



For Approval: September 26, 2011

MESA ACADEMIC SENATE
September 12, 2011: H117/H118 (2:15PM-4:00PM)
Minutes

PRESENT:

Becca Arnold, Anar Brahmbhatt, Victoria Chavez, Aulani Chun, Leslie Cloud, Jennifer Cost, John Crocitti, Linda Farnan, Dwight Furrow, Madeleine Hinkes, Bill Hoefler, Katie Holton, Sharon Hughes, Erika Higginbotham, Geoff Johnson, Leroy Johnson, Ken Kuniyuki, Georgia Laris, Danielle Lauria, Susan Lazear, Laurie Mackenzie, Joe "Mac" McKenzie, Jonathan McLeod, Phyllis Meckstroth, Devin Milner, Francesca Rascon, Cynthia Rico-Bravo, Angela Romeo, Ron Ryno, Sabrina Santiago, Marilyn Schenk, Barbara Sexton, Shannon Shi, George Svoboda, and Terrie Teegarden

ABSENT:

Mark Abajian, Michael Crivello, Chris Dawes (Proxy to Bill Brothers), Nelly Dougherty (Excused), Martina Hesser (Excused), Holly Hodnick, Thekima Mayasa, Tricia Mendoza, Michelle Tucker, Duane "Walt" Wesley, and Farshid Zand

- I. CALL TO ORDER AND WELCOME** by President Madeleine Hinkes @ 2:20 PM.
- II. PUBLIC PRESENTATIONS:**
 - A. Associate Student Government (ASG) Representative:** Position is Currently Vacant.
 - B. Classified Senate Representative:** (Angela Romeo) – No Report.
- III. GUESTS:** NONE – President Luster will be our guest on September 26th.
- IV. APPROVAL OF SENATE MINUTES:** The Minutes of May 2, 2011 were unanimously approved.
M/S **McLeod /Lauria** **Unanimous**
- V. COMMITTEE REPORTS:**
 - A. Academic Affairs:** (Co-Chair John Crocitti)
 1. Position Paper #2 (Curriculum Balance):
 - a. The paper only addresses the procedure to calculate Curriculum Balance.
 - i. Academic Affairs needs to review the Six-Year Plan and make adjustments.
 - ii. The paper needs to address the process for reviewing applicable data and using the data to make adjustments to the FTEF allocation.
 - iii. We need to determine the balance between Basic Skills, Career Preparation for Technical Fields, and Transfer Degrees.
 - iv. Additions to one program will need to be subtracted from another.
 - B. Professional Development Committee (PDC):** (Chair Sharon Hughes)
 1. The professional development meeting and deadline schedule as well as the sabbatical timetable were sent out to faculty via email twice before the start of the semester. Both schedules are available on the PDC's website.
 2. Deadlines to submit PDC paperwork are on Wednesdays this year. The deadline for our next meeting is Wednesday Sept. 14th. The next salary class advancement deadline (the last one for this semester) is Wednesday, September 28th.
 3. We encourage everyone to submit their paperwork throughout the year. If your proposal/completion is ready for submission you need not wait for a salary class advancement deadline.
 4. Liaisons for the different schools will be sent out via email, please make use of these PDC members if you have questions about professional development and/or sabbaticals.

C. Committee of Chairs (COC): (Chair Laurie Mackenzie)

1. The first 2011/2012 COC meeting is September 14th in H117/H118 @ 2:15PM.

D. Curriculum Review Committee (CRC): (Co-Chair Toni Parsons)

1. Toni reported there was a great turnout for the Curriculum FLEX workshop in August.
2. Curriculum:
 - a. Six-Year Review:
 - i. 455 courses are currently overdue or due for review and/or integration this year.
 - ii. Discipline Deans need to coordinate the approval of courses.
 - iii. The VPI has indicated that courses that are not up-to-date may be discontinued.
 - iv. Please prioritize your classes that need be reviewed and schedule appointments with Elizabeth Norvell.
 - v. Focus on the CORE classes for your programs.
 - vi. Please email Toni @ mparsons@sdccd.edu if you have any questions.
 - vii. CRC members will be also available to assist you in LRC 229 from 11:00AM-3:00PM on October 7th. (Lead Writers can attend from 1:00PM-3:00PM.)
 - viii. You can also update courses that have been changed by a sister college.
 - b. If you are asked for a copy of your syllabus, please use the course outline from CurricUNET.
3. Limiting the Number of "F" and "W" Grades for the Same Course:
 - a. Students will be limited to taking a course three (3) times.
 - i. "Three Strikes and You're Out!"
 - b. The implementation will be state-wide and retroactive.
 - c. This is an apportionment issue.
 - d. Please direct your students to Counseling before the October 29th drop deadline.
 - e. Honors students dropping a course in order to take an Honors course will not receive a "W".
 - f. Students attending other college districts can be caught if they submit transcripts.
4. Prerequisites:
 - a. Toni has asked the Curriculum and Instructional Council (CIC) to create a committee to address Prerequisite issues.
 - i. Toni would like to have the three CRC Faculty Co-Chairs, one VPI, one Articulation Officer, and Dean Shelly Hess on the committee.
 - ii. The committee would focus on the policy and process for prerequisite formulation.
5. Repeatability:
 - a. Students are currently receiving credit each time they take the same course such as a performance course.
 - b. The word "Activity" that makes courses Repeatable is being eliminated from course descriptions.
6. SB 1440/Transfer Model Curriculums (TMCs):
 - a. Mesa has done everything we need to do for now.
 - i. Our two TMCs have been approved and are in the vetting process.
 - ii. The California State Universities (CSU) is currently not accepting TMCs.
 - iii. Stay informed - Prepare your TMC and be ready when SDSU is ready to accept it.

E. Basic Skills: (Coordinator Terrie Teegarden)

1. Terrie will continue to send out "Teaching Tips" on Fridays.

VI. SENATE EXEC REPORTS:

A. Vice-President: (Rob Fender)

1. Rob has reviewed the current committee memberships and approached Senators not currently serving on committees regarding committee service.
 - i. Rob apologized to any Senators who felt put on the spot when approached.
2. Committee on Committees:
 - a. The committee is missing two members due to the Secretary and Senator-at-Large vacancies.
 - i. We have two candidates for each position and the on-line elections will be held on September 26th.
3. Committee Vacancies:
 - a. Academic Affairs (Co-Chairs VPI McGrath & John Crocitti) – Three (3) Vacancies (Counseling & LRC)
 - b. Academic Review Committee (Dean Blake) – One (1) Vacancy
 - c. AFT Departmental Liaisons – One (1) Adjunct and One (1) Contract Rep. from each department.
 - d. Catalog Subcommittee (Acting Dean Robertson) – One (1) Vacancy
 - e. CTE/Perkins Committee (Dean Fritch) – One (1) Vacancy (Non-Vocational)

- f. Executive Vice Chancellor of Human Resources – Four (4) Vacancies & One (1) District-Wide Appointment by AFT
 - g. Facilities Planning Committee (VPA Perez) – Two (2) Vacancies (Health & Public Service & LRC)
 - h. Foundation Board of Directors (President Luster) – Two (2) Vacancies
 - i. Mesa College Marketing Advisory Com. (Lina Heil) – Four (4) Vacancies – *Will play key role in 50th Anniversary Planning*
 - j. Professional Development – One Vacancy (Sciences)
 - k. Program Review (Dean Baker) – Two (2) Vacancies
 - l. Scholarship Committee – Six (6) Vacancies
 - m. Site Safety Committee (Acting Dean Robertson) – One Vacancy (Design Center)
 - n. Student Disciplinary/Grievance Committee – Five (5) Vacancies
4. Serving on a building committee does qualify as committee service.
- 5. Treasurer:** (Ken Kuniyuki)
- 1. Ken reported our current account balances are \$648.85 in checking and \$1870.30 in savings. The total in both accounts is currently \$2,519.15.
 - 2. Ken passed out Dues Cards and asked the Senators to take cards for other Faculty.
- 6. State Senate Representative:** (Delegate Katie Holton)
- 1. The following Academic Senate for California Community Colleges (ASCCC) (<http://asccc.org>) events are scheduled for fall 2011:
 - a. Area D Meeting: Oct. 22nd (10:00AM-3:00PM) (Coastline College - Fountain Valley)
 - b. Fall Plenary: Nov. 3rd – Nov. 5th (Sheraton Hotel - Harbor Island - San Diego)
 - i. Madeleine informed the Senators that she will be able to send more people this time since we will not need to cover airfare and hotel stays.
7. **Senator at Large:** No Report.
8. **Secretary:** No Report.
9. **Past President:** (Cynthia Rico-Bravo)
- 1. Cynthia is continuing to serve on the District Student Services Committee on behalf of Madeleine.
 - a. The District has implemented an Application Deadline for spring 2012.
 - i. The deadline is December 1st – Priority registration in December 2nd.
 - ii. Students need to receive assessment and register earlier.
 - iii. Hopefully, this will give students more time to see a counselor.
 - iv. Deans and Faculty will continue to provide lists of open classes.
 - v. We are getting the word out to our students.
 - b. Student Fees are scheduled to increase starting summer 2012.
 - c. A Parking Fee increase is still under discussion.
 - d. Academic Probation:
 - i. We need to find a way for counselors to help our students.
 - ii. We also need to tighten up the process.
10. **President:** (Madeleine Hinkes)
- 1. The Senate's Power and Authority:
 - a. Comes from Title V & BP 2510:
 - i. The Board is to rely primarily on the Senate's advice and judgment in matters of curriculum, degree and certificate requirements, grading policies, educational program development, student preparation and success, Faculty roles in shared governance, Faculty roles in accreditation, and Faculty roles in the processes for institutional planning and budget development.
 - ii. The Board shall attempt to reach mutual agreement with the Senate in matters of policies for Faculty professional development, processes for Program Review, and other mutually agreed upon academic and professional matters.
 - 2. The Budget:
 - a. The District still has reserves and no debts.
 - b. Summer 2012 is still up in the air.
 - c. The 50% Law:
 - i. We are dealing with workload reductions, while we build new buildings through Propositions S & N; therefore our instructional and non-instructional expenditures are currently out of balance.
 - 3. The Planning and Institutional Effectiveness (PIE) Committee:
 - a. The committee spent last year assembling the strategic plan.
 - b. We need to make the red silos/zones work this year.
 - c. There are PIE subcommittees on Accreditation and the Educational Master Plan.

- d. PIE will not make recommendations on resource allocation, but will coordinate the work of the Student Learning Outcomes (SLOs) committees.
- e. Donald Abbott from Social Sciences is the Faculty Co-Chair of the committee.
- f. Madeleine, Laurie, Richard Chagnon, Jan Ellis, and Kari Parker are Faculty serving on the committee.
- g. Program Review is critically important in linking needs with resources.
 - i. Curriculum needs to be up-to-date.
 - ii. SLOs will be integrated with Program Review.
 - iii. The current Faculty Hiring Prioritization list is active through May 2012.

VIII. OLD BUSINESS:

- A. Position Paper #2:** (Academic Affairs Co-Chair John Crocitti)
 - 1. The item was tabled until the September 26th Senate meeting.
- B. Resolution 11.05.01 "Resolution on the Determination of the Base FTEF Allocation** (Revised September 6, 2011): (Jonathan McLeod)
 - 1. The item was tabled until the September 26th Senate meeting.
- C. Grants Revisited:**
 - 1. Subject matter experts are not being consulted when grants are being written.

VII. NEW BUSINESS:

- A. Secretary and Senator-at-Large Vacancies:**
 - 1. On-line elections will be held on September 26th.
- B. Proposed Honors Global Competencies Certificate and CORE Honors Curriculum:** (Leticia Lopez, Alison Primoza, and Michael Reese)
 - 1. We want our students to be prepared to compete in the global economy.
 - 2. Honors contract applications have increased significantly.
 - 3. The program wants to make sure that all CORE courses are UCSD transferable.
 - 4. The proposed CORE courses are modeled after award-winning programs.
 - 5. The program wants to be able to offer Honors classes every semester.
 - a. We want to make sure Honors courses do not detract from program courses in terms of FTES.
 - 6. The program will need to be approved by the state.
- C. What does Faculty Participation look like?**
 - 1. Laurie said Faculty needs to become more involved in the various campus committees.
 - a. Having just a handful of Faculty serving on multiple committees does not display Faculty Participation in the "Shared Governance" process.

VIII. Announcements:

- A.** Please vote on-line for our new Secretary and Senator-at-Large on September 26th.
- B.** The Chancellor's Forum will be on September 13th in G101 from 2:00PM-3:30PM.
- C.** The first 2011/2012 COC meeting is September 14th in H117/H118 @ 2:15PM.
- D.** All Faculty teaching On-Line classes will be required to complete retraining by May 2012.
- E.** The Mesa Chancellor's Office Hour will be on October 20th in A104 from 2:00PM-3:00PM. (Call extension 6957 to schedule an appointment.)
- F.** ASCCC Area D meeting: Oct. 22nd (10:00AM-3:00PM) (Coastline College - Fountain Valley)
- G.** ASCCC Fall Plenary: Nov. 3rd - Nov. 5th (Sheraton Hotel - Harbor Island - San Diego)
- H.** The Western Association of Schools & Colleges (WASC) Retreat on Assessment in Practice: October 27th – October 29th (Berkeley)
- I.** The next Academic Senate meeting is scheduled for September 26th in H117/H118.

IX. ADJOURNMENT @ 3:55PM.

Submitted by Sue Saetia

Approved by the Senate on September 26, 2011