



SAN DIEGO MESA COLLEGE ACADEMIC SENATE

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APPROVED: 10/08/07

MESA ACADEMIC SENATE

September 24, 2007 – 2:15 P.M. - 4:00 P.M. – H117/118

Minutes

PRESENT: Chris Althaus, Bill Brothers, Leslie Cloud, Jan Clymer, Mike Crivello, Margaret Fickess, Dwight Furrow, Madeleine Hinkes, Holly Hodnick, Bill Hoefler, Gary Holton, Geoffery Johnson, Leroy Johnson, Georgia Laris, Carl Luna, Joe Mac McKenzie, Jonathan McLeod, Val Ontell, Tricia Mendoza, Francisca Rascón, Michael Reese, Cynthia Rico-Bravo, Joseph Safdie, Mike Sanchez, Barbara Sexton, Shannon Shi, Erica Specht, George Svoboda, Terrie Teegarden, Farshid Zand, Bonnie ZoBell, Nina Rene Lopez

ABSENT: Mark Abajian, Becca Arnold, Nathan Betschart, Mavic Cruz, Adrienne Aeria Dines, Bob Gordon, Teresa Higuera, Laleh Howard, Ken Kuniyuki, Susan Lazear, Andrea Luoma, Laith Mekhael, Dina Miyoshi, Cynthia Rico-Bravo (excused), Ron Ryno, Marilynn Schenk, Troy Sonders, Paul Sykes (excused), Michelle Tucker, Manuel Velez, Duane Wesley, Farshid Zand

I. **CALL TO ORDER** was made by President Terrie Teegarden at 2:20 P.M. She introduced and welcomed new senator Jan Clymer (Biology).

II. PUBLIC PRESENTATIONS

A. **Associated Student Body (ASB) Representative** – Nina R. Lopez introduced herself and informed everyone that she is the new ASB representative who will be reporting to the Senate. She reported ASB will support an increase of \$1 per year for the Student Health Fee until \$16 has been met.

B. **Public** - None

III. GUESTS

• **Juliette Parker, Articulation Officer and Ailene Crakes (reporting for Naomi Grisham) – MOUs and Articulation – Who does what?**

- Prior to the Senate meeting, a handout provided from Grisham was emailed to faculty and adjuncts on MOU Elements, MOU Development and Approval Process, and Typical College/University Relationship Development. Parker referred to the handout and described that a Memorandum of Understanding (MOU) is an agreement between two or more institutions of higher education (typically a community college and a private university) regarding the transfer process and related functions. It may also establish agreed-upon benefits for transfer students, including guaranteed admission or financial benefits. In contrast, she described Articulation to be the development of a formal written agreement between two institutions to accept a specific course (or courses) successfully completed on a "sending" campus as comparable to, or accepted in lieu of, a specific course (or

courses) as a “receiving” campus. Parker explained her role of the Articulation Officer is to coordinate and facilitate articulation on each campus. She emphasized that the development of an MOU is a separate and distinct process from the development of an articulation agreement.

- Paula Hjorth-Gustin (Co-Chair of Curriculum Review Committee), Elizabeth Castañeda (Curriculum Coordinator) and Parker are members of the Curriculum Team. As the Curriculum Coordinator, Castaneda works with course outline development and CurricUNET. The team’s web page is in development and there are plans to add a link to it soon to help faculty with curriculum outline.
- Parker explained the history and reasons why the Transfer MOU was created. Naomi Grisham will head up the MOU Advisory Committee, whose role is to decide who should receive MOU information and who should vote on MOU issues. She asked that faculty contact her if they wish to be consulted on MOU information. The decision on how to handle MOUs was left up to each college.
- Crakes added that the purpose of an MOU process is for quality control. The MOU elements ensure that an institution is accredited. She presented on the early MOU agreement between Chapman University and Mesa and she mentioned that Grisham is seeking members from Deans Council, Committee of Chairs, Academic Affairs, Academic Senate, other committees, and one representative from each school to serve on the MOU Advisory Committee. Brothers suggested President Teegarden should first ask Grisham what her plan is to form the MOU Advisory Committee before seeking membership.

IV. APPROVAL OF SENATE MINUTES OF September 10, 2007 as written.
M/S/U Specht/Ontell

V. REPORTS

- A. Treasurer** – Michael Reese reported the Senate checking account has \$884.89 and \$1,365.35 in savings. The Senate agreed to donate \$200 towards the Poetry and Short Fiction Contest. Membership cards are available; this is the main source of income for Academic Senate Treasury.
- B. Academic Affairs** – Bill Brothers announced he asked Cynthia Rico-Bravo to assist him in filling his membership. He would prefer getting 3 to 4 volunteers from counseling, vocational education, English and Physical Education.
- C. State Senate Representative** – Erica Specht reported on her handout on “Academic Freedom and Outside Speakers,” from the American Association of University Professors (AAUP). According to President Teegarden, there are currently no issues but if anything develops in the future refer to this handout.
- D. Professional Development Committee** – Bonnie ZoBell reported on the following items:
 - Mesa will have 10 sabbatical leaves available for the 2008-2009 academic year. The deadline for applications to be turned in to school deans is Tuesday, February 19, 2008.
 - The PDC has developed the following faculty liaisons for each school as follows:

LIAISON LIST 2007 – 2008

1. Business, Computer and Technologies - Sally Murdock
2. Humanities and Languages – Leticia Lopez
3. Health Sciences / Public Service – Susan Lazear
4. Learning Resources and Information Technology – Cynthia Rico Bravo
5. Mathematics and Natural Sciences – Sybil Rogert and Bill Brothers
6. P.E. / Heath Education and Athletics – Jerzy Szyndlar and Kim Lester
7. Social / Behavioral Science & Multicultural Studies – Sudata DebChaudhury
8. Counseling – Cynthia Rico Bravo and Margie Del Castillo
9. Continuing Ed – Bonnie ZoBell

E. Committee of Chairs – Georgia Laris reported on the following items:

- Jim Mahler was an invited guest to the September 12th Chairs meeting. Late grade submission, attendance rosters, and priority assignment were among the topics discussed.
- A special meeting was held on September 14th with President Rita Cepeda, primarily to discuss enrollment management. An email poll regarding caps is part of the follow-up. Additional meetings are being planned.
- A Joint Deans and Chairs Retreat will be held on September 28th at Mission Trails Regional Park. The agenda includes rigorous discussion of SLO's, planning, curriculum and enrollment management. Guests include Joe Safdie, Paula Hjorth-Gustin, Elizabeth Castaneda, Juliette Parker, Yvonne Bergland, and Jill Baker.
- A meeting is planned on October 10th with Vice President Ron Perez to discuss budget, facilities and construction planning.

F. Vice-President – Erica Specht reported for Cynthia Rico-Bravo. Everyone was asked to share the information with their departments. Faculty interested in serving can email Rico-Bravo at cbravo@sdccd.edu.

- Academic Affairs is seeking 3 to 4 faculty, preferably from Physical Education, Counseling, English or Vocational Education. Committee convenes every other Monday from 4:00 P.M. to 6:00 P.M.
- Program Review is looking for 2 faculty, preferably one replacement will be from counseling and the other from a vocational department or discipline. Committee meets once a month on Fridays from 2:00 P.M. to 3:00 P.M.
- Staff Development needs 1 faculty member from a vocational department or discipline. Committee convenes on Thursdays (second and fourth) in LRC 458 from 12:00 P.M. to 1:30 P.M.
- Flex subcommittee – needs 1 faculty member from research or student services (matriculation/counseling).

- Research Committee – is seeking 2 faculty, one from Vocational Education and one from Matriculation.

G. Curriculum Chair – Paula Hjorth-Gustin reported that the Curriculum Review Committee is able to approve “stand alone” courses. Four criteria are used to determine if a course is “stand alone”. They are as follows:

- Not in any program at the college
- Not District G.E.
- Only a Recommended Elective
- Only in a Certificate of Completion

An official list of classes that fall into this category are in the Vice President of Instruction’s office, who is reviewing about 200 of these courses. As Co-Chair of the Curriculum Review Committee (CIC), Gustin described her role for the technical review process is looking at a program to ensure courses are well designed and attached to a program as a restricted course. She noted that CurricUNET may have a place to denote a course was designated as stand-alone.

H. President – Terrie Teegarden reported on the following:

1. President’s Cabinet

- Plans to use the combined schedule will begin during the summer semester then fall. Many issues were brought up by Mesa and City but the issue with Mesa is that they have only one representative on the Marketing Committee. One idea that was proposed is to have a magazine type format that would show students how much money could be earned if they complete a degree or certificate in a program or discipline. A sample of the magazine was passed around by Teegarden for Senators to review. She mentioned distribution could occur prior to schedules being published.
- Accreditation midterm report will be presented to the Board of Trustees tomorrow on September 25th.
- Mesa FTES is down slightly from last year at this time. Looking to fill the late start classes.
- For the September 25th Board Meeting showcasing City College, their Learning Communities are planning to make a presentation and the Recycling Issue will be discussed. The Recycling Committee would like the Board to get involved and follow through with the process and their recommendations.
- Faculty hiring priorities are the same as last year. They are due to the District on November 2nd. If a position is cross-disciplinary both chairs and deans are required to sign the paperwork. A senator inquired why it was taking longer than anticipated to hear back on the status of the list. President Teegarden agreed to follow up with VPI Armstrong and VPAS Perez on its status. Laris added all proposals from previous years and log of approval history for faculty hiring priorities can be viewed in a binder located in VPI Armstrong’s office but the binder cannot be checked out.
- A power outage is scheduled for Saturday, October 6th beginning at 6:00 P.M. until sometime Sunday. All electrical appliances including computers must be shut down and unplugged due to power surges and refrigerators

should be defrosted too. Any areas where this may cause a problem need to report their needs to VPAS Perez. Email will not be available during this time.

NOTE: On September 26th an update was provided from Facilities that the power outage will now be on Sunday, October 7th from 6:00 A.M. to 4:00 P.M.

- General Funds cannot be used to fund equipment over \$200; hence, the General Fund Equipment Budget is reduced from \$248,250 to \$50,000. This amount represents the cost of minor repairs to existing facilities and is not subject to the new District rule. The remaining \$198,250 will be budgeted to support the cost of class sections. Ending balance reserves may be used if there is a critical need in a program but it must be approved by the VPAS in conjunction with the Executive Staff.
- Flu shots will be available at Mesa's Open Enrollment Health Fair. HR will send out an announcement in mid-October. Mesa is scheduled to have their Health Fair on November 1st. There is now a new nasal spray for those under 50 years of age and in good health.

2. District Governance

- The Open Forum for the September 25th Board Meeting, held at City College, will be at 3:30 P.M. and the regular meeting will start at 5:30 P.M. City will be presenting on their learning communities projects.
- A new policy was created on the process for naming buildings.
- To accommodate high school students, the new summer calendar was changed. The 8 week session start date was changed from June 9th to June 17th.
- The Recycling Policy was discussed.

3. Board of Trustees

- Chancellor Constance Carroll will receive the outstanding CEO award for the Pacific region at the upcoming ACCCT (Association of Community College Trustees) conference.

4. Other

- Although City College prefers not to use yellow rosters, President Teegarden indicated they are still needed for census so that SDCCD can receive funding.
- There are discussions to implement a new "WF" grade. It is to be used when a student stops attending class and fails to officially "drop" themselves. This idea was formed by Vice Chancellor Lynn Neault because this has been an ongoing issue with Student Services every semester. Luna suggested using the pink card process that seemed to work in the past.
- Jonnah Laroche Memorial Scholarship is available for students from under represented minority groups, who have a 3.0 GPA and have completed a minimum of fifteen (15) units. There will be 2 - \$500 scholarships for continuing students and 1 - \$1,000 scholarship for a transferring student.

VI. OLD BUSINESS

A. Resolution 07.9.1 – Revise Constitution to add Chair of Curriculum to Senate Executive Committee (E. Specht reporting for P. Sykes)

Specht presented on behalf of Sykes.

M/S/U Luna/Holton

- B. Finals week** – Ron Sandvick presented on his handout that discussed “Argument in Favor of a Final Exam Schedule during the 16th Week”, “Finals Week Draft Type A – 4 Final Time Blocks”, and “Finals Week Draft Type B – 4 Final Time Blocks”. He explained that the online poll resulted in 77% of Mesa faculty liked to have final exams. He wrote his time block drafts to accommodate for a 16 week period and to minimize the impact on campus. He felt it was important for him to keep in mind to have a transition from class to class. Geoff Johnson raised concerns for adjuncts being impacted by this schedule. Many of them teach at other colleges and in his particular case, finals overlap from Southwestern to Mesa. Further discussions occurred and President Teegarden asked everyone to present this topic to their departments and adjuncts. After receiving feedback, President Teegarden suggested a proposal be created to address this issue.
- C. Equivalency** – President Teegarden described the hiring process for a contract person. She further explained the Equivalency Committee consists of three (3) subject matter experts who decide if the person requesting equivalency has met the requirements. Next, the Dean is notified by the committee if the person has satisfied the requirements. Her recommendation is for the Promotion and Tenure Committee to review an equivalency because Mesa does not have an Equivalency Committee. Before anything happens, Gary Holton pointed out that the proposed changes need to be reviewed, especially the section that addresses the adjunct hiring process.
- D. Enrollment management** – There was no new information to discuss since it was discussed in length by Vice President Elizabeth Armstrong at the September 10th meeting.
- E. MOU for Chapman University** – A motion was made by President Teegarden to move and approve the MOU; however, Luna indicated that it was not necessary to vote on this agreement because it was voted on and approved in the past.

VII. NEW BUSINESS

- A. Student Health Fees** – City would like the Student Health Fee increased to \$16, whereas Miramar would like to increase the current fee of \$13 to \$14 (an increase of \$1 each year). The Senate Executive Committee agreed to support what Mesa’s Associated Student Government recommends, which is to increase the current fee by \$1 each year until a maximum of \$16 is reached. A consensus was agreed from the Senate to support ASG’s stance.
- B. SLOs** – Joe Safdie asked that he present at the next Senate meeting on October 8th.
- C. Hiring process** – Luna discussed the need to humanize the hiring process and reminded us that our constitution states it is the job of the Academic Senate to review the hiring process. He tasked each department with defining their “dream hiring process”.

VIII. ANNOUNCEMENTS

- Brothers talked about the meeting of the Math and Science building committee, which met with the architects last Friday. He suggested that the Campus Facilities Committee should have one representative from each school.

IX. ADJOURNMENT was made by President Teegarden at 4:00 P.M.

Next meeting will be on October 8, 2007, in Room H117/118 at 2:15 P.M.

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