

Mesa Community College Faculty Senate
Approved Minutes
02 October 2008

<i>Member</i>	<i>Zone / Office</i>	<i>Present</i>	<i>Office</i>	<i>Member</i>	<i>Present</i>
Bruce Peterson	President	X	Zone 9	Delaine Gilcrease	X
John Griffith	Pres-Elect	X	Zone 10	George Cole	X
Barbara Jordan	Secretary	X	Zone 11	Jeff Messer	X
Phillip Waclawski	Treasurer	X	Zone 12	Janice Reilly	X
Barbara Jordan	Zone 1	X	Zone 13	Keith Andersen	X
Phillip Waclawski	Zone 2	X	SD At Large	Jonelle Moore	
Michael Wintz	Zone 3	X	SD At Large	Diane Dietz	X
Keith Heffner	Zone 4	X	RM At Large	Puvana Ganesan	
Sally Kroelinger	Zone 5	X			
Erin Rawson	Zone 6	X	49%		
Harold Cranswick	Zone 7	X			
Donna Benson	Zone 8	X	DCA	Jeff Andelora	

Guests: Matt Ashcroft: Dean of Research and Planning

Matt introduced himself at 2:37 p.m. and explained that he had worked in R & D on the Glendale and Phoenix campuses. In addition, he was a student at MCC and feels that if it weren't for his good educational experiences at MCC, he wouldn't be here before us. At present the office of research and planning has a vacant position that is up in the air and a key person who is going on maternity leave soon. He explained that his office now reports directly to the president. Enrollment management is an issue of concern to us all. Discussion ensued that a major function of R & P is to provide data on student progress. Matt indicated that he will develop a blog so that requests for data can be viewed by all.

I. General

- A. Call to order at 2:47 p.m.
- B. Approval of Agenda--motion to approve, seconded, all in favor. No opposition, no abstentions.
- C. Approval of Minutes--motion to approve Sept 19 minutes, seconded, all in favor. No opposition, no abstentions.

II. Reports

- A. President's Report – Bruce Peterson
 - 1. FEC

a. FA Membership:

The list of paid and not paid MCC faculty sent out was distributed to senators. The list may still contain inaccuracies.

- b. Legislative Committee Chair and FEC Committee Reps. are still needed.
FAC Rep. needed
MIRA Rep. also needed--covers insurance and risk.

FEC recommended that a rep from Scottsdale might be appropriate. Perception of risk can affect instructional activities, as evidenced in the recent situation at Scottsdale where district shut down student filming on the street due to potential liability. Student tuition was refunded but they did not receive credit even though the film was almost complete.

- c. Meet & Confer matrix
Proposals will be on the website. (Handout)
- d. Legal Defense Fund:
Draft # 8 (Handout)

The first page front and back has already been approved; the second is still being revised. A senator requested an electronic copy to use in zone reports.

- e. Active Retirement (49%)
Barry has sent out a letter (handout) clarifying how the program works.
- f. Hiring Cycle.

Barry Vaughan spoke about the need to advertise in September and hire in January in order to get highly qualified candidates. There are logistical problems to this as questions must be sent in and approved. Bruce requested that examples of such logistical problems be sent to him.

- g. Faculty/MAT supervision
In the policy manual, it is stated that MAT employees must be supervised by other MAT employees, and this is problematic. There are many times when MAT employees might need to be supervised by faculty.
- h. Student IT Audit Survey

A draft of a district survey for students was distributed. Senators were directed to send feedback to Barry.

i. Textbook Policy

Barry asked that the language on the issue of ownership of textbooks given to faculty be pulled from the governing board agenda. It was pulled. Further research on legal issues is needed.

2. MCC

a. MCC HR change

Dr. Pan has hired Emily W., who fixed Glendale's HR last year. District will pay 49% of her salary and MCC will pay the remainder. She's a full-time nine month hire with complete authority over HR. A senator recommended that input from various sources be solicited. Another senator recommends that Jim Reed be contacted for his opinion on the improvements to Glendale HR. The position will continue until next July and improvements to HR will then be reassessed. Dr. Pan stated that compared to other colleges, MCC's HR office is not understaffed. Senators discussed how issues with HR will be addressed and requested that a process be instituted that allows for input from affected parties.

b. Student Success Initiative Pilot Proposal

Janice Reilly is now tri-chair of the committee with Carol Achs and Sonia Pearson. The complex problem of student success must be looked at holistically and MCC would prefer to have a plan tailored to its particular needs. Barry will facilitate a meeting.

c. Debbie Thompson Presentation

Bruce attended the meeting and asked why it is costing us so much more money to educate a student than it did years before. Bruce requested data in numbers and dollars about how much salaries have increased across the district and in what areas. He was told (by Charles Lewis) that what he was asking for was a management report rather than a budget report. Bruce will bring his request to the FEC. If revenues have doubled yet department budgets have not increased, data should indicate where the actual costs are. Senators agree that this issue is best addressed at the FEC level.

d. Hiring Committee Members Needed

Shereen has stated that she is working with Kathleen Perales regarding an OYO hire to replace Boots. Bruce will send a message to Shereen indicating that Donna Benson is willing to participate. There are plans to redesign the advisement center and how it works. There will be two chairs on this committee and members are needed. Shereen has asked us to submit names of faculty interested in teaching hybrid and alternative scheduling (late start classes, eight week classes, hybrids). There will be a definition of hybrid and what it means. The Enrollment Management Steering Committee is charged with overseeing all of the other committees.

- e. Closing Celebration for Judy Taussig: Navajo Room and then the Rose Garden, Friday 3-4:30 p.m.

Senators instructed the secretary to purchase a card and send it to the family. Voting on the amount that Senate will contribute to the Judith F. Taussig Memorial Fund at Mesa Community College will be on the next meeting's agenda.

B. President-Elect's Report – John Griffith

1. FEC

- a. District IT Audit--please encourage your zone members to participate in the audit as their feedback is needed.

2. MCC

- a. An email from Barry on "Know Your RFP" was sent to faculty and did a good job outlining a code of professionalism.

Senators discussed the idea of providing input on what it means to be a faculty member at MCC. Bruce mentioned that he sent a copy of Barry's email to Dr. Pan, who was pleased to see that faculty were discussing ethics. Senators discussed whether contributing to a definition of a professional code of ethics for faculty should be a senate concern. Senators discussed creating a "Know Your RFP" link on the Senate web site and sending period "Know Your RFP" updates to faculty.

- b. John requested that senators include in their zone reports a request to department chairs to have him visit departments this year.

C. Secretary's Report – Barbara Jordan

- 1. T-Shirts available for distribution to new members.
- 2. A card for the family of Judy Taussig will be sent from the Faculty Senate.

D. Treasurer's Report – Phil Waclawski

- 1. Budget Report--an accurate count of membership is difficult but it appears that we are still down.

III. Committee Reports

A. College Plan Revision Committee – Harold Cranswick & Bruce Peterson

B. Center for Teaching and Learning Advisory Committee – Carolyn Fay

C. College Technology Group – (No longer meeting)

- D. Curriculum Committee – Sally Kroelinger
- E. Distance Education Committee – _____
- F. Distinguished Faculty Award Committee – John Griffith
- G. Educational Development Projects Committee – George Cole gives an update.
- H. Honors Program Advisory Committee – (Betsy Hertzler and Doug Conway – Prg. Dirs.)
- I. Kaleidoscope Committee – Loretta Kissell
- J. Social Committee – Puvana Ganesan
- K. Staffing Committee – John Griffith and John Seims
- L. Student Outcomes Committee – Derek Borman
- M. Survey Committee – Keith Heffner
- N. Travel Committee – John Weide (Harold C. provided the report.)

Continue to send out encouragement to faculty to travel; there is plenty of money available. The policy is \$1,800 every two years with the caveat that if the entire pot of travel money has not been spent, even people who have spent that allotment may be funded. Faculty should take advantage of this opportunity. Apply early and apply often.

IV. Zone and At-Large Senate Reports

- A. Zone 1 – Barbara Jordan--no report.
- B. Zone 2 – Phil Waclawski--no report.
- C. Zone 3 – Michael Wintz--no report.
- D. Zone 4 – Keith Heffner--no report.
- E. Zone 5 – Sally Kroelinger--no report.
- F. Zone 6 – Erin Rawson--Faculty must order caps and gowns before April if they want them before graduation. It is an expectation that all faculty attend graduation. Faculty lining the walkway and clapping as students walk by has been creating a bottleneck that makes it difficult for parents to take photos of their graduates, and alternatives are being discussed.

F. Keeping Student Records – Bruce Peterson

The discussion Barry had with the legal department indicated the definition of student records does not include copies of final exams and tests but rather the grade sheets. Grades can be contested for one year.

G. Enrollment Assistance and Early Alert – Bruce Peterson

VIII. New Business

A. Faculty Professionalism--already discussed.

B. Late start loading issues--Phil mentioned that there are issues we must think about regarding the offering of eight-week classes and making load. These loading issues should be brought up in the committees.

IX. Announcements--no announcements.

X. Adjournment--motion to adjourn, so moved, adjourned at 4:51 p.m.