to defamatory speech that incites violence.

*Prior policy language included:* Groups or individuals using the campus for free speech shall: Ensure that no speech or written materials contain language or images that are obscene, defamatory, incite violence or create a clear and present danger of the commission of unlawful acts, incite others to violate lawful community college regulations, or substantially disrupt the orderly operation of the college.

Senators discussed free speech and First Amendment rights. Hate speech is difficult to define and we don't have a process for determining what it is. People have different perspectives and opinions, who would make decisions about hate speech? Policies address acts that incite violence and are unlawful and define the disciplinary process.

Senate could add a sentence to the new version of AP 3900.

The use of these designated areas for expressive activities shall be lawful, in accordance with District policy, and subject to the following:

- No person using the areas shall touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.
- Persons using the areas reserved for expressive activities shall not disrupt classes and the orderly operation of the college.
- **[ADD] Persons using the campus free speech area shall not use speech, images or materials that incite violence or create a clear and present danger of the commission of unlawful acts.**

MOTION to extend 5 minutes. (M. Sklar/M. Broeder) (M/S/U) None opposed. No abstentions. Unanimous.

Senator Marina Broeder noted that the procedure for groups coming on campus is still not clear. What if five community groups show up at the same time, when is somebody ensuring that there is a police presence or organized units in advance in case it's needed? Do people coming on campus just talk to someone who is in the Office of Student Services? How would we as a college make sure that it doesn't disrupt the school and classes? Designated free speech area boundaries required by law need to be clearly marked on college campus maps.

Senator David Piper: Instead of waiting for someone, we should clarify these elements about campus process around designated free speech area.

MOTION to extend 10 minutes.

(M. Hittleman/C. Tuato'o) (M/S/U) None opposed. No abstentions. Unanimous.

Senate President Joanna Sobala: At this point Senate needs to make clear suggestions for key things we want changed. VPSS Omar Murillo did not guarantee but asked for Senate's suggestions to incorporate in AP policies.

Senator Matthew Johnston: Everything is adequately laid out here. We cannot bar people from coming on campus or require a permission form. We have designated a free speech area and asked for voluntary forms

from visitors, and stated classes should not be disrupted or use of loudspeakers. Do want to add back language about inciting violence.

MOTION for Senate recommendation to change AP 3900 language to include  
Persons using the campus free speech area shall not use speech, images or materials that incite violence or create a clear and present danger of the commission of unlawful acts.  
(M. Johnston/M. Broeder) (M/S/U) None opposed. No abstentions. Unanimous.

Senator Brenna Wundram: Senate should follow up with Administrative Services about making free speech designated areas clear on campus maps and signs on campus.

#### AP 5011 Admission and Dual Enrollment of High School and Other Young Students

MOTION to revise language of AP 5011 with: Courses in which high school and other young students are permitted to enroll will be open to the entire college population and will be taught with the rigor **and content** appropriate to college-level courses in accordance with the approved course outline **of record**.  
(B. Wundram/C. Tuato'o) (M/S/P) None opposed. One abstention. Passed.

Joanna: I'll follow up and let Senate know about language changes.

2. ZTC (Zero Textbook Cost) Grants and ZTC/OER Coordinator Position Update (Valerie Jensen, John Schoppert)— 20 min (I/A)  
Director of Library and Learning Support John Schoppert shared new information on MC ZTC/OER new funding and development of three Cohorts. The grants from the CCCC were awarded to three pathways: Business, Hospitality, and Communication.

The College has hired a new OER/ZTC Coordinator to support the college cohorts, faculty discipline work, and other planned expenditures from grant funds.

The cohort collaborations have two levels and each requires data collection and reporting back to the CCCC. Timelines vary: Business Administration 2.0 final cohort report due Dec 2025; Hospitality Management ADT report due Dec 2026, and Communications Studies due Dec 2026.

Hospital Management cohort will be working with Cyprus and West Hills Lemoore and Communications with nine different colleges. It's a great opportunity for faculty in like disciplines to get together and discuss curriculum and their own teaching experiences. The good outcomes I've experienced are faculty love the cohorts and barriers are removed for students.

Hospitality Management and Communications are part of State Acceleration Grants. There will be an Acceleration Grant 2 to supplement current grants and fill out pathways later but would not allow duplication of work.

Dean of Academic Services Valerie Jensen: The regulation behind these grants said there could be no duplication. Different colleges are already developing the same degree pathways as ZTC. Colleges are

asked to work together and share resources but not to develop the same materials and are using millions of dollars from State grants. MC could develop materials for Class X and then share those materials out for potential use by the other colleges within the cohort who can decide whether they'll use course materials, and we may get materials and support from the cohort colleges.

John Schoppert: We've hired Cathy Patel (DSPS Counselor) as OER/ZTC Coordinator, who has extensive knowledge and background of OER/ZTC processes. She will be curating materials to support faculty, leading seminars and events, and reporting out to the State. Cathy will introduce herself to the Depts in the near future.

The OER/ZTC will support funding for faculty discipline leads for a specific program to help faculty do their work and represent the programs at the State level. This is work in addition to creating the OER/ZTC pathway. Faculty from other disciplines not in the cohorts would also be funded or faculty in other disciplines in GE courses within the three prioritized funded OER/ZTC pathways.

#### Senate discussion

Senator Marina Broeder: Depts have current initiatives in OER and are reducing number of texts. Part of my sabbatical is writing digital materials for two of our classes next year. Good to know faculty can learn what OER is being used in knowledge base and attend events on campus. It is important for depts and chairs to know what they can recommend and what those opportunities are.

Dean Valerie Jensen: We'll be sending out a guideline document to everyone for the discipline leads idea. There is some funding for disciplines beyond the initial three funded OER/ZTC pathways that are prioritized.

Senator Michele Hittleman: Once ZTC courses and materials are created, how does the course stay current and be updated over the years?

Valerie: There are already sources used that are continuously being updated, e.g. OpenStax. When borrowing created materials from local colleges, the State should continue to support funding for updates in the future. Land Corp could also support some of our local work.

John: Some colleges have had success with department level adoption of OER/ZTC where anyone coming into the department would be using the OER/ZTC material. That is a higher level of engagement that ensures continuation of a pathway.

Senate President Joanna Sobala: Thank you for presenting this new funding of OER/ZTC at Mission and keeping us updated with all the changes coming from the state. We're excited about the new OER/ZTC Coordinator and look forward to that announcement.

3. Belated Welcome and Alumni Association Information and Demo from the President (Seher Awan) — 15 min (I)

Really appreciate Senate and the engagement in this official launch of the Alumni Association. I'd like to walk you through the new web pages and some plans that we have for future engagement.

Mission College Alumni Association <https://missioncollege.edu/alumni-association/>

Alumni and staff, faculty, classified professionals, administrators, can join today and easily activate account and update profile with a password.

Alumni are warmly welcomed and introduced to some association benefits and student success stories. From there tools are provided to alumni to load more core content. Our events from our current campus calendar and upcoming events that groups or alumni have put together are featured. You're also encouraged to start your own group. For help, contact staff in the President's office who'll also receive emails sent to the alumni email address.

As you join groups, your emails would be customized. You can have Mission conversations and create your own contact lists and events.

Sections provided by the College are News of Mission happenings, How to Join the Foundation, and President Circle information.

A College dept could easily push out event information of interest to an alumni group.

Groups for departments, programs, disciplines, campus activity groups are preloaded or can be created and customized easily. Contact the President's office to be added as a group and/or organizer, e.g. a department chair or lead faculty member. Julie Flores, the President's office staff, will add you as an organizer. Please let Julie know, she has loaded many groups to help launch the Alumni Association web page.

Alumni, instructors, and staff can invite others to join the group, create and promote events, and have alumni and group discussions. The alumni directory with contact email will be searchable by name, graduation year or dept/program.

Editing your profile to include a picture and a bit about yourself, social media, how long you've been at Mission, would be welcoming to students, alumni, and peers.

Class of 2024 engagement as Alumni has begun by registering students in the Alumni Association. Class of 2023 is already uploaded, and prior graduates are to be added this year. The College has contacted an MC alumni group that was organized on a form stack. We're sending alumni a monthly newsletter.

#### Senate Discussion

Senator Theresa Lawhead is sending the MC Alumni Association LinkedIn information to President Awan where Mission could possibly announce the new Alumni Association.

Senator Marina Broeder: There's always been a missing piece in how we do keep in touch with our students and alumni, thank you for setting this up. We should have an Alumni Day, maybe in Fall. This was dreamed of in college brainstorming sessions. We could have a Mission College Teacher Day when people of all different ages come back and visit the school, one specific day when everybody would connect. Also, we can support, give some visibility, and connect with graduates and students who took courses and are now running local

businesses in the area.

President Seher Awan: The Alumni Day is a great idea and possible event for Fall24 to encourage graduates, transfers, people who took courses and started a business to connect as a community. Stories of prior students doing good work in the community and contact information can be shared on the alumni web page. We can also work on extending some discounts to alumni and announcing unique opportunities like scholarships and paid internships.

As you are in the classroom, please get the message out and encourage your students to join the Alumni Association so we can continue to build and be involved with this community.

MOTION to extend two minutes.

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

Kate Disney, Faculty Union: An Engineering instructor at Cabrillo College put in a lot of work starting an alumni group for engineering students who connected every year. Faculty continued this group after his retirement because of the amazing benefits to the department, guest speakers, connections to jobs, internships for students. The contact list is big and transformational, and the community knows about it and uses it, and is amazed at the impact of the one person in the dept who initiated this list that has impacted the local economy in the Santa Cruz area. The dept and alumni group get a lot back.

Senator Joanna Sobala: This sounds very exciting and promising, thank you President Awan for starting this project. We can now start advertising this to our students, particularly at the end of the semester. Instructors can encourage students to go online and join the Alumni Association. Faculty should join Alumni Association and activate accounts, too.

4. Promise Program (Kyle Stroud, Analyst) — 15 min (I)

Kyle Stroud provided background on the Mission Promise Scholarship that started in 2016 as the Admission First High School Scholarship supported with private funding through Land Corp. Since 2016 funding expanded with local and state dollars (AB19) and grew to serving close to 400 students in their first and second year at college. In addition to two years of Free Tuition, benefits are up to \$1000 for books and other materials, which varies by CCPG Eligible (California College Promise Grant/Financial Aid award), \$500/semester, Non-CCPG Eligible students, \$750/semester to cover up to 15 units of tuition.

Mission Promise Scholarship Eligibility and Requirements

[https://missioncollege.edu/student\\_services/mission-promise.html](https://missioncollege.edu/student_services/mission-promise.html)

- Be a first-time college student (except Dual enrollment students and students from our Adult Education programs)
- Be a California Resident or qualify for in-state tuition under AB540
- Enroll full-time at MC (12 units or more) for the Fall and Spring Semesters (Students in our Disability Support Program are eligible to take 9 units)
- Complete a Financial Aid application (FAFSA or CADAA), information is not reviewed for Mission Promise Scholarship. Financial Aid application is updated in the second year giving students more access to financial aid dollars to complete their education.
- Student goes through Online Orientation, accepts placement results, creates a comprehensive Education

- Plan with a Counselor
- Meeting AB 705/1705 requirements, ask students to register for Math and English if required by Education Plan
- Continued Full-Time Enrollment and maintains a minimum cumulative GPA of 2.0 and 67% progress for completion

Development of Mission College Promise Scholarship into Mission College Promise program in near future

- 100% of our students are not graduating in two years
- What further benefits would support students to complete successfully
- An increased focus on completion, retention, community building and supporting students to meet their educational goals in their time at Mission

In Fall 2024, Mission Promise Scholarship continues for current students with the same requirements.

New for Fall 2024

- Moving from Scholarship to Program
- Free tuition and Counseling support

MC Promise Goals

- Goals dependent upon funding sources (AB19 and Land Corp)
- Achieve outcomes of AB19 directives
- Support students onboarding to college, both those graduating from high school and from our adult education programs
- Supporting students completing the financial aid application
- Encourage full time registration, completion of English and Math, completion of matriculation steps
- Increase FTES
- Providing an Education Plan and having guided support for students and decreasing time to completion and units accumulated.

#### Senate Discussion

- MC Promise Scholarship student count is about 380 students, predominately first year students.
- Promise Program is meeting with EOPS, TRIO, MESA, AANAPISI to find out how many students are not being supported by these programs due to capacity and how to work toward supporting more students.
- Promise Program is a more costly program and would start with 150 students but are having conversations about how to support up to 400 or more students.
  - The MC Promise Scholarship with an average of about 230 incoming first year students has been supported with Land Corp funding and AB19 support. There is a cap on the number of students due to this funding. The Promise Scholarship is mostly financial for four semesters.
- MC Promise Program would support students with enhanced Counseling support and ongoing student support with financial aid applications, college and career orientations, community building events.
- MC Promise would be under Student Support Services and no longer under Financial Aid.

Richard Alfaro, Dean of Counseling & Learning Services: What we've seen is that not all of our students can be a part of our categorical programs. Other students can benefit from our holistic approach of more wrap-around services. How can we build this out to scale and have more services available to our students. We're looking at the community building for our first year and second year students and want to start phasing in Promise Program starting in Fall24. With Promise Program we'd move away from a completely financial focus. Potentially, Promise is working with categorical programs to supplement and not duplicate support. We're working on how this should look as the program



shifts from finance to student support services.

Kyle Stroud: We're figuring out how to provide free tuition for students still not receiving free tuition even with the great benefits at our district, CA College Promise Grant (BOG Fee waiver that is income dependent) and the WVMCCD Enrollment Fee Grant, and MC Program Scholarship.

- Mission Promise Scholarship is capped from state and private dollars. The California College Promise Grant (CCPG) is open to everyone who qualifies under financial aid and is income dependent and must meet whatever their family contribution is.

MOTION to extend time five minutes.

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

- MC Promise Requirements are student friendly with a 2.0 min GPA assessed at end of year. Additional resources for following up with students really fills a need so students can meet with counselors, better select courses and check in on academic and completion process on an ongoing basis.
- Wish that we could extend this to students who have been to another college and have not completed. Why restrict Mission Promise to first year students?

Kyle Stroud: AB19 funds had the First time Full time students restriction in funding in 2018 and that was revised but MC Promise Scholarship did not update. For 2024 we want to offer that to students that have attended a prior institution so long as they fall below a certain unit threshold.

GI Bill benefits are impacted by the BOG waiver but not Scholarship students.

Counseling needs to work with depts to get required courses for students who are on financial aid and need to complete required classes. There are not similar penalties for Mission Scholarship or Mission Promise and counselors would work with individual students and try to get courses in District service area. CPDG would allow students to enroll in course at another college to fulfill required course, while reporting that on financial aid applications.

Dean Richard Alfaro: Elevated counseling is important. We have resources on campus but how do we align those resources and make sure that we're providing those resources more efficiently for Promise students and streamlining resources. We're not adding to Counseling and are in discussion with Counseling department. We're discussing this outlook as it is developed this year and will continue to share what we are currently doing with students and parents.

Senate President Joanna Sobala: Thank you so much Kyle and Richard for coming and demystifying all these different sources of funding for our students because they keep changing and it is confusing for instructors and counselors. We have to give informed advice to our students.

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

1. Initiative Updates & Reports
2. President's Report – Joanna Sobala  
**Board of Trustees Meeting, March 19, 2024**

Zita Melton was nominated for Community College Classified Employee of the Year Award sponsored by the Board of Governors, State Chancellors Office and Foundation for the California Community

Colleges.

**DEMC Meeting, March 18, 2024**

Exempt Course Criteria: Joanna communicated our Senate preference for the older document, for a larger conversation and suggested to potentially include a third criterion.

As per Lorrie and Chris Dyer, the Exempt Course criteria is separate from the class cancellation criteria: some of the confusion comes from the blurring of the two topics

The Exempt Course criteria is for Lower Efficiency by design.

As per Lorrie and Chris, departments are not penalized for courses that are exempt as the dept efficiency that is looked at is excluding exempt courses.

Our cohort restricted classes, classes taught at high schools or at Elmwood are not exempt.

In the new document, the new exempt category includes classes that need lower efficiency due to CSU or UC articulation reasons (music; may be one on one classes). That was not spelled out in the old documents.

The efficiency of 300 mentioned in the first paragraph is an avg and is there for funding purposes: individual courses may have even lower efficiency (example music.)

For Mission there are mainly 3 areas for exempt classes: KIN, LSR (DSPS) and HOC (Nursing).

*No vote on the document yet. A new revised document will be produced that would address some of the points brought during the discussion and be brought back to DEMC.*

Important thing from this discussion: efficiency exemption policy is not the same as class cancellation policy; the latter one is a separate document shared with Dept Chairs and Instructional Council.

Senate President Joanna Sobala: One other suggestion that could be made is to have this new document to include the Academic Senate. The Senate and Curriculum Review Committee had been removed from document. And suggest that the Instructional Council provide a list of exempt courses that are to be approved by the Senate. The second category with new classes would be vetted from Instructional Council which includes Dept Chairs and have input from the Senate.

We could also suggest a new third category for special programs and partnerships, e.g. Elmwood, Year Up before the new document is revised for the Second Read.

The District Academic Senate (DAS) should give input before Senate President votes on the revised Exempt Course document. If DEMC votes without DAS input, Senate President can ask vote to be tabled or abstain.

3. Committee Appointments

MOTION to appoint Mohammed Akhoirshida as faculty member on the Equal Employment Opportunity Advisory Committee (EEOAC).

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

MOTION to appoint Willy Kwong as faculty representative on Search Committee for a Director of Governmental Affairs/Chief of Staff in the Chancellor's Office.

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

IX. Future Agenda Items

X. Adjournment – 4:20pm

MOTION to adjourn by Acclamation (H. Sun/L. Javier-Tolentino) (M/S/U) Non opposed. No abstentions. Unanimous.