



Yosemite Faculty Association

YFA REPRESENTATIVE COUNCIL MEETING APPROVED MINUTES

**Wednesday,
February 10, 2016**
Faculty Lounge, East Campus

respectfully submitted by
Iris Carroll, YFA Secretary
to the YFA Representative Council

Meeting is called to order at 3:03 p.m.

Quorum [X]

EXECUTIVE BOARD

President	Jim Sahlman	[X]
Vice President/MJC	Sarah Curl	[X]
Vice President/CC	Tim Elizondo	[X]
Budget Analyst	_____	[]
Secretary	Iris Carroll	[X]
Treasurer	Larry Scheg	[X]
MJC College Council	Ross McKenzie	[X]
Rep at Large/MJC	Allan McKissick	[X]
Rep at Large/MJC	Jim Stevens	[X]
Member-at Large/CC	Maryl Landess	[X]

REP COUNCIL

Dale Pollard	[X]
Jill Ramsey	[X]
Haleh Niazmand	[X]
Cheryl Williams-Jackson	[X]
Columbia Adjunct: _____	[]
MJC Adjunct: Leslie Beggs	[X]
Behav & Soc Sciences: Becky Ganes	[X]
Shelley Akiona	[X]
Brian Greene	[X]
Demitrius Snaer	[]
E. Denise Smith	[]
Laura Manzo	[]
Mike Adams	[X]
Tom Nomof/Ken Meidl	[X]
Donna Louie	[X]
Hanna Louie	[X]
Ag/Tech Ed: _____	[]
CC Rep A At-Large: _____	[]
CC Rep B At-Large: _____	[]

OTHER POSITIONS: Faculty Liaison: Michelle Christopherson [X]

Jim Sahlman announced that our next meeting needs to be moved to March 16 due to the Board meeting being held in Columbia.

Consent Agenda—Approval of the minutes for January 13, 2016 – Ross McKenzie moved and Jim Stevens seconded. Approved by voice vote.

Previous Business and Announcements:

- **Faculty Liaison Report** —Michelle Christopherson reported that at the last Board meeting faculty leadership began a discussion about marketing and enrollment targets. The faculty expressed that it is the responsibility of faculty to teach and administration to build the class schedules. Faculty expressed concern that we often feel blamed for low enrollment. Apparently, this view hit a nerve with the Board. The Council then brainstormed ideas on how to resurrect the enrollment management committee. Michelle updated us on her Graduation project, reporting that The MJC Foundation sent letters out to retirees asking for donations of regalia in addition to donors earmarking their Foundation donations for this purpose. Michelle will send out information to faculty regarding regalia.
- **Golden One Credit Union/YFA Finances/Audit Update Report**—Larry Scheg reported that everything is running smoothly. He is working on consolidating accounts. The annual audit will be done by the end of February and it is looking very good.
- **YFA Vice Presidents Report**—Sarah Curl and Tim Elizondo – Tim reported on issues at Columbia College. A major concern on both campuses is eLumen. A long discussion about eLumen ensued. Several YFA members and others recently met regarding eLumen. YFA areas of interest are: the database migration process from CurricuNet to eLumen; what sorts of reports are being generated and provided to administration; lack of clarity regarding assessment cycle, and effects on full-time and part-time faculty workload. Sarah reported that the meeting was a great opportunity to learn about eLumen. Jim suggested that both colleges check in with each other and align our practices as closely as possible. Discussion ensued on workload. There seem to be two big issues: one is the increase workload that some, especially part-time faculty, may have in assessing each student for each course. The second issue deals with the nature of assessment itself. Assessment, when done well, is not about just clicking boxes. Instead, it is a time-consuming process of deliberately assessing outcomes, revising instruction, and meeting with colleagues for discussions about continuous improvement. The concern is that adding more administrative tasks to this process will increase workload. Jim reported that his research shows that schools who have switched from CurricuNet to eLumen are happy. Brian Greene reminded us to contact him as the faculty accreditation chair at MJC and Nate Rien at Columbia College.

Sarah gave a summary of issues she is working on for the benefit of faculty at MJC such as class-size averaging. The goal is to address this issue before it becomes a grievance. Sarah reminded us that it is time for faculty evaluation training that contractually should be done by the end of week 6. Details will follow. The training is for anyone who is being evaluated, for anyone who is an evaluator, and for deans. Sarah explained that an agreement has been made regarding how classroom materials would be handled in evaluations. In the past it was assumed that reviewing classroom materials was done by the peer evaluation. We had a problem with that practice and agreed temporarily that anyone on the evaluation committee can request these materials.

- **Step advancement settlement paychecks for January 29 Report**—Jim Sahlman clarified information in his recent email. This settlement did not affect part-time faculty; it was only a settlement for those on the full-time pay scale.
- **Full-time Faculty Survey Regarding Part-Time Faculty Concerns Report**—Jim Sahlman announced that we have a draft survey that the Executive Board has already reviewed. We want to send the survey out by the end of February. Once we have results we can begin a discussion between full-time and part-time faculty.
- **District Policies and Procedures Committee Report**—Allan McKissick distributed a list of policy drafts with brief summaries. He encouraged representatives to read these and give him and/or Mike Adams feedback immediately. They are working on requiring two readings of these draft policies and procedures instead of one. Reviewing Board procedures is crucial because their passage does not require Board approval.

Current/Ongoing Business:

- **YFA Officer Compensation and Summer YFA work (1st Reading)**—Sarah Curl introduced this issue for a first reading. The Council was encouraged to share this information with their faculty and bring feedback to the March 16th meeting. Sarah explained that YFA leadership jobs are full-time, year round jobs because the workload is so great. She and past president, Debi Bolter, collaborated on this proposal for increasing reassign time. The proposal has been vetted by our lawyers. Someone asked if it would be possible to go back to District and negotiate more reassign time for officers. Several members of the Executive Board spoke to the fact that these officers have to work very hard. Ross McKenzie moved and Dale Pollard seconded this recommendation for a 1st reading.
- **Negotiations update**—Members of the negotiation team informed the group that our next session is scheduled for February 19th.

Other Reports/Concerns/Comments (if any):

- **YFA Secretary**—Iris Carroll reported that the website is up-to-date.
- **College Council**—Ross McKenzie reported that he had no meeting report. He did say that a discussion in College Council concluded that it was probably in the best interest of the school to sell the Old Great Valley Museum building.
- **Other comments/concerns/reports**—anyone

Report Out:

- **YFA Officer Compensation and Summer YFA Work** – Representatives will seek feedback from constituents regarding the YFA Officer Compensation and Summer YFA work proposal submitted by Sarah Curl, VP for MJC. This proposal is for an increase in reassign time due to the workload

demands of this job for the President, VPs from both colleges, and negotiation team.

- Policies & Procedures – Allan McKissick (YFA committee rep.) and Mike Adams (Senate rep.) need constituent feedback on several policies & procedures working their way through the system. They need this feedback before Wednesday, 2/17/16, when the committee will meet to discuss these documents. Geri Wend will send copies out. You can also find them on the College Council Minutes & Agendas page. The most problematic one is 3435. This is important to faculty for several reasons: 1. We need to make sure that policies and procedures do not impinge on any of our negotiated rights, 2. Procedures do not require Board approval so they may easily slip through approval, and 3. This committee seems to work in an environment of secrecy. For example, if you are not on the committee, it is very difficult to find the draft policies and procedures online. It would be helpful for faculty to look at our new Articles 39 and 40 in the contract prior to reading 3435.
- Assessment – YFA has workload concerns regarding the implementation of eLumen. Current assessment practice is for assessment to occur on a five-year cycle. There is an administrative push to change this cycle to assess every CLO every semester for every student. The increase workload this would create is a critical concern for YFA. Because assessment is the purview of the Academic Senate, YFA feels that it is critical for both Senates to take the lead on the issues of academic integrity to this approach to assessment. YFA also has a concern for the unpaid workload increase this would require for our adjunct faculty. YFA does not want to be obstructionist and thinks eLumen looks like a good product to replace CurricuNet. Therefore, we encourage faculty to continue to attend the training, and we commend Nita Gopal and others for their hard work on this transition. However, YFA wants to see clear guidelines and recommendations on how the implementation of eLumen will affect faculty workload. Faculty can find out more and view instructional video on the Outcomes Assessment Workgroups page that is linked from the Instruction Office's site.
- Accreditation – Both colleges have faculty accreditation co-chairs. If you have questions or concerns about accreditation and/or specific standards, please contact Brian Greene (x6949 at MJC) or Nate Rien (x5182 at CC).

Adjourned: 5:02 pm

Next scheduled YFA Rep Council Meeting: Wednesday, March 16 @ 3:00pm
YFA Faculty Lounge, Room 102, East Campus