



For Approval: September 24, 2012

**San Diego Mesa College
Academic Senate
September 10, 2012: H117/H118 (2:15PM-4:00PM)
Minutes**

PRESENT:

Becca Arnold, Anar Brahmabhatt, Aulani Chun, Kris Clark, John Crocitti, Chris Dawes, Nellie Dougherty, Michael Fitzgerald, Dwight Furrow, Martina Hesser, Erika Higginbotham, Madeleine Hinkes, Bill Hoefer, Sharon Hughes, Leroy Johnson, Ken Kuniyuki, Georgia Laris, Danielle Lauria, Angela Liewen, Thekima Mayasa, Joe "Mac" McKenzie, Laurie Mackenzie, Guillermo Marrujo, Jonathan McLeod, Phyllis Meckstroth, Devin Milner, Claude Mona, Michelle "Toni" Parsons, Kirsten Pogue-Cely, Francisca Rascon, Ron Ryno, Joe Safdie, Robert Sanchez, Shannon Shi, Steven Siegel, George Svoboda, Tobey Tam, Terrie Teegarden, Manuel Velez, Tracey Walker, Lois Wittner and guest Rob Fremland

ABSENT:

Mark Abajian, Leslie Cloud, James Gappy, Lupe Gonzales, Roberto Rosas (Excused), Barbara Sexton, Walter "Duane" Wesley and Farshid Zand

- I. CALL TO ORDER, WELCOME, and introduction of the Senate Exec Committee by Academic Senate President Madeleine Hinkes @ 2:19PM.
- II. **Approval of Today's Agenda:** No changes were made to the agenda.
- III. **PUBLIC PRESENTATIONS:**
 - A. **Associated Student Govt. (ASG) Representative:** (President Roberto Rosas) – No Report
 - B. **Classified Senate Representative:** (President Angela Liewen)
 1. Angela reported Vice President McGrath will present a report on how the next phase of Prop. S & N campus building construction will impact foot and vehicle traffic flow on campus at the next Classified Senate meeting and invited the Senators to attend.
 - a. Jonathan McLeod asked if Vice President McGrath could present the same report at a Senate meeting.
 - Madeleine will find out.
- IV. **GUESTS:** Dean Ashanti Hands and Sergeant Diana Medero: (District Policy 3100 - Disruptive Students)
 - A. Dean Hands has sent an email to all Mesa College Faculty this semester regarding District Policy 3100.
 1. We have a process in place for the immediate removal of disruptive students from classrooms.
 - a. Dean Hands said it is important to address a problem with a disruptive student right away.
 - Please contact College Police Dispatch for assistance at (619) 388-6405.
 - * Sergeant Medero informed the Senators that an officer will interview the student to find out if the student needs to be referred for assistance and needed services.
 - Please teach your students how to use the red call boxes that are in each classroom.
 - * One of your students can contact College Police if you can't when a problem arises.
 - b. You must tell the student why they are being removed and that they must meet with Dean Hands.
 - Use the first class meeting to set the tone and inform your students about behavior that you deem disruptive and could result in their removal from the classroom.
 - c. An immediate response to a disruptive student usually prevents a first time offender from repeating the disruptive behavior.
 - d. There are webinars available to help Faculty learn how to deal with disruptive students.
 - e. There are also PowerPoint presentations available to assist Faculty with the issue.

- The presentations will be posted on the Mesa College website.
- f. Issues that involve violations of Policy 3100 are confidential matters.

V. Approval of the Senate Minutes for April 30, 2012:

Motion to approve the minutes without changes:

M/S

McLeod/Teegarden

Unanimous

VI. Senate Exec Committee Reports:

A. President-Elect: (Terry Kohlenberg)

1. Terry reported he is working on filling Faculty vacancies on Senate committees.
 - a. Terry has found it difficult to locate a complete list of all the committees.
 - b. He is also having difficulty locating the list of members for each committee.
 - c. Terry asked the committee chairs to email any requests to fill committee vacancies to him.

B. Treasurer: (Ken Kuniyuki)

1. Ken reported our current account balances are \$ 1200.00 in Checking and \$ 1071.21 in Savings.

C. Senator at Large: (Georgia Laris) No Report

D. Secretary: No Report

E. President: (Madeleine Hinkes)

1. Board of Governors (BOG):
 - a. Madeleine reported the BOG has written a resolution that fully supports Prop. 30 (Governor Brown's Tax Initiative). (Our District's Board of Trustees (BOT) and the Academic Senate for CA Community Colleges (ASCCC) also endorse Prop. 30.)
 - Faculty may inform their students about what the passage of Prop. 30 would mean for education in California.
 - * However, Faculty cannot try to influence their students' votes because students are beholden to Faculty for their grades creating a conflict of interest.

VII. COMMITTEE REPORTS:

A. Academic Affairs: (Co-Chair John Crocitti)

1. The following subcommittees provided reports on their 2011–2012 activities to the Academic Affairs committee on April 30, 2012:
 - a. Asian Pacific American Studies Committee:
 - The committee requested and received Mesa College student data for Asian Pacific American (APA) students from 2006-2010.
 - The committee awarded one \$300 scholarship.
 - The committee held "Asian Pacific Islander Heritage Week" events in April.
 - The committee reviewed and will continue to reevaluate its mission.
 - b. Global Awareness Committee:
 - The committee has resurrected the Study Abroad Program on campus.
 - The committee is working on Global Awareness Student Learning Outcomes (SLOs).
 - The committee held "International Education Week" events last Fall.
 - * The fees from 30 vendors helped sponsor the committee's scholarships.
 - The committee applied for a Fulbright Scholarship.
 - * Shannon Shi reported their application has been rejected.
 - c. Honors Committee:
 - Honors Contracts Awarded: (Fall 2011 – 320) (Spring 2012 – 228)
 - Honors Program Faculty would like to see more Honors Contracts approved for students from under-represented groups.
 - The Honors Club is the largest student club on campus.
 - d. John will continue to report on the activities of Academic Affairs subcommittees during the Fall semester.

- B. Professional Development Committee (PDC):** (Chair Sharon Hughes)
1. The next professional development proposal deadline is September 12, 2012.
 2. The next salary advancement deadline is September 26, 2012.
 3. Sharon asked Faculty to not wait to submit their paperwork.
- C. Committee of Chairs (COC):** (Chair Laurie Mackenzie)
1. Laurie reported the Chairs will hold their first Fall 2012 meeting this Wednesday, September 12th in H117/H118 @ 2:15PM.
 - a. The Chairs will be tackling a large and growing agenda during their first meeting.
- D. Curriculum Review Committee (CRC):** (Co-Chair Toni Parsons)
1. Tech. Review Process:
 - a. The next workshop is scheduled for September 28th in LRC 432 from 11:00AM - 3:00PM.
 - Please email Toni if you would like to attend.
 - b. The August 30th workshop was well attended.
 - All the deans attended.
 2. Course Lists:
 - a. There is a higher focus right now on cleaning up course lists for degree programs.
 - b. You can click on the "PI" button in CurricUNET to find out how many different programs a course affects.
 3. Curriculum/CurricUNET:
 - a. Toni reported Student Learning Outcomes (SLOs) must be included on the "Course Outline of Record".
 - Jonathan McLeod said any requirement to also list SLOs on the syllabus for individual course sections would intrude upon academic freedom and the collective bargaining agreement.
 - b. The District has been having problems downloading SLOs from TaskStream in to CurricUNET.
 - c. You can find helpful information on curriculum at the Academic Senate for CA Community Colleges website @ <http://asccc.org/>.
 4. Prerequisites:
 - a. Toni reported adding English prerequisite to general education courses such as Communication Study 103 will ensure that a large number of students complete English prerequisites.
 - b. The Prerequisite Committee will meet at the end of September.
- E. Basic Skills:** (Coordinator Chris Sullivan)
1. Chris thanked Terrie Teegarden for her dedication and hard work during the past few years as the Basic Skills Coordinator.
 2. The Basic Skills Committee met last Friday.
 - a. Jennifer Cost and Terry Teegarden reported on the Accelerated Programs for English and Math.
- F. Program Review Committee (PRC):** (Co-Chair Kris Clark)
1. Kris reported the Program Review process will be automated this year.
 - a. Information has been sent to the Lead Writers.
 2. Training for Lead Writers who completed their documents last year is scheduled for this Friday, September 14th.
 - a. Instruction Goal Matrix Training: LRC 432 (10:00AM – 10:45AM)
 - b. Lead Writer Update Training for Instruction: LRC 229 (11:00AM - 12:30PM)
 3. Training for Year One Lead Writers who did not complete their Program Review documents during the 2011-2012 academic year is scheduled for next Friday, September 21st.
 - a. Year One Lead Writer Training: LRC 229 (9:00AM - 10:30AM)
 4. Goal Matrix Training (Open to all): LRC 229 (10:45AM - 11:15AM) – Friday, September 21st
 5. Lead Writer Update Training (Make-Up Session) Open to everyone: LRC 229 (11:15AM – 12:30PM) – Friday, September 21st

VIII. OLD BUSINESS:

A. Call for Nominations for Secretary and the Second Senator at Large:

1. Madeleine has asked Elections Chair Erika Higginbotham to extend the Call for Nominations to this Friday, September 14th.
2. We currently have one nominee for Senator at Large.
3. Please consider volunteering for the Secretary position.
 - a. You will not have to write up the meeting minutes.
 - You will only need to review meeting minutes and provide corrections and suggestions.

B. Comments on Policy on Civility and Board of Trustees Code of Ethics:

1. The policy was initiated by the American Federation of Teachers (AFT) and Grossmont College.
2. The language in item #4 (Violation) has been corrected to include violations by the entire college community.
3. Our Board of Trustees (BOT) also has updated its Code of Ethics in order to be ready to address possible future issues that may arise on the BOT.

Motion to approve the changes:

M/S

McLeod/Hughes

Unanimous

IX. NEW BUSINESS:

A. Review of College Status Report on SLO Implementation: (Madeleine Hinkes)

1. Jonathan McLeod asked if the statement on page 8 will be corrected to say "recommended" instead of "required".
2. Please send your feedback to Madeleine.

B. Revised Student Services Policy on Academic Renewal and Grade Alleviation:

1. Madeleine sent copies of the policy revisions to the Senators via email.

X. Announcements:

- A.** The next Committee of Chairs (COC) meeting is scheduled for September 12th in H117/H118 @ 2:15PM.
- B.** The Chancellor's Forum is scheduled for September 17th in G101 from 2:00PM – 3:00PM.
 1. The Senate Exec will meet in A117 after the forum has ended.
- C.** Mesa College's Homecoming Game is October 20th @ 5:00PM against Victor Valley. Go Olympians!!!
- D.** The next Academic Senate meeting is scheduled for September 24th in H117/H118 @ 2:15PM.
- E.** The Fall 2012 ASCCC Plenary is scheduled for November 8th – November 10th at the Irvine Marriott.
 1. We have funding available.
 - a. Please let Madeleine know if you would like to attend.

XI. ADJOURNMENT @ 3:59PM.

Submitted by Sue Saetia

Approved by the Senate: September 24, 2012