

Los Medanos College

Minutes of the Academic Senate

Date: Monday, January 28, 2013

Time: 3:00 p.m. – 5:00 p.m.

Location: L109

Members Present: Theodora Adkins, Estelle Davi, Louie Giambattista, Erich Holtmann, Laurie Huffman, Mark Lewis , Cindy McGrath, Christine Park, Sophia Ramirez, Ginny Richards, Alex Sample, Alex Sterling and Janice Townsend.

Members Absent: Lori Biles, Lydia Macy, Sophia Ramirez (excused), Rebecca Talley, and Dave Zimny

Guests: Sherrie Anderson, Glen Appell, Anthony Hailey, Kevin Horan and Lucy Snow

Item	Topic
1.	<p><u>Call to Order (M. Norris):</u></p> <p>A. The meeting was called to order at 3:08 p.m.</p>
2.	<p><u>Public Comment (M. Norris):</u></p> <p>A. Glen Appell introduced himself to the Academic Senate as the new UF President. Jeff Michels is currently serving as the VP at CCC and as an Executive Director on the UF Board. Glen’s extension is 2510 and the UF office is at extension 2502. Mike Zilber will serve one more semester as the UF VP, after which he will need to be replaced by the Fall semester. The position is 50% release time job plus gas compensation. There will also be two openings on the Executive Board, which currently meets twice a month on Thursday afternoons.</p> <p>1. Prospects for Box 2A: The status is unknown. Each college’s decide on what their budget is and how they are going to hire. Glen will take the concern of some Senators about the lack of replacement of full time faculty.</p>
3.	<p><u>Senate Announcements and Reports (M. Norris):</u></p> <p>A. <u>DGC (M. Norris):</u> DGC was a short meeting. There were small revisions made to several business procedures. One major topic of discussion was looking at the bylaws as they pertain to subcommittees. There are existing subcommittees with unknown membership. DGC will be working on figuring out what committees are active, what their charges and meeting times are.</p> <p>B. <u>FSCCC (M. Norris):</u> Discussed families (will be discussed later in the agenda).</p>

	<p>C. <u>SGC (V. Richards)</u>: Discussed the mission statement and how to recruit volunteers to help revise the mission statement. There was an enrollment report given about increasing sections in the Spring and Summer, amounting in 142 FTEs to make the base goal due to slightly less productivity in the Fall. The cost is about \$225,000 plus benefits. The process to increase the FTEs has already started with the implementation of new English and Math sections starting in February, and with adding nine week sessions.</p> <p>D. <u>GE Committee (A. Sterling)</u>: The first meeting will be held on February 4th. The first half will be an. The second half will be dedicated to GE and TLC: How to do assessment in GE. The group will be discussing how to do assessment with the new 18 unit GE. Most likely there will be a baseline assessments in the Fall, and the ideas is that the assessment would be repeated in 4 or 5 years to see if the students on the new GE package showed any differences in terms of their skills.</p> <p>E. <u>Curriculum (L. Huffman)</u>: There was a thirty minute emergency meeting last week. The first official meeting will take place next Wednesday. On Friday morning there was a discussion about D2L. The next meeting about D2I will be on February 8th and will be partially online.</p>
<p>4.</p>	<p><u>Approval of Previous Minutes (M. Norris):</u></p> <p>A. Corrections: Under attendance, change “Christian Goff” to “Christina Goff”. Item 7, F change “next year” to “this semester”.</p> <p>1. The minutes were approved with no objections.</p>
<p>5.</p>	<p><u>Agenda Reading and Approval (M. Norris):</u></p> <p>A. Motion to approve the agenda (L. Huffman); Second (L. Giambattista); Vote: 13 -0 -0. The motion carries.</p>
<p>AGENDA ITEMS -----</p>	
<p>6.</p>	<p><u>Appointments (V. Richards):</u></p> <p>A. Dave Zimny and Gabriella Boehme volunteered to participate in the College Mission Statement Committee for Accreditation.</p> <p>1. Motion to approve Dave Zimny and Gabriella Boehme to serve on the College Mission Statement Committee for Accreditation (J. Townsend); Second (L. Huffman); Vote: 13 -0 -0. The motion carries.</p> <p>B. TAG Committee: The Senate needs to find a one semester replacement for Clint Ryan. An email will be sent out to the faculty.</p>
<p>7.</p>	<p><u>Stanbeck Stroud Call for Nominations (V. Richards):</u></p>

A. Ginny will send an email out calling for nominations for the Stanbeck Stroud Diversity Award. It's open to any faculty achieving standards of diversity at the campus.

8.

Administration of Justice Certificates and AS-T (A. Hailey):

A. Anthony Hailey, Chair of the Administration of Justice Department, addressed the Senate about the concerns surrounding the three revised certificates and AS-T brought to the last Senate meeting. Hailey clarified that the four programs have been designed to address the leadership components in the discipline of the Administration of Justice because to get into entry-level law enforcement jobs, students do not need more than a high school diploma. The emphases in the industry as they relate to the leadership sector of employment are on the soft social skills. Employers are seeking confident, critically thinking applicants with the ability to effectively communicate verbally and in writing, to possess an understanding and an appreciation for cultural diversity and all of its ethical ramifications. It is important to keep in mind the needs of the industry and focus on creating ADJUS programs that addresses those needs. Our first priority is to focus on preparing our students to transfer to Bachelor programs in ADJUS program. The past 10 years has seen a shift in strict law enforcement and supervision to more of a community policing and corrections, and the police are expected to engage in joint problem solving, forming partnerships through the ability to critically think through situations. The redesigned curriculum should address this real world need and is aligned with modern Administration of Justice training with an emphasis on the social sciences.

i. After the Advisory meeting with law enforcement agencies, Mr. Hailey is a little skeptical about the need of two of the certificates (Criminal Investigations and Criminal Law) because it is a little misleading in the sense that it does not certify a student to do the investigations or criminal law work. He would entertain deleting these certificates. Paralegal certificates would make more sense, but LMC does not have a paralegal program.

ii. Concern: There was a question about why the certificate programs which have 18, or close to 18 units haven't been made into a degree: the culture of the college as explained to Mr. Hailey, was one that promotes the pursuit of certificates in hopes that it may inspire students to further their education and pursue bachelor's degrees. Instant or beginning success.

iii. Suggestion: The total units of the AS-T need to be 60 units with a narrative of what the units identifying the 18-19 unit major requirements, 39 GE/CERT requirements, and the balance made up of electives.

iv. What would we have to add to have a paralegal program? A Paralegal program would require an instructor who has passed the Bar with some of the courses in the ADJUS certificate programs in addition to some other courses that we do not offer.

v. Suggestion: Change the titles so they don't sound like a job but still accomplishes the goal of encouraging students to take the classes so that an interest is fostered in pursuing their education further?

vi. Move to approve provisionally the basic requirements for the Administration of Justice AS-T (M. Lewis); Second (A. Sample); Vote: 13 – 0 – 0. The motion carries.

	<ul style="list-style-type: none"> vii. Motion to approve the Certificate of Achievement in Administration of Justice (L. Huffman); Second (L. Giambattista; Vote: 11 – 0 – 2 (J. Townsend & T. Adkins). The motion carries. viii. Motion to approve the Certificate of Achievement in Criminal Investigations (A. Sterling); Second (L. Giambattista); Vote: 4 – 2 (M. Lewis & A. Sample) – 7 (E. Holtmann, J. Townsend, C. Park, E. Davii, L. Huffman & T. Adkins). The motion carries. ix. Motion to approve the Certificate of Achievement in Criminal Law (L. Giambattista); Second (A. Sterling); Vote: 4 – 0 – 9 (M. Lewis, A. Sample, E. Holtmann, J. Townsend, C. Park, E. Davi, L. Huffman & T. Adkins). The motion carries. x. Anthony Hailey will bring the suggestion to consider changing the names of the certificates, which could be misleading. Also to consult with the Business Department on the possibility of developing a Paralegal Certificate.
<p><u>9.</u></p>	<p><u>Families (M. Norris):</u></p> <p>A. There’s a meeting this Thursday at DVC from 10am-12pm when FSSCCC is getting together. They have already met once and put together some drafts of possible families and also had Wayne Organ (AS President at CCC) took all the information and actually created sets of families for the different disciplines over the Winter break and sent them back to the group. Once the FSCCC group looks at the drafts, the hope is by the end of Thursday they will be sent back to the specified disciplines at the individual colleges for their approval. Seeing no further corrections, the drafts will move forward to the respective Curriculum committees for official approval.</p>
<p><u>10.</u></p>	<p><u>Senate Representation Developing Proposal for Faculty (C. Park):</u></p> <p>A. Christine and Cindy spoke with Nancy Ybarra about where ESL should be placed in the Senate representation and Nancy said that she would be fine with the Senate’s recommendation on ESL’s placement. One ESL faculty member would like to stay with Foreign Languages and another ESL Faculty member would like to stay with English, but they are willing to go with the recommendation of the Senate. The Library would like to be on its own and not grouped with other disciplines, and Speech would like to be grouped with Journalism.</p> <ul style="list-style-type: none"> i. Recommendation: Add a list of membership and current configuration, flesh out Option 2, and add a list of departments along with a list of members in each one. ii. A final draft will be brought to the Senate to vote on.
<p><u>11.</u></p>	<p><u>College Budget Committee (M. Norris):</u></p> <p>A. Skip</p>
<p><u>12.</u></p>	<p><u>Senate Suggestions for Enrollment Management (M. Norris):</u></p> <p>A. LMC Vice President, Kevin Horan, brought a handout with enrollment updates to present the numbers to the Senate.</p>

	<p>B. There are 7568 projected FTES, which includes both residential and non-residential students. There are 7468 actual FTES when the non-residential students are subtracted (approximately 100). The base goal is 7600. In order to meet the base goal with growth, LMC needs an additional 132. To hit the base with no growth, LMC only needs 79 FTES. The college will be trying to achieve base plus growth because the money has already been spent, but to also receive the growth money for next year. To get to 132 FTES, LMC will need to add about 2100 instructional hours to add to the schedule. On February 4th there will be more accurate numbers as well as the amount of grant-funded FTES that can be purchased, dropping the actual number of FTES needed to achieve growth lower than 132 (possibly below 100). The District decided that LMC would have to pay 30% on the grant-funded courses in order to satisfy the State auditors, which would still produce a 70% discount on apportionment. With the cost of providing services, this would make the cost on grant-funded courses closer to 50%.</p> <ol style="list-style-type: none"> 1. LMC is looking at two options to achieve growth: One is to implement two sections of English and two sections of Math due to their high demand and the ability to capture the students who were not able to register at the beginning of the semester. The second option is to implement a nine week late start semester that will begin the day after we return from Spring Break; and, or the combination of a nine week late start semester and a four week intercession during the month of June. To collect apportionment for this fiscal year the courses have to end by June 30th. The four week intercession is not as attractive as the nine week session because a large majority of Classified Staff are furloughed during the first couple of weeks of June (Library, Instructional Labs and the CORE, and many FT faculty are gone during that time. <ol style="list-style-type: none"> a. The marketing for these courses have been via website and through a list of students who were unable to register for high demand classes at the beginning of the semester. b. The approach used to determine what courses to offer for the nine week session was based on how the schedule was originally slated to be reduced, which was prioritizing courses that serve the most students (met GE requirements and transfer to CSUs/UCs) and the sequencing of courses that would enhance the completion of pipelines to certificates and degrees. The growth requests work done by the Department Chairs in the Fall was looked at as a starting point as to where load could be allocated. The best course of action proposal will be brought to the Department Chairs for feedback and suggestions. The plan is to include CTE and GE programs, but some departments will not have courses offered due to under-enrolled programs, so it won't be an equitable offering of courses. 2. Recommendation: Put up simple/to the point signs around campus indicating that there are short term English and Math courses being offered. <ol style="list-style-type: none"> a. The existing student population will be notified electronically. 3. The college will be looking at rebalancing schedule for Summer, Fall & Spring of 13-14 so that we can build at a more sustainable rate (a more realistic schedule and productivity number).
<p><u>13.</u></p>	<p><u>Selling/Buying Replacement Students (M. Norris):</u></p> <p>A. Tabled</p>
<p><u>14.</u></p>	<p><u>Adjournment (M. Norris):</u></p>

	A. The meeting is adjourned at 4:55 p.m.
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