



**Academic Senate  
Meeting Minutes  
Call to order: 1:35pm**

**Date: February 9, 2018  
Time: 1:30-3:30pm  
Location: Manzanita  
Conference Room 243**

**Members Present:**

- Colin Thomas,  Karin Rodts,  \*\*\*Lindsay Laney,  Elizabeth Pflieger,  Erin Naegle,  Judy Reiman,
- Sylvia Watterson,  Laureen Campana,  Maryl Landess,  Matthew Fox,  Kathy Schultz,  Tamara Oxford,
- Joe Manlove,  Kirsten Miller,  Pam Guerra-Schmidt,  Adrienne Seegers,  Erik Andal,  Anne Cavagnaro,
- Rod Harris,  Ida Ponder,  Randy Barton,  Meryl Soto,  Jill Olson,  Jeff Fitzwater,  Micha Miller,
- Tom Johnson,  Don Dickinson,  Nate Rien,  Mike Torok,  Kath Christensen,  Craig Johnston,
- Alicia Kolstad,  Anne Cavagnaro,  Kathy Kenna,  Kim Robinson,  Brian Greene,  Rebekah Elizondo
- Laurie Sylwester,  Tim Elizondo,  Lahna VonEpps,  Melissa Colón,  Stephanie Beaver,  Derrick Wydick,
- Li Ching Accurso,  Tom Hofstra,  Rob Hoyt,  Brian Jensen,  Jeff Tolhurst,  Anca Husher,  Rick Rivera,
- Jim Retemeyer,  Marcus Whisenant,  Don Nessl

**Guests:**  Alan McKissick,  \*\*Brandon Price,  Brian Sanders,

**AGENDA**

**Action Items:**

- A. Faculty Hiring Proposals Resolution 1<sup>st</sup> reading Erin Naegle
- B. DSPS Syllabus Statement Resolution 1<sup>st</sup> reading Erin Naegle/Karin Rodts

**Discussion Items:**

- A. CCAP and Dual Enrollment Brandon Price
- B. Cengage Books Matthew Fox
- C. College FHP Process and Criteria Erin Naegle
- D. CC/MJC Equivalent Courses Kathy Schultz/Elizabeth Pflieger

**Reports:**

- 1. President Erin Naegle
- 2. President-Elect Nate Rien
- 3. Past President Micha Miller
- 4. Curriculum Kathy Schultz
- 5. College Council Matthew Fox
- 6. YFA Rep Craig Johnston
- 7. Adjunct Rep Marcus Whisenant
- 8. Distance Education Melissa Colón
- 9. Foundation Representative Tamara Oxford
- 10. Teaching, Learning & Community Lindsay Laney & Adrienne Seegers
- 11. Student Success Council Adrienne Seegers
- 12. Institutional Effectiveness Council Mike Torok

# MINUTES

Move to approve the Minutes from January 26, 2018 **M/S/P** (Rien/Whisenant **Votes in favor:** Nathan Rien, Marcus Whisenant, Micha Miller, Matthew Fox, Laureen Campana, Tamara Oxford, Elizabeth Pflieger, Melissa Colón, Kim Robinson, Lindsay Laney, Karin Rodts, Rebekah Elizondo, Judy Reiman, Brian Greene, Kathy Schultz **Abstention:** Kathy Kenna, Craig Johnston, Kirsten Miller, Maryl Landess)

## Action Items:

### TOPIC: A. Faculty Hiring Proposal Resolution 1<sup>st</sup> Reading

Erin Naegle

#### Discussion:

- Addition of (*see italics*): “**Therefore, be it resolved**, that Faculty Hiring Proposals *not filled* will remain active for two years after submission *unless withdrawn by Faculty.*”
- Addition of (*see italics*): “**Be it further resolved** that proposals in their second year *will be updated by the Institutional Research Department and/or Faculty* with an addendum demonstrating the most recent and pertinent data *or information.*”
- A streamlined process of populating data for Faculty Hiring Proposals is currently being worked on by Institutional Research Department

#### Conclusions:

- Academic Senate President will make recommended document amendments and present for a 2<sup>nd</sup> Reading at the March 9<sup>th</sup> A.S. meeting

**Action items:** Move to accept amendments of the FHP Resolution **M/S/P** (Schultz/Pflieger **Votes in favor:** Nathan Rien, Marcus Whisenant, Micha Miller, Matthew Fox, Laureen Campana, Tamara Oxford, Elizabeth Pflieger, Melissa Colón, Kim Robinson, Lindsay Laney, Karin Rodts, Rebekah Elizondo, Judy Reiman, Brian Greene, Kathy Schultz, Kathy Kenna, Craig Johnston, Kirsten Miller, Maryl Landess)  
**Action items:** Move to adopt FHP Resolution with amendments at the 2<sup>nd</sup> Reading on March 9<sup>th</sup>, 2018  
**M/S/P** (Landess/Rien **Votes in favor:** Nathan Rien, Marcus Whisenant, Micha Miller, Matthew Fox, Laureen Campana, Tamara Oxford, Elizabeth Pflieger, Melissa Colón, Kim Robinson, Lindsay Laney, Karin Rodts, Rebekah Elizondo, Judy Reiman, Brian Greene, Kathy Schultz, Kathy Kenna, Craig Johnston, Kirsten Miller, Maryl Landess)

**Person Responsible:**  
Erin Naegle

**Deadline**  
March 9, 2018

### TOPIC: B. DSPS Syllabus Statement Resolution 1<sup>st</sup> Reading

Erin Naegle/Karin Rodts

#### Discussion:

- Per Academic Freedom an instructor is not required to utilize a specific syllabus statement; although, a disabled students syllabus statement must be included
  - Standardized Syllabus Statement can only be a recommendation
- Academic File includes DSPS information on the student; Transcript does not include DSPS information
- Students are not required to utilize DSPS in the case of having an ADA Coordinator; more discussion necessary to determine meaning and ramifications
- Student utilization of DSPS means DSPS will work with instructor on student’s behalf
- Currently, the CC Mental Health Coordinator is validating test anxiety disabilities throughout the semester to be acknowledged by DSPS
- Statement adjustment (*see italics*): “ **Therefore, be it resolved**, that the *Academic Senate recommends* the following Course Accessibility Statement to be incorporated into each course syllabus:”

- Statement Adjustment (*see italics*): “Columbia College is committed to providing access and inclusion for all ~~persons~~ students with disabilities.”
- Remove Statement (*see italics*): “Through DSPS, course Accessibility forms may be created and brought or sent to professors.”
- Statement revision required (*see italics*): “Students with verified disabilities who need specific access in this course, such as accommodations, should contact ~~the professor~~ DSPS within the first week of the semester to discuss various access options.”

**Conclusions:**

- Statement can only be recommended by the Academic Senate. Resolution language will be adjusted appropriately by the Academic Senate President
- Academic Senate President will make recommended document amendments and present for a 1<sup>st</sup> Reading at the March 9<sup>th</sup> A.S. meeting

**Action items:** Move to table DSPS Syllabus Statement Resolution with a request for further re-wording  
**M/S/P** (Schultz/Colon)

**Person responsible:**  
Erin Naegle

**Deadline:**  
March 9, 2018

**TOPIC: C. CC/MJC Equivalent Courses**

**Kathy Schultz/Elizabeth Pflieger**

**Discussion:**

- Starfish/Datatel implementation pressure to build accurate CC/MJC equivalencies available to students accessing Starfish
  - Short term decision concerning current 2017-2018 catalog pg. 70 Intradistrict Equivalent Courses
    - Administration is seeking a Datatel adjustment on the Equates screen to now show equivalents in the dropdown menu for MJC due to utilization of Starfish by students starting Summer 2018
    - Concerns of Articulation Officer and Counselors is that although some courses equate locally they do not articulate the same for CSU transfer
    - **Decision required:** For the upcoming 2018-2019 Catalog, removal of courses that do not currently equate for transfer students
  - Long term discussion concerning MJC equated courses not meeting CSU transfer articulation between departments and colleges
- Administration has offered solutions to help assist in accomplishing these goals through funding options

**Conclusions:**

**Action:** Move to move Discussion Item D to Action Item C  
**M/S/P** Schultz/Landess **Votes in favor:** Nathan Rien, Marcus Whisenant, Micha Miller, Matthew Fox, Laureen Campana, Tamara Oxford, Elizabeth Pflieger, Melissa Colón, Kim Robinson, Karin Rodts, Rebekah Elizondo, Judy Reiman, Brian Greene, Kathy Schultz, Kathy Kenna, Craig Johnston, Kirsten Miller, Maryl Landess)  
**Action:** Remove courses on the Columbia College/Modesto Junior College Intradistrict Equivalent Courses list (found in the Columbia College Catalog) that impact student transfer as determined by the Articulation Officer and allow equates to be built by the Articulation Officer  
**M/S/P** Rien/Johnston **Votes in favor:** Nathan Rien, Marcus Whisenant, Micha Miller, Matthew Fox, Laureen Campana, Tamara Oxford, Elizabeth Pflieger, Melissa Colón, Kim Robinson, Karin Rodts, Rebekah Elizondo, Judy Reiman, Brian Greene, Kathy Schultz, Kathy Kenna, Craig Johnston, Kirsten Miller, Maryl Landess)

**Person responsible:**

**Deadline:**

## Discussion Items:

### TOPIC: A. CCAP and Dual Enrollment

Brandon Price

#### Discussion:

- State definition of Dual Enrollment is a student who is enrolled in both high school and college courses
- Middle College is for Junior and Senior high school students pursuing higher education while completing their high school graduation requirements; two high school courses required to participate in college courses.
  - Middle College Coordinator, Columbia College Counselor and High School Counselor work closely with the student
- CCAP (College and Career Access Pathways) is a high school/college agreement allowing a student to take a college course on the high school campus during regular high school hours only open to high school students; students incur no charge (AB 288)
  - Deans should converse with faculty regarding CCAP courses prior to a teaching assignment
- Special Admits allow high school students 14+ to enroll in up to 11.5 units per term with these requirements:
  - CC Admissions Application
  - Fee Waiver Application
  - High School Petition for Advanced Admissions
  - Health Services consent for treatment of minors for medical and personal counseling service form
- 2+2 Articulation is designed to help students make a smooth transition from high school to college without experiencing duplication in learning. Students successfully completing an articulated course while attending high school can, upon enrolling at Columbia College, be awarded college units for that course and are released from pre-requisite requirements in sequential courses
- Dual Enrollment expansion is continuing and is an area of growth for CC
- With regards to CCAP courses, while Deans have the right of assignment, faculty present at meeting requested and reminded the visiting administrators that best practice is to confer with faculty about teaching in a high school environment prior to making the assignment or arrangements with high school

### TOPIC: B. Cengage Books

Matthew Fox

#### Discussion:

- Cengage Unlimited offers college students unlimited e-textbook access for \$119.99 per semester; this is access to all textbooks available through Cengage whether or not enrolled in that course
- Hard copies are also available as a rental for less than \$4 shipping per book
- Access to large repository of approximately 2000 study guides
- EOPS spends approximately \$90,000 a year for the average 300 students enrolled
- If adopted widely by the college faculty, this could save all students significantly; students are responsible for the \$119.99 fee

#### Conclusions:

- Further investigation into whether textbooks meet articulation requirements across all or many disciplines would be required
- For this program to be beneficial to students, college wide adoption of this program would be necessary

Person responsible:

Deadline:

### TOPIC: C. College FHP Process and Criteria

Erin Naegle

**Discussion:**

- Goals have been the reduction of fatigue, reduction the dependence upon one individual to complete a proposal, allowance of more faculty involvement/input into the development of a proposals and developing a strategic and comprehensive faculty staffing plan
- **Section 1** revision (*see italics*): “To help facilitate discussion, Faculty are encouraged to turn in a letter of intent by September 15<sup>th</sup> to the Dean, so the College can plan accordingly.”
- **Section 3** removal (*see italics*): “If applicable, the four course semester sequence will be reviewed by and signed off by the appropriate Dean, VPI or VPSS. Each proposal is required to be reviewed during the workshop, if author(s) are unable to attend the workshop they can submit their draft to the VPI office prior to the workshop.”
  - Discuss with Institutional Research Department their involvement; mention this agreement in document if applicable
- **Section 4** clarification required; who is the designated admin recipient of proposals? VPI and/or VPSS
- **Section 9** clarification required; what time line can be reasonably be imposed on this section?
- Academic Senate agreed that it would be ideal for the committee to be created, interview questions set, screening criteria set with the jobs to be posted before the holiday break with the goal of interviewing no later than the end of February
  - Appropriate advertisement channels need to be utilized
  - Human Resources puts out necessary transfer requests immediately
- **Section 11** revision (*see italics*) “The above actions #4 through #9 will be followed. Any proposals submitted in October within the stated timeline that were not selected for the hiring process will be reconsidered.”
- **Faculty Replacement outside of timeline** revision (*see italics*): When, after the 1<sup>st</sup> day of Spring, a Faculty member announces their *resignation, retirement or is separated by administrative leave*, the best course...”

**Conclusions:**

- Academic Senate President will make requested amendments to document and seek clarification on discussed items

<b>Person responsible:</b> Erin Naegle	<b>Deadline:</b> March 9, 2018
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**Reports:**

\*left after Discussion A

\*\*left after Discussion A

\*\*\* left during Discussion C

Adjournment

There being no further business, meeting adjourned at 3:45pm

Record of meeting respectfully submitted by **Jessica Anselmi**