ACADEMIC SENATE NEWSLETTER

TLC Report | Student Success | Distance Ed & Curriculum | Institutional Effectiveness

Council Officers

President: Erin Naegle

President-Elect: Nathan Rien

Curriculum Committee Chair: Kathy Schultz

Representative-at-Large: Craig Johnston

Past President: Micha Miller

Adjunct Faculty Rep.: John Leamy

YFA VP: Erik Andal

Council Adm. Specialist: Jessica Anselmi

College Council

The next college council meeting of the Fall semester is this Friday, October 20th from 9:00-11:00 AM in the Manzanita Conference Room

Future Meetings

Academic Senate 12/8/17 1:30 PM MCR

Curriculum 10/24/17 2:40 PM Buckeye

President's Message

By: Erin Naegle

October President's Message:

Happy mid-semester everyone! I want to relay the report I have to the Board of Trustees last week. During the accreditation visit I had a one-on-one meeting with our accreditation's team lead, Keith Curry. He asked me a few questions about how the Senate functioned. Then he leaned in and looked very serious and said, 'There is something very important I want you to know.' My palms got a little sweaty at that moment, stomach dropped. He then relayed that from the report and their visit on campus that it was very obvious that Columbia's faculty is doing tremendous work. He wanted to convey that the team was impressed with our work. It was a proud moment for me. Thank you for your tremendous work!

As a Senate Council we are starting to review out Program Viability/ Services Reduction Process. The document was last reviewed and adopted in 2010, and it is time for us to carefully review our process. We plan to have a working draft for our next full senate meeting in December. If you would like to chat about the process before then, give me a call, and we can go for a stroll and chat. Here is a link to the document: http://www.gocolumbia.edu/academic_senate/ ProgramServiceReduction.pdf

Erin Naegle has requested potential candidates to help with Student Learning Outcomes.

WANTED: SLO Data Wizard for Spring 2018 w/ 10% Reassigned Time

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DUTIES and DELIVERABLES

- Attend SLO Workgroup meetings

- Assist with CSLO assessment plan

- Facilitate development and refinement of integrated CSLOs and PSLOs

- Mentor faculty and departments on methods to synthesize assessment results, use them for program improvement, and attribute recommended changes to assessments

- Facilitate areas with no full-time faculty - CSLOs, PSLOs, and mapping

- Assume responsibilities of SLO Coordinator at curriculum meetings in his/her absence

DEADLINE FOR APPLICATION:

FRIDAY, NOVEMBER 17, 2017

Please let me know if you have any questions. I am happy to talk more with any interested candidates.

Erin Naegle: 588-5158

* INTERESTED APPLICANTS SHOULD ATTEND THE NEXT SLO MEETING:

Monday, November 13 from 3-4:30 in Manzanita Multi-Purpose Room

There is an opening for a SLO Data Wizard (same role as a SLO mentor, but with a more magical hat). The work as a wizard involves 10% reassigned time. I sent the job description (MOU) out earlier this week. Please let me know if you are interested.

It is my great pleasure to work with you!

Erin

PRESIDENT-ELECTS REPORT

By: Nathan Rien

Thank you for all your support with the Accreditation process! The College is in a much better place because of all your efforts and collaboration.

Currently, I am representing Columbia College on the **Policies and Procedures Committee** in Oakdale on the third Wednesday of each month. Please be sure to go through each policy that is sent out to you at the end of these meetings, in order to ensure that Columbia College's interests are accurately reflected. For any concerns, please email me your suggestions and I will be sure to convey these messages to the full committee at subsequent meetings.

Sincerely, Nate

TEACHING, LEARNING and COMMUNITY (TLC) REPORT

By: Adrienne Seegers

We've covered a lot of ground so far! We have established Teaching, Learning, and Community as a campus wide initiative and offered the following activities:

- Kick-off event

- Wellness Recipe Day

- Brown Bag Book Club

- Canvas workshops

- Habits of Mind workshop

- The Power of Pivot Tables workshop

- The Power of the Backwards workshop

What's still to come this semester:

Student Panel on Study Habits and Change (extension of Make it Stick conversation at faculty retreat)

TLC get together in new Tamarack space (themes: community and sharing)

Rough ideas for next semester (Jan-June):

"On the Road" series of visits to check out other campuses

Launch a "Teaching Test Kitchen" of faculty cohorts focused on specific aspects of teaching

Thanks to those of you who have participated as presenters or attended an activity. We also appreciate your ideas about what to offer in the coming semesters. Keep the great ideas coming! Email Lindsay laneyl@yosemite.edu or Adrienne seegersa@yosemite.edu.

Future Senate Reports

President's Report: Erin Naegle

Curriculum Committee: Kathy Schultz

Distance Education: Melissa Colón

College Council: Matthew Fox

Student Learning Outcomes: Joe Manlove

Accreditation: Nathan Rien

Student Success: Adrienne Seegers

Institutional Effectiveness: Mike Torok

Teaching, Learning & Community: Lindsay Laney/ Adrienne Seegers

College Services: Brian Greene

Technology: Melissa Colon & Brian Greene

Athletics Events

Women's Volleyball

9/20 Merced (H) 6 PM

FACULTY HIRING PROPOSAL REVIEW

The Faculty Hiring Proposal Review meeting is scheduled for 10/20/2017 from 1:30-3:30 in Sugar Pine 214.

STUDENT SUCCESS REPORT

By: Adrienne Seegers

The Student Success Council is off to a strong start. We are especially grateful for the active participation of two student leaders, Christa Bartels and Amanda Lancaster. The Council met two Fridays in a row to tackle bringing the group up to speed on what is required by the Chancellor's Office in terms of research requirements and an Integrated Plan and Goals. At the same time the group is developing processes for communication and submitting proposals. The Integrated Plan and Goals are due to the Chancellor's Office by December so the plan needs to be solidified and considered by shared governance groups in November. Due to the lack of an Academic Senate meeting in November Adrienne will work with Melissa Raby (Student Success Council Co-Chair) to get drafts and finalized plans to Erin Naegle as soon as they are available. Erin can then request feedback from the Senate Council before she is asked to sign the plan before it is submitted to the Chancellor's Office. If you would like to help shape this year's plan please plan to attend the next Student Success Council meeting.

The next Student Success Council meeting is scheduled for 11/3 from 9-11 in the Manzanita Conference Room. Meetings are open to all. If you would like to add an item to an upcoming agenda email the Co-Chairs Melissa Raby rabym@yosemite.edu or Adrienne Seegers seegersa@yosemite.edu. Visit the Student Success webpage to read detailed agendas and minutes.

DISTANCE EDUCATION REPORT

By: Melissa Colón

In September, we were busy preparing for the October Accreditation Team's visit. Diana Sunday, our Institutional Researcher was our guest at our first Distance Education Committee to help us understand the trends and success of our online course offerings. Columbia is now part of the Proctoring Network as one of the Proctoring sites for the OEI Exchange courses. Students that live in Sonora or nearby areas who are taking OEI courses can come to the ITC to be proctored using the Proctorio software on a Google Chrome Laptop that has been provided to us. This month we are ready to learn more about the Course Exchange interface and how to promote courses in the Exchange for the spring 2018 year.

I wanted to remind everyone that the OEI Review Process is open to all CID approved courses. If you are interested in offering your course in the Exchange I will be happy to help you prepare for a review. Remember to inform your Department and Dean for planning and scheduling for the Exchange if you are interested.

There's one more review cycle for 2017 in November. You can register here for one of the upcoming informational Zoom calls. https://app.smartsheet.com/b/form/5a7a635b88d845ada33ed1da661c136f

Meet some of our exemplary Online Instructors!

Kim Pippa-Tonnesen

Kim is an Adjunct Instructor for the English Department for 5 years and is one of the (OEI) Online Education Initiative Pilot Instructors that has been through the review process for her English 1A and other English CID Approved courses. She is also one of the Peer Reviewers for the OEI. Kim has been instrumental in helping us to pilot Online Tutoring and additional online support services and tools. Kim is a member of the Distance Education Committee.

Shannon Van Zant

Shannon has been an Adjunct Instructor for the History Department for 10 years and is one of the OEI Online Pilot Instructors who will be entering the Exchange this spring. Shannon developed online History 16 & 17 and has helped Columbia College pilot online tutoring and also Vericite, the anti-plagiarism tool. Shannon is also a member of the Distance Education Committee.

Pam Guerra-Schmidt

Pam is one of our full-time instructors and an OEI Online Pilot Instructor that has been working through the review process for Child Dev 1 to offer the course in the Exchange. This is the start of Pam's 19th year with our district; 16 years at MJC and her 3rd year here at Columbia College. Pam has been piloting online tutoring and using an ePortfolio Tool in her Child Dev classes. Please feel free to ask her how she uses Portfolium, the free Portfolio tool that gives students an opportunity to showcase their work and network with students in other colleges. Pam is also a member of the Distance Education Committee.

GIFTS "Good Ideas for Teaching Students"

An anonymous survey can help us improve our courses whether they are Face-to-Face or Fully Online. Students love to be a part of the improvement process and we often find they can be our greatest allies in making practical suggestions to enhance student success. There are many survey examples in the Canvas Commons, even from our very own instructors, that can be imported right into our Canvas courses.

Melissa Colón

Distance Education Coordinator

Office: 209-588-5092

Email: colonm@yosemite.edu

COLLEGE SERVICES COMMITTEE

By: Brian Greene & Jim Retemeyer

• The College Services Committee is reviewing its charge and expanding it's scope to more specifically include the bookstore and better align with the new college committee structure.

• All district vehicles now have YCCD logos on them. Keep in mind that whenever you're using a district vehicle that you represent the college and district.

• The cause of the leak issue with Sugar Pine has been established as being gutter/ rain related (i.e. not a plumbing issue). Corrective measures have been taken and Facilities will continue to monitor the situation.

•Lower Manzanita was the last planned Measure E project. With the remaining funds we anticipate remodeling Juniper, however at this point we don't know for sure if there will be enough money to complete the desired project. We're waiting on firm budget numbers as well as additional guidance from the state to determine what can be accomplished.

• The dam was recently inspected by state authorities and deemed to be in good condition. Some recommendations were made to provide additional erosion control and Facilities has already addressed them.

• The bear that had been seen repeatedly around campus over the past couple of months appears to be gone. Notify Security if you see it again.

• The first phase of an herb garden will be planted near the Manzanita loading dock.

• A beautification project, including an art installation, will take place near the Tamarack Patio to recognize the recent donation from the Wise Family Charitable Trust. The Foundation is soliciting project ideas and the College Services Committee will be involved at a later date.

• The ATM in Tamarack Hall has become too costly to maintain and will likely be removed. Alternative ATM suppliers and options for getting cash back through the Bookstore are being researched.

Report from the College Services Committee, submitted by Brian Greene. Your faculty representatives on this committee are Brian Greene and Jim Retemeyer; please contact one of us with questions, suggestions or concerns.

Technology Committee

By: Melissa Colón & Brian Greene

Our meeting in September was to re-establish the Technology Committee. It's our hope to increase membership as we move forward; adding "super users" of Colleague and faculty to identify needs and issues from both the instructional and end-user prospective. Three district IT staff attended the meeting to answer questions and provide support. Updating the Technology Plan will be one of the committee's tasks and a long-term goal.

A computer upgrade for some faculty and was approved. Fred and Martin will work through their list of computers most in need and upgrade them to SSD drives and add additional memory.

The projector problem in Maple has been resolved. A more permanent fix and upgrade plan for projects throughout the campus was discussed and will be considered at a future meeting.

District IT has done the back-end work with "Project Glue" for the Exchange. The next step for Columbia College is learning about the User Interface for the Exchange.

District IT is working on a cloud-based solution for online forms which require many customizations as well as building a server. A new District IT Director Joe Macklin has been hired, and will oversee this project.

It was further discussed there is an effort to move students to Office 365. Once that project is complete, IT is looking for a way to pull class enrollment from Datatel into distribution lists and utilize Outlook for email purposes. The goal is to avoid using other applications to accomplish student email blasts.

CURRICULUM REPORT

By: Kathy Schultz

A big Thank You to everyone who launched curriculum proposals in the last week! Our cutoff date for curriculum to make it into the next catalog was October 16th! Many of you worked long hours to create new courses, complete 5-year reviews and discontinue courses we are no longer offering. The next step in the process is Technical review, Articulation and SLO review. You may receive some emails from Jessica Anselmi or me, asking for Form As or making other requests. Please move to complete those actions as quickly as possible. When your proposals are back at the Originator Level, you will receive an email from

System@governet.net with a request to go in and review any comments that have been left, make any necessary edits, and move your proposal onward.

If you have made a course proposal that changes the title or units, or discontinues it altogether, please check the IMPACT Report under the WR in CurricUNET to see which Certificates and Degrees are being affected. You need to bring the program through for modification as well, it does not happen automatically! And, if you work with any cross-listed courses, please remember to bring through both for modification at the same time!

Remember, we do need full time faculty representation when curriculum goes before the committee, so we will try to give you notice of when stuff will be on an agenda as soon as we know. You can come just for a portion of the meeting when your proposal is on the agenda. Our remaining Fall meetings are on October 24, November 7 and November 14. If necessary, we will finish some proposal approvals at our Exec meeting on November 21. If you have no way of attending a meeting, please ask someone else to represent your curriculum proposal for you. If no other faculty member can do it, you may ask your Dean.

We have a lot of curriculum to move through the system in the next couple of weeks so if you have any questions, please contact Jessica Anselmi, x5011, or Kathy Schultz, x5364 so we can assist you!

STUDENT LEARNING OUTCOMES REPORT

By: Joe Manlove

SLO Goal: Easy and Useful!

From the Accreditation visit we know that we're doing a good job on SLO execution; now let's streamline this process and get some useful data out of it.

To that end we're adding SLOs for student service areas, making a uniform SLO scale for all the course level outcomes, and helping to get everyone's assessments done in the least painful and most meaningful ways. The uniform scale will help. There are now three levels: not proficient, proficient, and mastered. These should be applicable across all disciplines and will be easier to evaluate. If people would like help writing assessment tools, they should feel free to contact Joe Manlove, Lindsay Laney, or Don Dickenson. If you need help getting data into eLumen please reply to Daniel's email about your assessment being ready.

Once again, you will have an opportunity to work with in eLumen with us during finals week when we hit the SLOpes! Manzanita will turn into a ski lodge for your après-finals support. Let out your inner ski bunny.

Cheers,
The SLO Workgroup

INSTITUTIONAL EFFECTIVENESS REPORT

By: Mike Torok

We had our first meeting of the Institutional Effectiveness Council (IEC) on 10-06-2017 and started by reviewing the charge for this committee which I have included with this report. Our agenda for this meeting was ambitious. We succeeded in touching on most items, but could have benefitted from more discussion in a few areas. Based on feedback I received from several faculty members, I will advocate for future agendas that allow greater discussion.

Here are some highlights from our last meeting:

- We reviewed our current enrollment snapshot report and discussed some key performance indicators to include on future reports (e.g. term-to-term comparisons, fill rates, actual vs. projected FTES).

- We started identifying some barriers to students with much discussion about potential ways to reduce those barriers.

- There was some discussion surrounding the concept that productivity is not limited to FTES production.

- Lindsay gave a great update on the status of the Teaching. Learning, and Community (TLC) Initiative. They are gathering some data from people who attend events to find out where they are coming from and what impact(s) the trainings are having.

- We discussed the possibility of combining Flex Opportunities for both MJC and Columbia faculty.

- We reviewed potential modifications the data presented for Program Review and how to improve the process.

- All committee members were tasked with reviewing the Quality Focus Essay (QFE) and the Partnership Resource Plan (PRT) of the ISER prior to our next meeting.

- We reviewed some options for review of the IEC governance structure. This generated a lot of discussion with a recommendation that we start small at first with all the new councils and work our way up from there.

I will plan on reporting out from our meetings each month through the Academic Senate newsletter since this seems the most appropriate venue and will also avoid cluttering up your email boxes.

Respectfully Submitted,

Mike

SEE INSTITUTIONAL EFFECTIVENESS CHARGE ATTACHED ON FOLLOWING PAGE…

COLUMBIA COLLEGE
INSTITUTIONAL EFFECTIVENESS COUNCIL

Article I – Title

The organization shall be the Columbia College Institutional Effectiveness Council.

Article II – Purpose

The Columbia College Institutional Effectiveness Council (IEC) shall oversee and regularly review matters of institutional effectiveness, including enrollment management, institutional research, program review, student learning outcomes, professional development, college-specific policies, governance structures, and other similar matters. The IEC will make recommendations to College Council designed to promote institutional effectiveness, streamline operations, and maximize student learning.

Article III – Functions

The basic function of the Columbia College Institutional Effectiveness Council shall be to:

1. Oversee the enrollment management activities of the college.

2. Review institutional research and recommend ways to utilize the results for institutional improvement.

3. Design and manage effective and integrated cycles of program review and assessment of the various types of learning outcomes of the college. Review results of program reviews and SLO assessment and recommend ways to utilize these results for planning and institutional improvement.

4. Oversee professional development activities of the college, including flex time for faculty.

5. Author, edit, and cyclically review college-specific policies and procedures, such as those included in the College Catalog, to ensure alignment with Board Policies and Procedures, applicable laws and regulations, and to maximize student success.

6. Develop and oversee cycles of review for college governance structures. Develop consistent instruments for use in assessing the effectiveness of governance activities and college processes.

7. When necessary, the IEC will serve as the College's Institutional Review Board (IRB) to review and approve research projects.

Article IV – Membership

The Institutional Effectiveness Council meetings shall be open. The voting membership of the Columbia College Institutional Effectiveness Council shall be composed of:

- the Columbia College Vice President of Instruction (Co-Chair)
- an Instructional Dean
- the Director of Research and Planning
- one additional leadership team member
- four faculty members (ideally – Arts and Sciences (1), Career and Technical Education (1), Student Services (1), At Large (1)), one of whom will be appointed by the Academic Senate as Faculty Co-Chair
- four classified members (Classified Senate (2), CSEA (2))
- two Student Senate representatives

Article V – Terms

The terms of leadership team members shall be determined by the Columbia College President in consultation with the Leadership Team. The terms of the faculty members shall be determined by the Academic Senate. The terms of the classified members shall be determined by the Classified Senate and CSEA. The terms of the student members shall be determined by the Student Senate.

Article VI – Meetings

The Columbia College Institutional Effectiveness Council shall conduct regularly scheduled meetings and retreats, as necessary. Standing agenda items will include each of the key areas of focus for the council, while depth of discussion on each item will vary according to need.

Article VII – Rules

The business of the Columbia College Institutional Effectiveness Council shall be conducted through consensus building in accordance with the Principles of Collegial Governance. Action items will require formal vote. A simple majority will cause an action item to pass. Approved items are generally forwarded to the College Council for consideration and further consultation.