



SAN DIEGO MESA COLLEGE ACADEMIC SENATE

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APPROVED: 02/25/08

MESA ACADEMIC SENATE February 11, 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, Margaret Fickess, Dwight Furrow, Bob Gordon, Paula Gustin, Martina Hesser, Madeleine Hinkes, Holly Hodnick, Bill Hofer, Gary Holton, Jill Jansen, Leroy Johnson, Matt Kofler, Ken Kuniyuki, Andrea Marx, Joe Mac McKenzie, Jonathan McLeod, Val Ontell, Francisca Rascón, Michael Reese, Cynthia Rico-Bravo, Ron Ryno, Joe Safdie, Mike Sanchez, Marilyn Schenk, Shannon Shi, Erica Specht, George Svoboda, Paul Sykes, Terrie Teegarden, Michelle Tucker, Karen Williams, Farshid Zand, Bonnie ZoBell.

ABSENT: Chris Althaus (excused), Bill Hofer, Laleh Howard, Geoffery Johnson (proxy to Schenk), Georgia Laris (proxy to McLeod), Nina R. Lopez, Carl Luna (excused), Andrea Luoma, Alessandra Moctezuma, Manuel Velez, Duane Wesley.

I. CALL TO ORDER was made by President Terrie Teegarden at 2:17 P.M.

II. PUBLIC PRESENTATIONS

A. Associated Student Body (ASB) Representative – The ASB representative report was deferred to the end of the meeting until her arrival.

B. Public. No public presentations were made.

III. GUESTS – No guests were scheduled to present; however, President Teegarden announced that Hank Beaver and Jim Wales (Distance Education Committee) will be reporting later to the Senate on “Features of online courses” (under New Business).

IV. APPROVAL OF SENATE MINUTES OF December 10, 2008 as amended.

M/S/U Sykes/McLeod Unanimous

Prior to the approval of the December 10th Senate minutes, Ontell had a question on an item that was discussed under Nina R. Lopez’ report. It was not clear to her if the ASG are starting a Book Loan “club” or “program”. A suggestion was made by President Teegarden to get clarification from Lopez once she arrives to the Senate meeting.

V. REPORTS

A. Treasurer – Michael Reese reported the Senate has \$610.33 in checking and \$2,661.50 in the savings account.

B. State Senate Representative – Erica Specht announced the upcoming 2008 Spring Plenary Session, which is scheduled for April 17-19, at the Westin Hotel in San Francisco.

- C. **Professional Development Committee (PDC)** – Bonnie ZoBell's report was deferred until her arrival. Brothers, who also serves on the PDC, mentioned the deadline to get sabbatical applications signed by the deans is Tuesday, February 19th.
- D. **Committee of Chairs** – Due to a scheduling conflict, Jonathan McLeod reported on behalf of Georgia Laris, on the following agenda items to be discussed at the Committee of Chairs meeting on Wednesday, February 13th:
- Elizabeth Armstrong, Vice President of Instruction, will be a guest speaker;
 - Contract language and program review;
 - December power outage (how it affected departments);
 - Curriculum (Transfer degrees, certificates, curriculum writing);
 - Student Learning Outcome (SLO) update on SLO software;
 - April 30th – Chairs/Deans Retreat.
- E. **Vice-President** – Cynthia Rico-Bravo report is being deferred until her arrival.
- F. **Senator-at-Large** – Paul Sykes reported on the following:
- **Building committee.** – Although the Building Committee thought they would be involved in the architect selection process, the decision had been made for them by the District. David Umstot, Vice Chancellor, Facilities Management, and Daniel Sicile-Kira, Construction Project Manager (CPM) were invited to tour Mesa College with Sykes. During their visit, two laboratories used by the sciences and physics departments were observed, but before their departure, Sykes continued to discuss his concerns with them on the Math/Sciences building. He announced to the Senate that when faculty have questions regarding decisions on construction of buildings, they should follow a process of "one-line of communication", in which faculty contact Vice President Ron Perez and Sicile-Kira but most importantly to include President Rita Cepeda in the discussions.
- G. **Curriculum Chair** – Paula Gustin reported on the following:
- Progress is being made with courses being integrated and going through the system. The goal is to finish integrating the courses that have not been looked at in several years by the end of this year; however, there are larger groups of departments who still need to integrate courses. Gustin mentioned that although CIC hasn't met yet, she believed 20 out of 119 courses had been integrated so far.
 - The catalog deadline is approaching soon. She announced that if anyone would like to have their course expedited through curriculum, they are to contact her by email. Gustin indicated that she is working diligently to get as many courses through curriculum as possible. The catalog approval deadline is in March.
 - The Transfer Studies degree will be eliminated. As a result of the Transfer Studies degree being too general, Mesa had to make the process more formal (refer to handout). A proposal was created addressing the General Studies Degree, which will replace the Transfer Studies degree.

The Associate in Arts (A.A.) Degree in General Studies with an Emphasis in:

- Arts and Humanities
- Business and Economics
- Education
- Math, Engineering and Science

- Occupational Studies
- Social and Behavioral Sciences

Now, students must complete one of the following three general education patterns (SDCCD G.E., IGETC, CSU GE), complete 18 units in six Areas of Emphasis, and meet the District's requirements too. The courses must be preparatory for the major and articulate out of the 18 units. She described how the process involved selecting five (5) institutions (i.e., CSU, SDSU) to see which courses articulated. The Curriculum Review Committee (CRC) is in the process of pulling courses and placing in the various Areas of Emphasis categories. City College started the course list but Mesa courses must be implemented in it too.

She described the process in detail to the Senate. First, a specific course is approved, then it must be approved by CIC and the Board of Trustees, and it is finally sent to the State Chancellor's office for approval. Once courses are approved at the state level, changes can be made to courses in the future as a local curriculum issue. She cautioned that completion of the General Studies Degree *does not* guarantee acceptance into a four year institution nor into a major. Gustin indicated that when the Mesa draft is ready, it will be distributed to counseling, senate, chairs, and deans to ensure no courses were missed from the list.

H. Student Learning Outcomes and Assessment Coordinator (SLOAC) – Joe Safdie reported on the following:

- The SLO subcommittee met on Wednesday, February 5th to review membership and structure. He noted the subcommittee is well represented and announced who the members are. It is made up of two administrators (Vice President Armstrong, Dean Yvonne Bergland), Jonathan McLeod, Salou Saidane, Rob Fremland, Tracey Walker, Chris Sullivan, Ailene Crakes, Val Ontell, Jason Williams (adjunct professor), and Susan Mun among others. Safdie reviewed and discussed with the Senate a document called "SLO's 101", which he will distribute by email and post to the instructional website at a future date.
- eLumen software (used by Las Positas Community College) was previewed by the subcommittee. Safdie mentioned a tutorial was prepared on how to utilize the software if Mesa would like to use it. A pilot is being planned for up to 20 faculty for testing out eLumen.
- McLeod referred to the Advocate article (handout) about a college in San Mateo being penalized for not having faculty accountable for SLO's. He asked if the Senate will be supportive of questioning faculty accountability for SLO's or challenging it and that the AFT is closely following this concern too. Holton added that he believed a resolution existed addressing the concern with SLO's. Safdie discussed his concerns from the article and referred to the section on "General Discussion on the Topic". Specht mentioned that she planned to draft a resolution addressing the SLO concern.

At this point, Bonnie ZoBell had arrived and she provided her report for the Professional Development Committee. Senators were reminded that the sabbatical deadline to get the application to the dean's is February 19th. She pointed out that any member of the PDC can review a faculty member's sabbatical before it is submitted to the committee. Also, past successful sabbaticals can be reviewed in Room A117. Reese, who was granted a sabbatical in the past, mentioned that anyone can ask him for a pdf copy of his sabbatical. ZoBell announced the rationale on a sabbatical is the main point of what could make it a successful one.

I. **President** – Terrie Teegarden reported on the following:

1. **President's Cabinet**. No information to report.

2. **Student Services**.

- CD available in the LRC from the student disciplinary seminar (2 hours in length).
- Rosa Parks bench – Bus stop designs coming soon to President's Cabinet.
- Combination schedule is available for the summer, with the colleges color coded. Teegarden added it may help to have color coding on the web to help students differentiate which college they selected their classes from.
- Barbara Kavalier, Vice President Student Services (VPSS) and Ashanti Hands, Dean, Student Affairs, will be invited to attend a future Senate meeting.

3. **District Governance**

- Budget – There is a push to have every instructor take one more student per class to help generate an additional 1100 FTES or \$5 million. Colleges will have to stay within the given FTEF because there will be no bailout monies available. Money is going to be spent on City and Miramar to help cover them. Current hiring will continue although a slow down may be recommended (college decision). 600 FTES will be borrowed from summer.
- The Accountability Report for Community Colleges (ARCC) which includes seven categories (student progress and achievement rate, percentage of students who earned at least 30 units, persistence rate, course completion rate for vocational courses, course completion for basic skills courses, improvement rates for English as Second Language (ESL), and improvement rates for basic skills courses) came out. During 2003-2004, Mesa had improved in four out of the seven categories. Except for proves and achievement (degrees or transfers) and improvement rates for ESL, Mesa is below the state average.
- Senate Bill AB 591 will raise the amount of time an adjunct instructor can work from 60% to 67%.
- FTES was down 33.6% for intersession (7% at City and 50.2% at Miramar) and for spring it was down by 0.2% (2.3% at City and -3.9% at Miramar). Overall for the year it is flat despite the adjustment that was made to the accounting.
- Mesa has sent more students to National University from 69 in 2004 to 160 in 2007.

4. **Enrollment Management**. It was suggested that discipline deans help to coordinate discussions across the District. Suggested idea is to only teach one section at a time (i.e., teach one in the morning at one campus and teach the other section in the evening at another campus).

5. **Other - Attendance**

- A new policy and procedure is in development and will be coming to the Senate soon. This procedure will put the responsibility of dropping a class on the students after census, but it will provide to the instructors the option of dropping students.
- Regular opening day rosters for fall 2008. As of census, rosters will indicate all no shows and students no longer attending. By law, it is the instructor's responsibility to take attendance.
- Students who receive any type of federal funding will be identified with FED next to his name. Instructors will be required to submit the "last day of known activity" should you decide to give the student an "F" grade.
- It is a student's responsibility to drop after census. Wording in the syllabus must explicitly state this and the instructor's drop policy. Teegarden mentioned that many grades are challenged by students who argue that

they had stopped coming to class believing that the instructor had dropped them.

- By fall 2009, the attendance process will be done online. The online rosters will be updated and cleaned up to allow instructors to use them for attendance if they choose to.
- A problem that occurs is when a student challenges grades when an instructor has left and is not available. Department chairs should ensure that any instructor who won't be returning the following semester and is not reachable, leave a copy of their grade book with the chair.

VI. OLD BUSINESS

- **Resolution 07.11.3 – Green Building (D. Barrie/E. Rempala)**. Barrie announced he made revisions to his resolution on advice from City's Academic Senate. He mentioned that the position of the "District sustainability coordinator" does not exist; therefore, it had to be removed.

M/S/U

Barrie/Specht

Unanimous

Teegarden referred back to the attendance policy she discussed earlier in her President's report. She indicated at the Senate Executive meeting, there was confusion on what the drop deadline meant. Teegarden stated that drop deadline referred to the add/drop census deadline. It was suggested that add/drop deadline be rephrased to say "add/drop deadline with a W" or "withdrawal deadline". Further discussions took place what the final wording should be and it was also recommended that the actual deadline dates be listed too. It was not clear how withdrawal dates are determined. Teegarden agreed to present suggested changes from the Senate to the Attendance Committee. Brothers added that the language should be consistent and identical in the syllabus, catalog, and class schedule.

VII. NEW BUSINESS

- A. **Sustainability policy**. President Teegarden report has been pulled due to the Board of Governors working on its own policy.
- B. **Transfer degree changes**. Gustin covered this earlier in her report.
- C. **Attendance policy**. Teegarden covered this information earlier.
- D. **Features of online courses – Hank Beaver and Jim Wales (Distance Education Committee)**. Beaver explained that Dean Andrea Henne prepared the handout to help instructors find information when they become a peer reviewer of a colleague. He mentioned it is a bridge to a faculty appraisal form. Beaver asked Senators to inform him if they felt there was any information missing from the handout created by Dean Henne.

Many concerns were raised by the Senate. Beaver mentioned an access code is given to an instructor to gain access to an online course. He explained a student account is given to a contract faculty for evaluating purposes but Specht added it would be more helpful to also provide the same access to what the instructor has too. McLeod asked Beaver and Wales if the evaluator will have access to a student's counseling/private emails. Beaver did not have an answer but planned to bring the question back to the District Online Steering Committee.

It was mentioned that one criteria used on an instructor's evaluation is that the evaluator observe an instructor's counseling techniques with his students.

Wales proceeded to walk through and discuss how his website is arranged and he pointed out what tools could be used for an evaluation. Dawes raised a concern that instructor evaluations and student evaluations should not be different from

traditional evaluations for face-to-face classes. Beaver indicated that WebVista currently uses original questions for student evaluations. He planned to provide additional information to the Senate with Dean Bill Craft regarding features of the online courses.

VIII. ANNOUNCEMENTS. Teegarden announced upcoming events at Mesa:

- "Next Generation Tools for Success" annual conference will be held from April 23-25 in Newport Beach. It is sponsored by the Economic & Workforce Development through the California Community Colleges.
- Community College League of California (CCLC) is sponsoring the California Great Teachers Seminar from August 3-8 (Sunday-Friday) at La Casa de Maria in Santa Barbara. Schenk attended the event last year and urged other faculty to attend. Information is available online at <http://www.ccleague.org/i4a/pages/Index.cfm?pageID=3296>

Faculty who are interested in attending may contact Teegarden at extension 2733 or by email at tteegard@sdccd.edu.

- Dawes, Mesa's AFT faculty representative, mentioned the AFT is evaluating SLO's because it is part of the Rodda act.
- Vice President Rico-Bravo arrived and presented her report. The following committees are in need of faculty to help fill-in their vacancies:
 - Academic Affairs has continued to search for two faculty members in Career/Technical and Counseling;
 - Program Review is short of two faculty members and the
 - Research Committee is still short of two faculty members.

To help Rico-Bravo with committee shortages, Teegarden asked Senators to find new faculty hires who might be willing to serve on them.

- There are currently nine hiring committees at Mesa but three disciplines are urged to complete their hiring committees.
- ZoBell mentioned she noticed the mail room issues in G-248 have been taken care of. Previously, she indicated that mail had been piled up and not sorted in mailboxes.
- Johnson urged senators to participate with their students in Black history month events. He mentioned that a flyer was distributed to Mesa faculty and staff via email.

IX. ADJOURNMENT was made by President Teegarden at 3:55 P.M.

Next meeting will be on February 25, 2008, in Room H117/118 at 2:15 P.M.

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