

Academic Senate Minutes
Sam Karas Room
May 2, 2019 – 2:30pm – 4:15pm

Attendees	Absent	Guest
Adria Gerard	Abeje Ambaw	Alan Haffa
Frank Rivera	Arick McNiel (ASMPC)	Cathryn Wilkinson
Glenn Tozier	Bruce Barrie	Gamble Madsen
Heather Craig	Dawn Rae Davis	John Kern
Jacque Evans	James Lawrence	Jon Knolle
John Cristobal	Laura Cote	LaKisha Bradley
Lynn Kragelund	Mark Clements	Lauren Blanchard
Molly Jansen	Sheila Morales (ASMPC)	Vincent van Joolen
Sandra Washington		
Sunny LeMoine		
Susanne Muszala		

Call to order: 2:33pm

1. Opening Business (2:30-2:45)

1. Public Comments/Welcome

- Glenn Tozier: The administrative procedure AP3720 changes will be coming to Academic Senate soon, possibly for the next meeting.
- Cathryn Wilkinson: The BSI Committee is discussing changes and plan to bring future recommendations (budget changes) to AS, possible for the next meeting.
- Heather Craig: Sheila Morales (ASMPC) is running for Student Vice President.

2. Approval of [Draft Minutes from April 18, 2019](#)

No revisions.

2. Reports (2:45-2:50)

1. President's Report Notes:

Brief announcement: Kiran Kamath, VPAA announced her retirement and will be here until the end of June 2019.

2. **Committee on Committees:** No report.
3. **CTE Liaison:** No report.
4. **Flex Day Committee:** No report.
5. **Guided Pathways Liaison:** No report.
6. **LGBTQIA + Diversity Committee:** No report.
7. **Student's First Committee:** No report.
8. **Equivalency Committee:** No report.
9. **LAC:** No report.
10. **PRIE:** No report.
11. **CAC:**

The Spanish dept. attended CAC to discuss the possibility of offering classes in Spanish. If that is not a possibility then perhaps tutoring support in Spanish. MPC-GE area B is causing an issue pertaining to labs courses. CAC is working on improving and streamlining the curriculum approval process. Any changes will come through Senate.

3. New Business

1. *Flex Day Schedule – proposal from Flex Day Committee -First Read ACTION (2:50-2:55):* Not presented.
2. *On Categorical Funding - David Martin (2:55-3:15)*
All forms can be found on the Budget Committee Intranet

StatewideIII2UnrestrictedGFTransactions-Revised

- Discussed the 2017-18 unrestricted and restricted general funds.
- Good opportunity to give MPC an idea of where the other districts are
- 2016-2017 report is coming soon
- Categorical spending is less now than it was 10 years ago. Some of the funds have been moved from restricted to unrestricted

FY18-19 Restricted Fund tracking 03-31-19

- Breakdown of all grants that MPC has received
- Shows the expenditure by classification
- Tracks the budget changes by quarter (revised and actual)
- Helps MPC understand how we are spending the grant funds
- The document takes all the grants and breaks down the adopted budgets and the expenditures
- Can this report be sorted by size? Yes.

2017-18 Summary Report

- Summary of all the individual grants in totals

What are our top three largest programs/grants? Student Equity and Achievement, EOPS, and ARC.

A brief summary of the different facilities request systems and available avenues (maintenance, IT (ticket system), immediate, program review, etc.) was provided. A diagram of this process will be posted on the facilities committee website soon.

3. *PRIE on Chancellor's Vision for Success at MPC– first reading of the targets the PRIE Committee set and to gain feedback from the Academic Senate. ACTION (3:15-3:35)*

Provided a recap of the last senate presentation on 4/18/19.

Addressed a question that was asked during the last presentation: Are we letting ourselves off easy as an institution by selecting goals that we know we have control over? Rosaleen plans to take this question to PRIE for reflection.

GP Team 2 is working on KPI report.

Will EMP be identifying pathways that we don't have and we should have or only focusing on pathways that we do already have? MPC is doing a scan in our area that may identify those gaps.

All colleges are using 2016 – 2017 as a baseline and a target year of 2020 – 2021 on the reporting.

Goal settings: PRIE has had to identify groups that are disproportionate and then set goals for those groups that have been impacted.

Completion of degrees: Three groups were disproportionately impacted:

- African Americans
- Students who indicated that they are two or more races
- Students who are not economically disadvantaged

Who are within these groups? PRIE is not sure at this point, but searching further.

Goal is in place regarding CTE students. Surveying student. 67% of students have reported they are working in a job that they studied and MPC is hoping to raise that to 75%, which is in line with the Chancellor's office.

This is the first read. Formal approval is needed from the Academic Senate. The Senate agreed to vote on it at the next meeting.

4. *Tenure Track Faculty Evaluation Process – proposal from MPCTA for change in language of current procedure (3:35-3:55)*

Goal is to improve the equity with the faculty evaluation process, gain better transparency, make the process more consistent amongst faculty, and create a description of the process in the contract versus just a timeline.

Suggested changes:

- Revise the student survey forms (with careful consideration). The form should reflect the way the instruction is delivered. This will not be done solely by MPCTA, but rather by a large number of faculty.
- Classroom observations: provide advance notice to the instructor being evaluated (72 hour notice), every member on the evaluation committee attend one class period for no less than 50 minutes
- Online classes: Should the committee have access to the entire course or a portion of the course? Language on this topic is still being developed. Recommendations from faculty around campus will be required. The response rate is low with online student surveys.
- Timeline: Possibly change the timeline to later on in the semester (closer to weeks 10 & 13). Students will have more feedback to provide. It will push away from having the evaluations done during midterms. Faculty on the evaluation committees may have more time to meet later in the semester. This change will not affect negative evaluations.
- Provide an evaluation process guideline
- Change language that makes it clear that faculty evaluation will not be affected based on shared governance.

Senate member suggested to possibly providing evaluation training for faculty that are a part of the evaluation committees. Help identify instructional and non-instructional roles.

Asked the senate to share any type of documentation/information from each division related to faculty evaluation to help improve the written process.

5. LaKisha Bradley - [Student Equity Plan](#) template and disproportionately impacted student data (3:55-4:10):

6. Dual Enrollment – review of MOU between admin and MPCTA (4:10-4:15)

[MOU.pdf](#) - MOU was approved by the Board.

Discussed the following from the document:

Faculty Evaluation section b.: *Student evaluations will be solicited in accordance with Article 14 of the CBA, but the results will not be provided to a DEP instructor's evaluation committee due in recognition of the age and/or maturity of DEP students, and the uniqueness of the DEP teaching environment. The DEP instructor shall receive a copy of the student evaluation results after final grades have been submitted, and the copy of the student evaluations shall be maintained in the personnel file with the complete evaluation packet.*

Faculty Workload section a.: For each high school district employee who accepts a DEP instructor assignment, the District, in consultation with Division Chairs, will seek an existing MPC faculty member ("Mentor") who can prepare the school district employee ("Mentee") for their first semester as an instructor of college class. The District will pay the Mentor up to eight (8) hours at the faculty non-instructional rate, per Mentee for each course the mentee has not taught before, to provide support and guidance to the Mentee in this regard.

Adjourn 4:30pm