

MINUTES

Regular Meeting ♦ December 5, 2017

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
X	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts (Secretary)	2018
X	Hitch	Ryan	Part-Time Representative	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	Lundeen	Brittany	Counseling	2019
X	May	Russ	HPE/A	2019
	Maz	Andrew	Fine Arts	2018
X	Miller	Kirk	Fine Arts	2019
X	Moore	Deb	Library	2019
	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Science	2019
	Negrete	Bernie	SEM	2019
X	O'Neil	Scott	SEM (Vice President)	2019
X	Obasohan	Victor	Humanities/Social Sciences	2018
	Richardson	Chris	HPE/Athletics	2018
E	Salgado	Martin	Part-Time	2018
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2019
	Worrel	Dara	SEM	2019
	Fierro	Jose	College President (Non-Voting)	

X	Rosenblatt	Stephanie	CCFF Liaison <i>(Non-Voting)</i>	
X	Quesada	Alfred	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Stephen Clifford, Lynn Serwin, Frank Mixon, Solomon Namala, Felipe Lopez, Dr. Johnson, Renee DeLong
 Bobbi Lee Smart (for Martin Salgado), Veronica Miranda

1. CALL TO ORDER (11:05 A.M.)
 Pledge of Allegiance

2. ANNOUNCEMENTS/INFORMATION ITEMS

- A. Guided pathways is looking for senate representation for two subcommittees: Support Services and Communication
- B. Senator Lundeen: Schools still accepting applications (as of 12/5/17)
 - a. UC: Santa Cruz, Merced, Riverside
 - b. CSU: Bakersfield, Dominguez Hills, Channel Islands
- C. Rick sent out email in response to concerns of class cancellation policy.
 - a. Talk with your chair and dean if your classes are historically filling the week before school. Begins
 - b. If chairs and deans are not cooperating or listening come talk to Michelle so she can talk to Rick
 - c. There was confusion over the course cancellation policy
 - d. The early registration push was not well communicated to faculty, staff and administration and therefore not communicated to students.
 - e. The number proposed by Felipe Lopez (24 students) will not be used for spring 18 enrollment.
 - f. Request for IERP to process data to determine if there are any changes in the enrollment patterns
- D. Senator Voorhees- Thanks to ASCC for providing funds to get nursing graduates official pins for the pinning ceremony. It was meaningful to the students.

3. APPROVAL OF MINUTES

- A. Minutes for 11/28/17
 - a. Motion for approval by Senator Ukita
 - b. Second from Senator O'Neil
 - c. Motion passed
 - d. Abstentions: Senator Falcon

4. APPOINTMENTS/ AND NOMINATIONS

5. STANDING COMMITTEE REPORTS

- A. Enrollment Management – Working on dates to report on goals
- B. Coordinating –
- C. Student Equity –
- D. Planning & Budget –
- E. Board Meeting – the golden handshake will be on the next agenda
- F. FHP – Angela Hoppe-Nagao
 - a. Created questions for the narrative portion of the process
 - b. Determining where the questions should be housed
 - c. Working on a timeline that needs to go to IERP so that data can be included in the process

6. SENATE DISCUSSION/ACTION ITEMS

- A. Local Qualifications
 - a. Administration of justice

- i. Motion for approval from Senator Juntilla
 - ii. Second from Senator Ukita
 - iii. Motion passed
 - iv. Abstention from Senator Smart
 - b. Nursing Clinical
 - i. Motion for approval from Senator O'Neil
 - ii. Second from Senator Lundeen
 - iii. Motion passed
 - c. Nursing
 - i. Motion for approval from Senator Soto
 - ii. Second from Senator O'Neil
 - iii. Motion passed
- B. Strategic Plan
 - a. Those items that do not have money attached to them (a blank on the proposal) will not be worked on until there is money allocated to those goals
 - b. Professional Development will be funded through HR's budget
- C. AB 705-Frank Mixon and Stephen Clifford
 - a. HS coursework, HS grades, and HS GPA will be used for placement
 - b. Math will use all three criteria
 - c. English will use overall GPA
 - d. ESL will use course work and GPA
 - e. If you have difficulty gaining transcript data use self-reported data.
 - f. Remediation has not gone away, it has just changed.
 - g. This is for the benefit of our students
 - h. The English and Math departments have been exploring multiple measures for some time. This is not a rushed process on our end.
 - i. There will be corequisites for English courses
 - i. Those who report into a lower level English can enroll in Eng 100 with a co-requisite. This ensures student success
 - j. English 72 allows students to complete developmental English in one semester before entering transfer level English. This meets the guidelines set out by the state.
 - k. Questions
 - i. Does the reporting identify students who may have been in special day courses?
 - 1. This will require the help of counseling and the student self-report
 - ii. Does the MMAP separate out the special day students?
 - 1. At this time there are not markers on the transcript that will indicate the student was in special day classes.
 - 2. Important to have guided placement with counseling so that students aren't being set up for failure.
 - iii. Can the classes be pass or no pass?
 - 1. Yes
 - iv. Is this a packaging change? Or is this a curriculum change?
 - 1. Curriculum change
 - v. What happens if students don't complete the developmental education in one year?
 - 1. There may be some who don't complete. This is more focused on the idea that we should be putting students in the correct courses based on their true ability.
 - vi. If your courses had prerequisites they have been updated to include ENG 72 and language that accounts for multiple measures

- vii. This helps to accurately place students in math and English courses and this will help boost student success
 - viii. These courses with co requisites and support have looked at best practices for student success
 - 1. These include just in time interference, individualized support, etc.
 - 2. Students below transfer level were still doing transfer level work. This is more successful based on research
 - 3. This allows us to use our resources more purposefully
 - ix. Math: the support you are traditionally getting from the success center is built into the classroom. Builds time into the class to do the remediation.
 - 1. The current models don't work because we must cover too much, and we don't have enough time to cover it. A compressed calendar doesn't work because it doesn't change the curriculum and the way we are teaching. The classes with the support built in are different classes. They are focused on approaching the material differently.
 - I. Is there communication with the HS so that they are aware of this change?
 - i. This is Colleen McKinley, she is working on it. We will invite her here to discuss this further.
- D. Class Cancellation Procedure -Felipe Lopez
- a. The original analysis was prepared several months ago, when revisited the calculations the number is different
 - i. The original calculation was based off 16-17 funding
 - b. One thing to consider is to embed the calculation into the policy and it should be evaluated often. As funding changes.
 - c. Calculation
 - i. The total classroom cost-includes all instruction (FT, PT, Overload) and looks at administrative support (9% support cost)
 - ii. The administrative support fluctuates between 8 and 15% so 9% seemed reasonable.
 - iii. 90% of our budget goes to salary and benefits, this could change with the golden handshake or retirements
 - iv. Student contact hours (525 hours)
 - 1. Full time student taking a full-time load for one year
 - v. Full load of faculty
 - 1. If you are comparing a full-time student load you need to compare it to a full-time faculty
 - vi. The flaw is that it requires more part time students (headcount) to reach that FTES goal
 - vii. If any class has 22 students, we are breaking even? So, we could change to 22 or 60% whichever is lower and still break even?
 - 1. Yes
 - viii. Where did the 113000 come from?
 - 1. It is the average cost of instruction (FT, PT, Overload, and 9% cost).
 - ix. You cannot include the fixed cost in the equation. A fixed cost happens regardless. If you add one class or take one class away the fixed cost does not increase. If you add one class it does not cost an additional 9000 to add one cost. You cannot divide the fixed cost. You can only have the variable cost.
 - x. We have classes that have a higher cap, can they run at 22?
 - 1. Yes, but it is difficult to have an all-inclusive number and calculation for all classes

- xi. What is the cost of a single class? The current equation conflates students and FTES. 21 students/FTES x funding.
 - 1. This is an annual cost. We need to be examining the single class cost and single class revenue. Right now, we are comparing the single class revenue to the annual cost of classes.
- xii. Have we calculated what percentage of our budget would be salary if the golden handshake happens? Has this changed the calculation?
 - 1. Has not included golden handshake
- xiii. Peer colleges have the following class cancellation numbers: Chaffey 17, Citrus 17, Glendale 15, Rio Hondo 17, Mt SAC 17. These are determined by a calculation. Most of the calculations are based on single class cost and part time average salary. This comes out to 15 as a break even.
 - 1. We need to look at our peer colleges. If we are going to have formulas written down it needs to be on accurate formulas and not based off assumptions.
 - 2. We need to invite Felipe back with the VP of Academic Affairs and President Fierro.
- xiv. Should this number be divided by 10 to move away from the annual cost?
- xv. VPs should work with faculty to get input and information on this policy and procedure

7. REPORTS

- A. Student Senate Liaison (Alfred Quesada)
 - a. Extended library hours during finals week
- B. CCFF Liaison (Stephanie Rosenblatt)
 - a. . Thanks to Walter Fernandez for sending out the letter. The collective activism made the administration respond.
 - b. The trustees do not know about this policy
 - c. Happy hour for CCFF
 - d. Annual Meeting on a Friday in January
 - e. If you are called into HR/Dean's office for a meeting they should tell you what the meeting is about. If you think it will result in disciplinary action call Cynthia Lavriere to have someone from the union, go with you. If we cannot get you someone we will give you a business card and instruct you to say, "I am here in the meeting to take notes, I am invoking my Weingarten Rights to have this meeting with a union representative"
 - f. Golden Handshake is 70% of the salary, if you want us to negotiate that please let us know. In the past it has been 75% or 80%. This might be because there is a high demand and 80% is above the industry norm. If there was some sort of retirement benefits it could save the college money in the long run.
- C. Secretary (April Griffin)
 - a. Accreditation coordinator position is still open
 - b. Speech and Debate team took home 10 awards.
- D. Senate Vice President (Scott O'Neil)
- E. Senate President (Michelle Lewellen)
 - a. Happy Holidays

8. ADJOURNMENT (12:20 P.M.)