APPROVED: 04/28/08

MESA ACADEMIC SENATE
April 14, 2008 – 2:15 P.M. - 4:00 P.M. – H117/118
Minutes

PRESENT: Mark Abajian, Becca Arnold, Bill Brothers, Kris Clark, Jan Clymer, Mike Crivello, Adrienne Aeria Dines, Dwight Furrow, Bob Gordon, Martina Hesser, Madeleine Hinkes, Bill Hoefer, Gary Holton, Geoffery Johnson, Leroy Johnson, Matt Kofler, Ken Kuniyuki, Georgia Laris, Nina R. Lopez, Joe Mac McKenzie, Jonathan McLeod, Alessandra Moctezuma, Val Ontell, Michael Reese, Cynthia Rico-Bravo, Ron Ryno, Joe Safdie, Mike Sanchez, Marilynn Schenk, Erica Specht, George Svoboda, Paul Sykes, Terrie Teegarden, Bonnie ZoBell.

ABSENT: Chris Althaus (excused), Margaret Fickess, Paula Gustin (excused), Holly Hodnick, Laleh Howard, Jill Jansen, Carl Luna, Andrea Luoma, Andrea Marx, Francisca Rascón, Shannon Shi, Michelle Tucker (excused), Manuel Velez, Duane Wesley, Karen Williams, Farshid Zand.

I. CALL TO ORDER was made by President Terrie Teegarden at 2:20 P.M.

II. CHANGES TO THE AGENDA. Ashanti Hands, Dean of Student Affairs was added as a new guest.

III. PUBLIC PRESENTATIONS
   A. **Associated Student Body (ASB) Representative**. – Nina R. Lopez reported on the following:
   - "March against Budget Cuts" rally will be held on April 21st from 11:00 a.m.– 1:00 p.m. The march will start from City College on Park Street and end at City Hall. A flyer was distributed with contact information and a map of the event on the back page.
   - Ten students from the Speech and Debate team and two coaches, Kim Gerhardt and Lois Wittner, went to London, England to compete from March 15-22. Two of the students took first place in parliamentary debate, while the team earned second place in the sweepstakes for community colleges and placed 6th overall among approximately 30 attending colleges.
   - ASG General Election will be online this year from April 28th – May 2nd. Online polls open at 7:00 a.m. on April 28th. Four students are running for president and two for vice president.
   - "Student Senate General Assembly Spring 2008" will be on May 2-4, 2008 at the Westin Bonaventure Hotel in Los Angeles. Six ASG students plan to attend the event.

   B. **Public**. – No presentations were made.

IV. GUESTS
   A. **Ashanti Hands – Dean of Student Affairs.** Teegarden welcomed Dean Hands to the Senate meeting, who described a brief history of her background, which began working as an intern for Mesa's EOPS, followed by 8 years in Student

Affairs at USD, and finally as the dean of Student Affairs at Mesa. Some of Dean Hands' responsibilities include health services, overall coordination of commencement, and student conduct. She shared with the Senate her approach of student conduct and Policy 3100.

B. **Monica Romero – Commencement**. Romero, Supervisor of Career and Transfer, distributed 3 handouts on Commencement:
1) Grad Fest 2008
2) Marketing Timeline: On Campus Advertising/Student Mailings and Emails
3) Save the Date: Graduation 2008 postcard with magnet

She described how several marketing strategies are being used to encourage students to complete their A.A., A.S., or certificate program (i.e., banners, display cases, "Save the Date" magnet, and information on Mesa's website). Another strategy used was for students who petitioned to graduate to receive a pop-up post card. This year Commencement will be on May 18th at 4:00 P.M. in USD's Jenny Craig Pavilion. Romero also demonstrated the ease of navigating on the "2008 Commencement Ceremony" webpage for students looking for information on commencement. The website focused on four areas:
1) Are you ready? – A list of FAQ's students may have on graduation.
2) Get Your Goods! – Offers information on cap and gown, graduation memorabilia, and professional photography services.
3) Don't Be Late – Provides timeline and deadlines.
4) Celebrate – Includes Graduation day timeline for graduates and a separate timeline for family and friends, directions to venue and parking information.

Students petitioning to graduate will be allowed to apply up to May 17th (the day before commencement). A special online graduation link will be provided to students asking them to complete a survey. A sample of questions that will be asked are if the student has any family members also graduating with them, what newspapers are circulated in their neighborhoods, and the name of a faculty or staff person who made an impact on them. This information will be shared with Communications.

Further discussions followed after Romero's presentation. A concern was raised by Brothers on why the commencement day was not held on Memorial Day. Dean Hands explained that it depends on availability of the venue (Jenny Craig Pavilion), coordinate commencements with sister colleges to not overlap, and other factors determined by the Commencement Committee and District. Rico-Bravo added she heard it announced in another campus meeting that Memorial Day was already taken because USD planned to use the Jenny Craig Pavilion for their commencement. Senators also expressed concern that the graduation occurs before the end of the semester, while students are struggling to finish their assignments.

Romero indicated how she'd like to have more faculty attend commencement this year but she asked senators what the Commencement Committee could do to help. Some discussions occurred on past commencements but one issue raised by McLeod was that it's important to get an engaging speaker. Romero announced Gerardo E. de los Santos, President and CEO of the League for Innovation in the Community College. He was highly recommended by Vice President Barbara Kavalier.

Another event on campus is the "Career Opportunities 2008 Expo", which runs from April 14th-23rd (Mon-Wed) and the "Job Fair" on Wednesday, April 23rd from

9:00 A.M. – 2:00 P.M., Main Quad. Handouts were provided by Romero to help publicize the event.

V. APPROVAL OF SENATE MINUTES OF 03/31/08 as amended.
M/S/U   Ontell/Safdie   1 abstention

VI. REPORTS

A. Basic Skills Coordinator. Joe Safdie reported on behalf of Tracey Walker. The Action plan is in its final draft form, which was reviewed by the Basic Skills Committee on Friday, April 4th. Some changes that were incorporated included adding "DSPS" (under section C. Faculty and Staff Development, Planned Action column of page 5 and section D. Instructional Practices, Planned Action column of page 6). In addition, "librarians" was added (under section D. Instructional Practices, Planned Action column of page 6). The final draft was approved at President's Cabinet on Tuesday, April 8th and will be presented to Chancellor's Cabinet for approval on Tuesday, April 15th. The State of California requires that a plan for 2008-09 be submitted to them by May 1st.

B. Treasurer. Michael Reese reported there is a balance of $1182.33 in the checking account and $2,663.25 in the savings account.

C. Academic Affairs – Bill Brothers reported on the following Subcommittee Reports:
- Tracey Walker and Wendy Smith reported on the "Honors Program". They met several of their goals which included an increased number of honors students, streamlined the honors contract form, and negotiated more transfer agreements. One of the many events they sponsor was a free symphony ticket program.

D. Professional Development Committee. Bonnie ZoBell made an important announcement about information she received from attending a recent STRS workshop. Faculty will *lose a half a service credit* if they choose to take a whole-year sabbatical leave. Buying back time can make a significant difference in retirement pay.

E. Committee of Chairs. Georgia Laris reported on the following items:
- April 9th Committee of Chairs meeting – Jim Mahler (AFT) and Chairs from Miramar and City were invited to attend as guests. Topics they'd like to discuss on a continual basis are:
  1) Resource allocation
  2) Schedule development
  3) CAPS
  4) Incorporating adjunct feedback on issues and concerns

  Laris and Mahler plan to follow up and establish another combined college chairs meeting before the end of the semester.
- Adjuncts are being maxed out during scheduling time. Since this is a concern, chairs were advised to have their liaison include this in their written synopsis for program review.
- Look for ways to discuss accreditation.
- Wednesday, April 30th – Joint Chairs and Deans meeting.
  ➢ Discuss December 07 power outage
- Two, new MOU's in Business were sent by Naomi Grisham, Transfer Center Coordinator. The information will be forwarded to chairs soon.

F. Vice President. Cynthia Rico-Bravo reported that a new subcommittee was formed under the Research Committee, called "Student Learning Outcomes and Assessment Subcommittee". A handout was provided for informational only,

which described the subcommittee's purpose and proposed members for 2007-08. Teegarden clarified that this new subcommittee *is not* a standing committee (which would require Constitutional changes) and they report back to the Research Committee.

G. **Curriculum Review Chair**. Brothers announced that Paula Gustin was unable to report to the Senate due to an important meeting she needed to attend at City. He indicated though that the CRC is trying to get the transfer degree approved.

H. **Student Learning Outcomes and Assessment Coordinator (SLOAC)** – Joe Safdie reported on the following:
   - His plan to demonstrate the software programs were put on hold because the Senate Executive Committee felt more discussion should take place.
   - Friday, May 2nd is the next meeting for the SLO Committee. Topics they plan to discuss include:
     ➢ Use PDF templates or word documents instead of spending thousands of dollars on a software system.
     ➢ When analyzing software systems, discuss criteria, features to consider, strategic questions, operational questions (how should it work).

     Safdie referred to 3 handouts which were different examples of SLO templates:
     1) "Student Learning Outcomes Assessment Cycle" (City College)
     2) "DSPS, Student Learning Outcomes" (Mesa College)
     3) "The University of Texas-Pan American, Student Learning Outcomes Assessment Report, Spring 2006, Core Curriculum, Mathematics (The University of Texas-Pan American)

     Besides those examples of what Word or PDF templates might look like, Safdie also provided an analysis of why purchasing a software system for SLO documentation might be advantageous for the college.

     Laris commented that the chosen software should offer flexibility for programs that may not fit the rubric. At the Arts and Languages department meeting, Dean Jonathan Fohrman had presented the tool which the Languages Department is interested in using for assessment to help enter the correct level of classes for student retention.

     Further discussions took place on other examples of SLO's and other software that could be used for SLO's. Teegarden reviewed a 2004 paper, titled "San Diego Mesa College, Policy on the Genesis, Development, and Application of Student Learning Outcomes". (http://www.sdmesa.edu/instruction/slo/pdf/GenesisSLO.pdf) Specht clarified that the state senate gave guidelines on the approach.

I. **President** – Teegarden reported on the following:
   1. **President's Cabinet (April 8, 2008)**
      - **Kent Keyser memo**. After she met with Keyser, he mentioned IT has 2 concerns:
        1) Problems occur when people bring in their own equipment (i.e., wireless routers, etc.) and hook them up to the network.
        2) Another problem is when people plug their laptops directly into the internet access port because it puts them behind the firewall. If they don't have the appropriate virus checker, it could cause damage to the network. One thing that could happen is for a virus to send out mass spam causing the District to get on a "spam" list and Yahoo doesn't allow for mass emails.

It's fine to use your personal laptop and connect it to a projection system and to put a flash drive in a district computer, but if you need to connect your laptop to the internet, it's important to ensure your laptop has updated virus scan and spy ware. Contact Dean Bill Craft (LRC) if you aren't sure at extension 2799. A wireless option is being piloted in the LRC.

- **Perkins Funds (formerly VTEA)**. The recommendation to set aside $50,000 to replace technology that fails was approved.
- **Resolution 08.2.1 – Faculty evaluation should not be linked with Student Learning Outcomes (SLO's) – E. Specht/J. McLeod** was presented and forwarded to the other district Academic Senates as an information item. The administration agreed that evaluations should be at the course level and not linked to individual instructors.
- **Equivalence to Minimum Qualifications Procedures.** It was presented and emphasized that the district Human Resources office should screen faculty job applications for the State of California's official, <u>published</u> minimum qualifications, instead of the <u>desired</u> minimum quals. Teegarden planned to continue working on the process with HR and to keep the Cabinet informed on any revisions. Teegarden noted that, by law, equivalency is to be judged by <u>faculty.</u> Now, the form needs to be reviewed.

2. **Student Services**
   - Implementing an on-line admissions advising and orientation.

3. **District Governance Council (DGC) – April 2, 2008**
   - **Enrollment data** look good at the moment. Some of the summer FTES could be rolled back to take advantage of any growth money. If there's no growth, it can be move to the next year.
   - **Budget.** It's not good; hence the hiring delays and 6.5 non campus district positions have been deactivated. Some Basic Skills money is being used to off set the cost of those classes. Scheduled maintenance was eliminated. There is still <u>$912,971</u> needed to balance the budget.
   - **FTEF.** Next year each college will receive the same FTEF as this year.

4. **Board of Trustees (April 3, 2008)**
   - **Mesa Debate Team** presented the Board with pictures of the team in London, England, where they competed against universities from all over the world, winning several awards.
   - **Environmental Sustainability Policy** was presented.

VII. OLD BUSINESS
A. **Resolution 08.3.1 – Student Learning Outcomes (SLO's) should be voluntary – (R. Ryno).** Ryno requested to make the following changes to his resolution (see below):
1) In the 2nd whereas, change "set" to "sets".
2) Delete the 3rd whereas statement.
3) Add the words "continue to" and "member" to resolved statement.

Resolution 08.3.1 – Student Learning Outcomes (SLO's should be voluntary – (R. Ryno) – *Revised wording*

Whereas, The Faculty Senate periodically reiterates its commitment to academic autonomy and freedom as part of its basic representative function; and

Whereas, The Faculty routinely set**s** goals and examine results as subject matter experts and self-regulated professionals; and

Whereas, The academic freedom and faculty autonomy are foundations of the very same excellence that accreditation is instituted to certify; therefore, be it

Resolved, That the use of SLO language and specific language guidelines within the classroom itself should **continue to** be voluntary and incorporated as each individual faculty **member** considers appropriate to subject matter and pedagogy.

Safdie commented that no state institution or college can get accredited without SLO's. Another point made by Crivello is that SLO's are included in the WASC handbook. According to Teegarden, faculty evaluations are a bargained item and new criteria can't simply be added. Ontell announced her frustrations because LRC SLO's don't fit into what is being used for her to report SLO's. Further discussions took place.

Specht declared she was voting against the resolution because it could cause a dangerous precedent. The genesis paper was brought up and Teegarden read excerpts from it. After hearing what was read, Furrow felt that the genesis paper didn't show where individuals could opt out on SLO's. The genesis paper was written by McLeod and Sullivan to try and uphold that disciplines would not have to be influenced by an outside source, according to Teegarden. Ryno's response was that individuals should be able to opt out and give every faculty member that right. She followed by asking if the Senate should take a vote or table it for further discussion. Holton decided to call the question to vote on the revised resolution, which was seconded by Hinkes.

After the votes were counted, the resolution was defeated.
M/S   **Holton/Ontell**   **One Abstention**

VIII. NEW BUSINESS – No items were discussed.

IX.   ANNOUNCEMENTS.
- California Resource Clearinghouse is offering 2 workshops:
    1) A-G Requirements
    2) Reading

    The only workshop they'll offer in San Diego is on May 8th (Thursday) at SDCOE (Technology Center) 6401 Linda Vista Road for the A-G Requirements. Brochures are available in the Academic Senate office, Room A117.
- Asian Pacific Americans in Higher Education (APAHE) is offering a "Leadership Development Program for Higher Education" from July 9-12, 2008 (Wednesday-Saturday) at California State Polytechnic University, Pomona. A brochure is available in the Academic Senate office, Room A117.
- Specht announced the Tutoring Center will be offering online tutoring soon. It is currently being piloted.
- Ontell reported that today (April 14th) is the 10th anniversary celebration of the LRC's opening.

X.   ADJOURNMENT was made by Teegarden at 3:59 P.M.
Next meeting will be on April 28, 2008, in Room H117/118 at 2:15 P.M.

Respectfully submitted by
Madeleine Hinkes, Senate Secretary, and
Ruth San Filippo, Recording Secretary.