



## SAN DIEGO MESA COLLEGE ACADEMIC SENATE

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APPROVED: 11/26/07

### MESA ACADEMIC SENATE

November 5, 2007 – 2:15 P.M. - 4:00 P.M. – H117/118

#### Minutes

**PRESENT:** Mark Abajian, Chris Althaus, Bill Brothers, Jan Clymer, Mike Crivello, Margaret Fickess, Dwight Furrow, Bob Gordon, Madeleine Hinkes, Holly Hodnick, Gary Holton, Laleh Howard, Geoffrey Johnson, Ken Kuniyuki, Georgia Laris, Susan Lazear, Joe Mac McKenzie, Jonathan McLeod, Tricia Mendoza, Francisca Rascón, Michael Reese, Cynthia Rico-Bravo, Joseph Safdie, Mike Sanchez, Barbara Sexton, Marilynn Schenk, Shannon Shi, Erica Specht, Paul Sykes, George Svoboda, Terrie Teegarden, Farshid Zand, Bonnie ZoBell, Nina Rene Lopez

**ABSENT:** Nathan Betschart, Leslie Cloud, Adrienne Aeria Dines, Paula Hjorth-Gustin, Martina Hesser, Bill Hoefler, Leroy Johnson, Carl Luna (proxy to McKenzie), Andrea Luoma, Val Ontell (proxy to Bob Michaels), Michelle Tucker (excused), Tracy Tuttle, Duane Wesley

- I. **CALL TO ORDER** was made by President Terrie Teegarden at 2:20 P.M. She welcomed recently elected adjunct senators William Hoefler (Physical Education), Bob Gordon (Economics), Martina Hesser (Art), Michelle Tucker (English), and Geoffrey Johnson (Humanities).

Ryno mentioned he'd like to present a new resolution under new business.

#### II. PUBLIC PRESENTATIONS

A. **Associated Student Body (ASB) Representative.** Nina R. Lopez reported many clubs participated in the senate retreat, including Interim Vice President Gail Conrad. Voter Registration Campaign Week begins today to help publicize Proposition 92 on the Community College Initiative, which will lower community college fees without raising taxes. Registration tables will be set up in front of the cafeteria, in the LRC café, and Admissions, with student ambassadors assisting in the effort.

B. **Public.** There were none to report.

#### III. GUESTS

- **Wendy Smith – Basic Skills.** Smith reported the Basic Skills Task Force met to discuss how state funds should be used and how each college is required to perform a self-study. As a result, a position was approved at the October 30<sup>th</sup> President's Cabinet, for a faculty position, with a 40% release time, to serve as the Basic Skills Initiative Coordinator. An email announcing the position was sent out by Vice President Elizabeth Armstrong. After the self assessment is completed, documented action items should follow with an action plan. Letters

of interest should be sent to [earmstro@sdccd.edu](mailto:earmstro@sdccd.edu) by 4:00 P.M. on Friday, November 16<sup>th</sup>.

Johnson asked if caps will be lowered at Mesa and President Teegarden replied some English caps were lowered to twenty-five (25) students. Teegarden recommended if anyone would like to implement a new idea, it should be directed to something that can be ongoing (institutionalized). Some tutors are being used to attend English classes. After hearing this information, Ryno decided to withdraw his resolution which asked for instructional assistants to help instructors. Specht announced that she can hire tutors to help in classrooms and she may be able to assist Ryno in this area. One of the criteria with Basic Skills is that credit cannot be given for classes that count towards an A.A. degree, but only for non-degree applicable classes.

Anyone interested in applying for the position of Humanities Institute Faculty Coordinator should send a letter of interest to [earmstro@sdccd.edu](mailto:earmstro@sdccd.edu) by 4:00 P.M. on Friday, November 16<sup>th</sup>.

**IV. APPROVAL OF SENATE MINUTES OF October 8, 2007.**  
**M/S/U Brothers/Johnson**

**V. REPORTS**

**A. Treasurer** – Michael Reese reported the Senate checking account has \$959.15 and \$1,366.36 in savings.

**B. Academic Affairs** – Bill Brothers announced that after several committee meetings, the language for section 9 of the Constitution on Academic Affairs had been updated. Holton moved that Brothers adopt a resolution for the next Senate meeting, to indicate revisions had been made to it and that he was seeking approval by the Senate.

**C. State Senate Representative** – Erica Specht announced that she and Holton attended the Academic Senate for California Community Colleges (ASCCC) 39<sup>th</sup> Fall Session Plenary in Anaheim on November 3<sup>rd</sup>. She provided the following summary:

There were forty-one (41) resolutions presented. Of that total, forty (40) had passed, one (1) had failed, two (2) were referred to the executive committee, and seventeen (17) were passed unanimously

The Senate voted to:

1. Create the Accreditation and Student Learning Outcomes Standing Committee.
2. Promote participatory governance training.
3. Adopt the paper and recommendations: Agents of Change: Examining the Role of SLOs and Assessment Coordinators in CCC.
4. Research and provide strategies in promoting equity and diversity.
5. Expanding opportunities for concurrent enrollment and work with the Systems Office to provide conversations promoting concurrent enrollment.
6. Promote to correct coding and tracking of Basic Skills courses to ensure proper funding for BSI.
7. Accept document: Basic Skills as a Foundation for Student Success in CCC.
8. Adopt document: IGETC Standards, Policies, and Procedures.
9. Support for the Early Childhood Education statewide alignment of curriculum.

10. Support for academic freedom and culture.
11. CCC will join ICAS (Intersegmental Committee of the Academic Senate) in recommending state-sponsored and independent studies of the full impact of CAHSEE on curriculum and pedagogy. Also, study the impact of CAHSEE on curriculum and pedagogy. Also, study the impact of CAHSEE on enrollment, access, and basic skills equity on student preparedness.
12. Endorse Consultation Council Assessment Task Force Document (9/07).
13. Freedom for faculty to determine assessment procedures on their respective campuses including the selection of assessment instruments and how they are used in the placement of students.
14. The CCC expresses concerns to the appropriate authorities/parties at the state and federal levels concerning the proposed changes to the Perkins Guidelines.

**D. Professional Development Committee** – Bonnie ZoBell reported a new faculty member from Continuing Education recently joined the committee. She felt it would be beneficial to have her since we do not know what Continuing Education's needs might be. ZoBell indicated she'll send out a notice soon to remind everyone of the sabbatical leave deadlines.

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

- Vice President Ron Perez met with the committee on October 14<sup>th</sup> to discuss facilities issues.
- Workshop for lead writers of Program Review is rescheduled for this Friday, November 9<sup>th</sup> from 2:00 P.M. to 4:00 P.M., in the G-building.
- The November 2<sup>nd</sup> deadline was not readjusted from the wildfires to schedule classes. Summer 08 is currently being developed by schedulers.
- At the November 14<sup>th</sup> chairs meeting, the SLOs workload will be discussed.
- Seven (7) departments had responded to the finals week survey. Out of that number, only two (2) departments supported having a finals week. Laris planned to share with Senate Executive a response she received by someone showing why he supports final's week.

**F. Vice-President** – Cynthia Rico-Bravo provided the following report:

- Academic Affairs Committee is in need of two (2) faculty members to serve on their committee.
- FLEX Committee is looking for one member. They meet on the second and fourth Thursday each month, from 12:00 P.M. to 1:30 P.M.
- Program Review Committee is in need of one (1) faculty member. They meet once a month on Friday from 2:00 P.M. to 3:00 P.M.
- Research Committee has a vacancy they would like to fill. They meet one Friday each month from 1:00 P.M. to 2:30 P.M. in A102.
- 3 new committees were formed
  - Human Rights Committee
  - Basic Skills Success and Retention Committee
  - Humanities Institute Committee

**G. Curriculum Chair** – Paula Hjorth-Gustin report was postponed to the next Senate meeting on November 26<sup>th</sup>.

**H. President** – Vice President Rico-Bravo reported on behalf of President Terrie Teegarden since she was out of the office:

**1. President's Cabinet**

- President Cepeda had provided a recap of events.

- Withdrawal date was changed to November 14<sup>th</sup> as a result of the wildfires. Schenk mentioned that instructors should consider offering students an incomplete in lieu of a student withdrawing from the class. Vice President Rico-Bravo indicated that President Cepeda is trying to establish a fund through the foundation to help students affected by the recent wildfires. ASG representative Lopez mentioned that their group is sponsoring a fundraiser to help students that were displaced by the wildfires.
- Communication during the wildfires went well. Steve Manczuk updated Mesa's website during the crisis.
- Emergency Disaster Table Top Training took place on November 1<sup>st</sup>. The Chancellor's Update discussed different ways everyone can be alerted during a disaster. Abajian, who works part-time at USD, mentioned that he was contacted in four (4) different ways by USD during the wildfires: by text message on his cell phone, a phone message left on his cell phone, message on answering machine on his home phone, and by email. It was noted by Teegarden that the red boxes in each classroom will be used to notify everyone of any disasters on campus.
- The Mesa Program Review Handbook will be distributed to lead writers and chairs.
- The Budget was approved.
- Turnitin.com will be turned off by the end of the fall 2007 semester. Several senators were surprised of this decision. After President Teegarden polled the Senate, it was apparent that a significant group used the software plagiarism tool. After Clymer expressed the need to use Turnitin.com, President Teegarden asked Clymer to find out how many instructors in her department are using it and report it back to President Teegarden. President Teegarden agreed to contact Dean Bill Craft to confirm that only eleven instructors are actively using Turnitin.com and she will also locate the resolution on Turnitin.com for reference.
- The VPI sent out by email two (2) announcements, which have a 40% non-classroom, reassigned time. The following positions are for:
  - Faculty Co-chair of Accreditation Steering Committee and
  - Basic Skills Initiative Coordinator position
- An announcement was also distributed by email for The Humanities Institute Coordinator. Letter of interest is due November 16<sup>th</sup> by 4:00 P.M.
- Beginning November 9<sup>th</sup>, Mesa College Drive will be closed to traffic. You'll be detoured to turn in front of the child care center.

2. **District Governance** - None

3. **Board of Trustees** - None

4. **Other**

- **Awards** - President Teegarden announced the Academic Senate for California Community Colleges (ASCCC) is seeking nominations for the Exemplary Program Award. As many as two (2) community college programs will receive cash awards up to \$4,000 and up to four (4) programs will receive honorable mention plaques. The theme for 2007-2008 is *"Innovative Bridges in Career Technical Education"*. Completed applications *must be received* in the State Academic Senate Office by 5:00 P.M. on November 16<sup>th</sup>.

*"The Hayward Award for Excellence in Education"* will have a cash award of \$1,250. Completed applications *must be received* in the State Academic Senate Office by 5:00 P.M. on Monday, December 3<sup>rd</sup>. Faxed proposals will not be considered.

## VI. OLD BUSINESS

- A. **Equivalency (G. Holton)** – Holton announced he will introduce a resolution at the next Senate meeting on November 26<sup>th</sup> to approve the new equivalency policy. A motion was made by Holton and he agreed to provide Hinkes with the resolution, including an appendix for distribution. He described some of the changes that were made by him and President Teegarden.

An article was written in the September 2007 Senate Rostrum, according to President Teegarden, in which an accreditation team had audited faculty and they discovered some did not have their equivalency done correctly. As a result, classes were removed from student's transcripts.

Holton believes two (2) issues need to be addressed:

- 1) **General Education**. The current policy needs to require a core of general education courses were taken. If you don't have an A.S. degree, you met the requirement by taking a core of G.E. courses at an accredited institution.
- 2) **Eminence**. This topic is controversial and methods of proof would be to show a transcript, work experience, or eminence, which has never been defined.

The Statewide Senate advised to remove eminence from the current process.

- B. **Assigning course to a discipline (P. Hjorth-Gustin)**. This item is postponed for the next Senate meeting on November 26<sup>th</sup>.

## VII. NEW BUSINESS

- A. **Paperless informational memos (E. Rempala)** – Rempala reported a large amount of informational flyers are being thrown in the trash/recycle bins daily. She presented her concern to Vice President Ron Perez and he suggested using bulletin boards to post paper memos in mailrooms. On a side note, discussions occurred on whether hardcopies should continue to be provided at Senate meetings since nobody is taking them. It was decided that no hardcopies will be provided at Senate meetings.

Crivello asked about the outcome of Mesa's recycling efforts. Rempala replied numbers are being back tracked and calculated to give Mesa credit because it had been done incorrectly.

Don Barrie, another guest speaker, announced a discrepancy was discovered with the LEED lead standard at Mesa. The current policy 7800 requires a minimal twenty-six (26) points according to LEED (Leadership in Environmental Design), with respect to its greenness. District Architect Lance Lareu also agreed and is pushing for a higher level of certification (32 instead of 26); however, he can't push the higher certification because the District is at the minimum level. It is unknown what costs are involved but McLeod suggested the COC be notified of his findings.

- B. **Workload for SLOs (G. Laris)** – Laris announced this topic came about from the Deans and Chairs Retreat. It will be further discussed at the November 14<sup>th</sup> Committee of Chairs meeting. Safdie commented he tried to scale down the workload required for SLOs but he also recommended taking one of the outcomes, such as critical thinking, and reviewing it with the courses to see if your students are doing it. In addition, he mentioned a new software program is being purchased to help assess SLOs for accreditation purposes.

**VIII. ANNOUNCEMENTS** – Crivello asked what steps Mesa is taking to enforce smoke free environments.

**IX. ADJOURNMENT** was made by President Teegarden at 4:01 P.M.

***Next meeting will be on November 26, 2007, in Room H117/118 at 2:15 P.M.***

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