



For Approval: February 11, 2013

**San Diego Mesa College
Academic Senate
December 3, 2012: H117/H118 (2:15PM-4:00PM)
Minutes**

PRESENT:

Becca Arnold, Anar Brahmabhatt, Aulani Chun, Kris Clark, John Crocitti, Chris Dawes, Michael Fitzgerald, Dwight Furrow, James Gappy, Martina Hesser, Erika Higginbotham, Madeleine Hinkes, Bill Hoefer, Katie Holton, Sharon Hughes, Terry Kohlenberg, Ken Kuniyuki, Georgia Laris, Danielle Lauria, Angela Liewen, Thekima Mayasa, Laurie Mackenzie, Guillermo Marrujo, Jonathan McLeod, Phyllis Meckstroth, Devin Milner, Michelle "Toni" Parsons, Joe Safdie, Shannon Shi, Tobey Tam, Robert Sanchez, Barbara Sexton, Steven Siegel, George Svoboda, Tracey Walker, Chuck Wandall, Lois Wittner, and guest Bill Brothers

ABSENT:

Mark Abajian, Leslie Cloud, Lupe Gonzales, Leroy Johnson, Joe "Mac" McKenzie (Proxy to Sharon Hughes), Kirsten Pogue-Cely (Excused), Francisca Rascon, Ron Ryno, Terrie Teegarden, Manuel Velez, Walter "Duane" Wesley, and Farshid Zand

I. CALL TO ORDER and WELCOME by Academic Senate President Madeleine Hinkes @ 2:20PM.

II. Approval of Today's Agenda: No changes were made to the agenda.

III. PUBLIC PRESENTATIONS:

A. Associated Student Government (ASG) Representative: (Chuck Wandall)

1. Chuck brought more green wristbands for the "Be Civil/Pass It On" campaign for the Senators to pass on when they see someone behaving in a manner that exemplifies civility.
2. The ASG has a new website @ <http://www.sdmesaasg.org>, official logo, and has rebranded what it stands for and how it serves our students.
 - a. ASG officers will wear polo shirts with the new logos and be identifiable starting Spring 2013.
3. The ASG will also update its bylaws to ensure continuity of the work of its committees from one year to the next.
4. The ASG will hold 60 second meetings that are aired to the college on campus.
5. The ASG will also meet with Faculty and Staff throughout the campus.
6. Please contact Dean Ashanti Hands if you would like to participate in the Martin Luther King Parade.

B. Classified Senate Representative: (President Angela Liewen)

1. Angela reported the Classified Senate raised \$500 for the Classified Senate Scholarships from the Dudley's fundraiser and thanked everyone who place orders.
2. The Classified Senate needs volunteers for its annual Children's Bazaar Event at the Polinski Children Center.
 - a. The Classified Senate will set up a store with items available for the children to purchase Christmas gifts for their family members and help the children wrap their gifts.

IV. GUESTS: None

V. Approval of the Senate Minutes for November 5, 2012:

Motion to approve the minutes:

M/S

Hughes/Mackenzie

Unanimous

VI. Senate Exec Committee Reports:

A. President-Elect: (Terry Kohlenberg)

1. Massive Open Online Courses (MOOCs) Review and Study Group:

- Terry reported the Committee on Committees will meet after the Senate meeting today to select the two Faculty members for Mesa College.

B. Treasurer: (Ken Kuniyuki)

1. The Senate has a balance of \$1312.25 in our checking account and \$1071.27 in our savings account.

C. Senator at Large #1: (Georgia Laris) – No Report

D. Senator at Large #2: (Katie Holton) – No Report

E. Secretary: Office is Vacant

F. President: (Madeleine Hinkes)

1. Budget:

- a. The District is currently not losing funding as quickly as it was before.
- b. The District Budget Committee and District Governance Council (DCG) will review any updates next Wednesday.

2. President's Cabinet:

- a. President's Cabinet held its Fall 2012 retreat on November 9th at Point Loma Nazarene College.
 - The agenda items included Planning & Procedures for Accomplishing Goals and Communicating Information to All Areas of Campus.
 - Madeleine will forward the minutes to the Senators.

b. Hiring Resolution:

- Presidents Cabinet passed the Hiring Resolution on November 6th.
- The resolution was forwarded to City and Miramar Colleges.

c. Faculty Hiring Prioritization Committee:

- The committee held its first meeting last Friday.
- Committee membership includes four members of the Senate Executive Committee.
- The prioritization is based on last year's Program Review.
- There will be no new hires this academic year. (There is a possibility for 2013-2014.)

d. Employee Satisfaction Survey:

- Campus Based Researcher Brianna "Bri" Hays will provide a report on the data to President's Cabinet.

3. Facilities Committee:

- a. The committee met last Thursday.
- b. The committee will make the decision regarding printers.
- c. Bill Brothers reported Prop. S & N only provided funding for the purchase of equipment such as copiers, printers, and water deionizers. but funding has not been made available for the calibration and maintenance of equipment.
 - A replacement light bulb for projectors range in the hundreds of dollars.
 - The Facilities Committee, the Senate, Faculty, and administration needs to meet and find ways keep costs down and extend the life of supplies such as projector light bulbs.
 - It is more cost effective to use laser jet toners instead of inkjet cartridges. make copies on white instead of color paper, and order color printouts from Repro instead of having a color printer.
- e. Madeleine asked Bill if the Facilities Committee currently has a Faculty vacancy.
 - Bill said there may be one Faculty vacancy and the committee meets every other week on Thursdays at 2:00PM or Fridays at 10:00AM.

6. TaskStream Task Force:

- a. Ed Helscher is working with TaskStream to try to reduce some redundancies.
- b. Colleges that developed their own programs are beginning to turn to software such as TaskStream due to the limitations of their own programs in assessing Student Learning Outcomes (SLOs).

7. Fall 2012 Academic Senate for California Colleges (ASCCC) Plenary:

- a. Madeleine, Shirley Flor, and Cynthia Rico attended the plenary.
- b. The list of passed/failed resolutions is available @ <http://asccc.org/>

8. Spring 2013 Senate Meeting Guests and Topics:

- a. Please send Madeleine your ideas for future guests and topics.

VII. COMMITTEE REPORTS:

A. Academic Affairs: (Co-Chair John Crocitti)

1. Dr. Brian Ellison (Vice President of Instruction & Student Services) and other representatives from Continuing Education will discuss Basic Skills with the Academic Affairs Committee today.

B. Professional Development Committee (PDC): (Chair Sharon Hughes)

1. The next salary class advancement deadline is January 30, 2013.
2. The campus will start receiving informational emails regarding sabbatical applications for Academic Year 2013-2014.

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

1. The Chairs met on November 14th:
 - a. Articulation Officer Juliette Parker provided a great report and discussion on SB 1440 including Transfer Model Curriculums (TMCs).
2. The last Fall 2012 Chairs' meeting is December 12th:
 - a. The Chairs will define Curriculum and link it to the college's mission.
 - b. They will also plan for a Chairs' Retreat for Spring 2013.
3. Laurie worked with Mesa College Public Information Officer Lina Heil and Instructional Lab Tech. Mike Gast to create a Mesa College Video that will be played on December 14th during the Holiday Buffet.
 - a. Laurie would also like to interview Faculty and Staff throughout the college on video and find out what role everyone plays in the operation of Mesa College.

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

1. SB1440/Transfer Model Curriculum (TMCs):
 - a. 14 Mesa College TMCs has been approved by the Curriculum and Instructional Council (CIC).
 - b. We will need to have 16 TMCs approved by Fall 2013.
 - c. We will need to complete a total of 21 TMCs.
 - We are working on the remaining 7 TMCs.

E. Basic Skills Committee: (Coordinator Chris Sullivan) – No Report

1. The committee will meet this Friday.

F. Program Review Committee (PRC): (Co-Chair Kris Clark)

1. We have reached the end of the current Program Review Cycle and Kris thanked the Lead Writers for all their hard work.
2. The documents are now in the hands of the Liaisons for review.
3. A survey will be sent out during Spring 2013 and the committee will review all the comments.

VIII. OLD BUSINESS:

A. Massive Open Online Courses (MOOCs) Review and Study Group:

1. The study group has not met yet.
2. Our mission is to have the two Mesa Faculty Representative working on behalf of our Faculty.

B. Budget Allocation and Resources Committee (BARC):

1. We will announce the two Faculty representatives.
2. Suggested revisions have been made.
3. BARC will:
 - a. Determine what the Budget Process will look like.
 - b. Make sure the process is integrated.
 - c. Bring funding requests forward to the appropriate committees.
 - d. Not make funding decisions.

C. Board Policy on Academic Integrity in Distance Education:

1. We do not have a procedure yet.
 - a. We will develop a procedure after the December 13, 2012 Board of Trustees (BOT) meeting during which the policy will be approved.
 - We will have policies to punish unethical conduct.

D. Resolution 12.11.1: SDCCD Process of Approving and Implementing SB1440 Transfer Degrees:
(Leroy Johnson)

1. The Mesa College Counselors are requesting that a Transfer Degree be approved by the state before our Counselors are required to advise Mesa College students on the transfer degree in order to reduce confusion for our students.
 - a. Madeleine Hinkes reported Toni Parsons and the Curriculum Review Committee (CRC) agree with the Counselors' position.

Motion to approve the resolution without the statement on standardization:

M/S

Holton/Teegarden

Unanimous

IX. NEW BUSINESS:

A. District Strategic Goals for 2013-2017: (Madeleine Hinkes)

1. Madeleine also serves on the District Strategic Planning Committee and shared the District's Strategic Goals with the Senators.
 - a. The Senators provided feedback regarding the goals.
 - Jonathan MacLeod noted there are no references to Human Resources or the need to fill current Faculty and Classified vacancies created by the current Hiring Freeze and retirements.
 - b. Madeleine will forward the Senators' comments to the committee.

B. Smoke-Free District Policy: (Madeleine Hinkes)

1. Madeleine will find out more details at the District Governance Council meeting this Wednesday.
 - a. Police Chief Charlie Hogquist will discuss policy enforcement.

X. Announcements:

- A.** The next Academic Senate meeting is scheduled for February 11, 2013 in H117/H118 @ 2:15PM.
- B.** The next Committee of Chairs meeting is scheduled for February 13, 2013 in H117/H118 @ 2:15PM.
- C.** Kris Clark thanked Michael Fitzgerald for providing fresh fruit for today's meeting.
- D.** Joe Safdie invited everyone to attend the Mesa Visions awards ceremony on Monday, December 10th in LRC 435 @ 6:30PM and thanked the Senate for its donation and the Art Department for its collaboration.
- E.** Becca reported she won 3rd Place and \$500 for the video she asked the Senators to vote on earlier in the semester.

XI. ADJOURNMENT @ 3:51PM.

Submitted by Sue Saetia

Approved by the Senate: February 11, 2013