

Mendocino College Academic Senate

AGENDA

September 12, 2019

12:30 - 1:50 pm

LLRC Room 4210

I. Call to Order

II. Approval of the Agenda

III. Approval of Minutes

A. August 29, 2019

IV. Public Comment

Members of the public may address the Senate on any agenda item after being recognized by the Chair. Due to the brevity of the meeting and the length of most agendas, the total amount of time for public comment will be limited to 10 minutes.

V. Consent Agenda

A. Committee Appointments

- Distance Education (2019-2021):
- Enrollment Management: *Apryl Guisasola*
- Faculty Association:

B. Appointment of Student Learning Outcome Team Chair

The committee has recommended Professor Julie Finnegan be appointed as the SLOT Chair for the 2019 - 2021 term

C. Academic Senate 2019 - 2020 Goals

- **Goal #1 Minimum Qualifications**
Continued review of Board Policy 7211 and Administrative Procedure 7211.1
Senator Leads: Indermill and Hollis
- **Goal #2 Hiring Committees**
Continued review of Board Policy 7120 and Administrative Procedure 701.1
Senator Leads: Indermill and Gehrman
- **Goal #3 Faculty Association Committee Reorganization**
Review the makeup of the committee, with the consideration of adding a “treasure/bookkeeper” and formalizing the committee guidelines/responsibilities
Senator Lead: Indermill
- **Goal #5 Academic Rank**
Update the advancement in academic rank process
Senator Lead: Gehrman

VI. New Business

A. Conversation with Interim Superintendent / President Eileen Cichocki

Time Certain 12:40 - 1:00

Cichocki will address the process to fill the vacant Superintendent / President position, her role as the Interim S/P during the transition and field questions from the senate

B. Faculty Association Budget Report - Information

(10 minutes)

Professor Vivian Varela will provide a year-end of the 2018 - 2019 Faculty Association budget and the opening balance for the 2019 - 2020 academic year. Documentation to be provided at the meeting.

VII. Old Business

A. Academic Senate 2019 - 2020 Goal Planning - Action

(15 minutes)

Review, discuss and adopt the Academic Senate Goals #4, 6, 7 and 8.

B. Academic Senate Year End Report / 2018 - 2019 - Action

Review, discuss and accept the Academic Senate Year End Report / 2018 - 2019 submitted by President Indermill

VIII. Standing Items

(5 minutes)

A. Guided Pathways

President Indermill will provide a verbal report from the first Guided Pathways Leadership Team meeting of the year

B. Accreditation

President Indermill will provide an update on the current status of the Institutional Self Evaluation Report (ISER) and the next steps for the Academic Senate

C. AB 705

Discussion and decision about keeping this AB 705 a standing item on the agenda

IX. President's Report

(5 minutes)

A. August 29, 2019

The report from the August 29, 2019 Academic Senate Meeting is provided as information

B. September 12, 2019

A report outlining activities since the last regularly scheduled Academic Senate meeting is provided as information

X. Open Forum

Members of the public, as well as senators, may address the senate with comments that are within the purview of the Academic Senate. The total amount of time allotted will be determined and announced by the chair based upon the scheduled adjournment time.

XI. Adjournment

Fall 2019 Future Meetings

September 26 / October 3 ** / October 10 / October 24 / November 7 ** / November 14 / December 5 (**Faculty Meetings)

Consent Agenda

V.A. Committee Appointments

Distance Education Committee

Recommendation: To appoint Rachel Donham to complete the vacated 2018 - 2020 term on the Distance Education Committee.

Rationale: Professor Donham is a tenured faculty member with experience in teaching online and has previously expressed an interest in serving on this committee.

Enrollment Management Committee

Recommendation: To appoint Apryl Guisasola to the Enrollment Management Committee for the 2019 - 2021 term.

Rationale: Assistant Professor Guisasola has expressed an interest in the the previous Equity Committee and the Guided Pathways transformation. As counseling faculty, she will bring a perspective to the committee that isn't currently there and will be important as the EMC explores its role in terms of scheduling within the Guided Pathways framework. Guisasola was hired in January 2018 on a categorically funded / non-tenure track faculty position.

Faculty Association Committee

Recommendation: To appoint Tim Beck to the Faculty Association Committee for the 2019-2021 term.

Rationale: Professor Beck is a tenured faculty member who has served one term on the committee.

V.B. Appointment of Student Learning Outcomes Chair

Recommendation:

- 1) To appoint Professor Julie Finnegan to the Faculty Association Committee for the 2019- 2021 term.
- 2) Advise VPAA Polak and Dean Montes the recommendation is this position is compensated at 20% reassigned time (the equivalent of one 3 unit lecture course per semester) beginning in Spring 2020.

Rationale: Professor Finnegan is a tenured faculty member currently serving on the Academic Senate and SLOT.

V.C. Adoption of Academic Senate Goals for 2019 - 2020

- Recommendation:* To accept the following goals and leads as outlined:
- Goal #1: Revision of Policy 7211 and Administrative Procedure 7211.1 / Minimum Qualifications
 - Senator Leads: Indermill and Hollis
 - Goal #2: Revision of Board Policy 7120 and Administrative Procedure 701.1 / Faculty Hiring
 - Senator Leads: Indermill and Gehrman
- Rationale:* Both of these are carryovers from last year (2018-19) and are near completion. There was agreement from senators that this work should be completed.
- Recommendation:* To accept the following goal and lead as outlined:
- Goal #3: Faculty Association Committee Reorganization
Review the makeup of the committee, with the consideration of adding a “treasure/bookkeeper” and formalizing the committee guidelines/responsibilities
 - Senator Lead: Indermill
- Rationale:* This should be a fairly straightforward task without need for additional senate discussion for it to begin.
- Recommendation:* To accept the following goal and lead as outlined:
- Goal #5: Academic Rank
Review and update the process for faculty to request advancement in academic rank
 - Senator Lead: Gehrman
- Rationale:* The process for requesting advancement in academic rank needs to be updated. This should be a fairly straightforward task without need for additional senate discussion for it to begin.

Academic Senate 2019 - 2020 Goals - Continued
Draft

Goal #4

Faculty Office Space Committee Review

Review, update and formalize the purview, guidelines, responsibilities of the committee

- Recommended Senator Lead(s): Indermill and/or others to be determined
 - Recommendation to include MCFT representation

Goal #6

Professional Development Committee Review

Review and update Academic Senate's role and responsibilities associated with this committee

- Recommended Senator Leads: Indermill and Gehrman

Goal #7

In Service Planning and the Roles of the Academic Senate

Review and prepare recommendations related to the role of the Academic Senate in planning In Service activities (e.g., format, process for recommendations, use of the post in service survey)

- Recommended Senator Leads: Indermill and Gehrman

Goal #8

Academic Senate Committees Review

Review the roles, responsibilities and possible redundancies of the Academic Senate Committees, make recommendation for realignment, if appropriate

- Recommended Senator Lead(s): Indermill and/or others to be determined

Academic Senate Year End Report / 2018 - 2019
(August 29, 2019)

It seems the year flew by and some of the numerous meetings are a blur. However, the Academic Senate made some key decisions, completed some unfinished work, provided leadership to the Curriculum Committee and administrators as we implement AB 705 and continue work on Accreditation and Guided Pathways. Below is a summary of much of the work that was taken on by the Academic Senate (AS) and faculty during the 2018 - 2019 academic year.

Key Academic Senate Decisions Actions and/or Discussions

Of the numerous actions taken during the year some have significant implications in participatory governance. The AS had regular updates on Accreditation, Guided Pathways and AB 705 throughout the year. The *Vision for Success* and *Guided Pathways Scale of Adoption* reports required by the Chancellor's Office were approved. A first reading was held on the *Equity Plan*.

The AS worked closely with the Curriculum Committee and Chair Tascha Whetzel regarding the implementation of AB 705. In October the AS took action to endorse the Curriculum Committees decision-making process for the implementation of AB 705. The AS took action to support the Distance Education Committees process to review of all online courses in early spring 2019 to allow for time to assist faculty in bringing their course(s) in line with accreditation standards per Administrative Procedure 407.1. Distance Education Coordinator, Vivian Varela provided a summary of the committee's work in May.

Vice President Gehrman coordinated the process for faculty to request advancement in academic rank. In all, 15 faculty members were approved for advancement.

Full-time:

- Jason Davis, English, Assistant Professor
- Casey Terrill, Math, Assistant Professor
- Rachel Donham, Biology, Professor
- Nicholas Petti, Culinary Arts, Associate Professor
- John Rall, English, Associate Professor
- Vincent Porturica, English, Assistant Professor
- Jody Gehrman, Communications, Professor

Adjunct:

- Merie Holl, Adjunct Counseling, Associate Professor
- Heidi Morgan, Adjunct Psychology and Counseling, Professor
- Lorraine Brady Arthur, Adjunct Fine Art, Associate Professor
- Lilia Albuquerque, Adjunct ESL, Professor

- Euline Olinger, Adjunct ESL, Associate Professor
- Nancy Buzzell, Adjunct Child Development, Associate Professor
- Douglas Prather, Adjunct Anthropology, Professor
- Susan McCauley-Callagy, Adjunct Kinesiology, Instructor

Senator Taylor Cannon was appointed and served as the ASCCC Open Educational Resources (OER) Liaison. The liaison is provided with updates regarding resources, webinars, newsletters, etc. that are shared with the Academic Senate and Faculty, as appropriate. Taylor provided a report on the OERI in March and:

- Distributed OERI Canvas Website to faculty as a resource for OERI materials within the CCC.
- Advised Dean of Instruction of SB1359 and requirements for labeling zero-costs course and degrees.
- Reached out to Math faculty about possible use of MyOpenMath as a possible homework system. Math faculty are moving forward with another program, Knewton Alta, that will reduce costs for students' access code to \$40. Additionally beginning Summer 2019, MTH 220 online will be using the OEI Textbook, "Introductory Statistics" by Barbara Illowsky at zero-costs to students.
- Librarian staff at Mendocino College created an in-house resource for OER materials via a LibGuide accessible through the college library website. This provides an in-house resource on explaining OER materials, providing various resources, and offers contact information for assistance with OER materials.

The Academic Senate hosted Gohar Momjian, Accrediting Commission for Community and Junior Colleges Vice-President in February. She provided a presentation of ACCJC processes and standards and the accreditation cycle.

The AS worked on improving committee efficacy and reporting: President Indermill and Vice President Gehrman worked on a new system to encourage committee chairs and members to communicate with senate regularly about the work they're doing, challenges they're facing, and assistance needed. VP Gehrman created a questionnaire for committee chairs and/or members to report to senate during senate meetings.

The AS held two elections. A special Election was held in February to fill a vacant senate seat. Assistant Professor Lisa Rosenstrich was elected to complete the 2018-2020 term. In May the regular election was held in the Library and electronically (via ElectionBuddy Inc.). The results are as follows:

- Approval of changes to the Academic Senate Constitution
- 2019-2021 senate terms for Rodney Grisanti and Rhea Hollis representing the full time faculty
- 2019-2021 senate term for Taylor Canon representing part time faculty

Voting using *ElectionBuddy* was very successful and it is recommended the AS use this for future elections. President Indermill will work with the District to cover the cost via an augmentation to the AS budget. Thank you to Doug Browe for researching and setting up this online voting platform.

2018 - 2019 Academic Senate Goals

Significant progress was made on the three primary AS Goals for the year. The Constitution and Bylaws were revised and updated to accurately reflect established practice and governance structures. Faculty voted unanimously to approve the changes. Revision to Board Policy 7211 and Administrative Procedure 7211.1 / Minimum Qualifications and Board Policy 7120 and Administrative Procedure 701.1 / Hiring are near completion. The decision was made to complete these after a new Director of Human Resources was hired.

Faculty Meetings

There were a total of seven regular faculty meetings held during the year. They were fairly well attended with about 24-28 faculty members (and occasionally a couple part-time faculty members). In addition to the regular updates and announcements, various programs were highlighted with faculty in the discipline giving presentations about the program. We visited the Band Room to learn about the Music Program from Rodney Grisanti, the Kitchen to learn about CAM and the Learning Lab to learn about ESL from Sarah Walsh. Julie Finnegan provided information about Business, as well.

At the first meeting of the year we presented, Tony Novelli (Classified Senate President) with Resolution F'18-01 *Classified Staff Recognition*. Approximately 38 classified staff members were there to be honored and thanked for their work. The resolution reads, in part:

Therefore be it Resolved that the Faculty of Mendocino College publicly thanks their colleagues, the Classified Staff, and

Therefore be it Resolved that the Faculty of Mendocino College declare the first regular Faculty Meeting of every Academic Year as:
Classified Staff Appreciation Day.

The plan is to continue to take a few minutes at the first faculty meeting each year to acknowledge the classified staff.

Throughout the year we had presentations on various campus topics including the district budget, grade submission and other A&R functions, Earth Day/Week, Curriculum and Distance Education Committee updates, participatory governance as it relates to the faculty role in decision making and committee service, etc.

Other Meetings

Senate leaders met regularly with administration: President Indermill and Vice President Gehrman met regularly with Vice Presidents Polak and Velasco as well as separate

meetings with President Reyes and VP Polak to discuss a wide variety of topics relevant to 10+1 issues, including but not limited to:

- Field Institute
- Middle College
- AB 705
- Vision for Success
- Accreditation
- Funding formula
- Guided Pathways
- First Year Institute

On October 29th, 2018, senate members met with Dr. David Trites about results of Climate Study by Ruffalo, Noel and Levitz:and plan for implementing change. President Indermill reminded Dr. Trites of the legal responsibility of academic senate to weigh in on all issues pertaining to 10+1.

Committee Reports

Many of our standing committees presented reports for Academic Senate consideration. Faculty from four of the seven key decision-making committees made reports:

- Technology (2 reports) / Senator Browe and Committee Member Chantal Cimmiyotti
- Outreach and Marketing / Committee Member Steve Hixenbaugh
- Facilities and Safety / Committee Members Jim Xerogeaunes and Steve Cardimona
- SLOT / Committee Member Conan McKay and Dean Rebecca Montes

Regular communication about the Educational Action Planning Committee were made via the AS President's reports. There were also regular reports from the Curriculum Committee, Chair Tascha Whetzel (2 reports) and Distance Education Committee, Chair Vivian Varela.

Academic Senate Budget

We began the year with a total of \$9117.00 budgeted for the Academic Senate and ended the year with \$ in revenue. The 2018 - 2019 annual membership dues for ASCCC were \$1587.43. This amount is calculated on the sum of "tenured" and "academic temporary" full-time equivalent numbers as reported the previous year. Our Fall 2017 FTE was reported at 135.1. We fall into the fee schedule of \$11.75 / FTE faculty (51-1700 FTE = \$117.75 per FTE). Thus, $135.1 \times \$11.75 = 1587.43$.

An expense we did not budget for was for the on-line voting platform we used for the senate elections in May. This was approximately \$120, which was reimbursed from a miscellaneous fund from the S/P allowance. I think we should build this into our budget in future years.

Committees

We successfully filled the membership on all senate committees (21 total), except Foundational Skills and Accreditation Steering Committees. We were unsuccessful at appointing a faculty Chair for SLOT, so EAP was short a member, as well.

The AS appointed faculty to various hiring committees throughout the year. These included faculty, administrative and classified positions. Thank you to all who volunteered for and served on these important committees. In all, we participated in 15 hiring committees:

- Director of Information Technology
- Administrative Assistant II - Counseling and Student Programs
- Spanish Instructor
- Teaching and Learning Student Success Director
- Director, Human Resources
- Maintenance Technician
- Financial Aid Technician
- Administrative Assistant I / DSPS
- Director of Nursing
- Instructional Assistant - Ceramics
- MESA / STEM Director
- Director, Lake Center
- Coast Center Assistant
- Counselor - FYI
- Director of Clinical Education Physical Therapy Assistant Program

Vice President Jody Gehrman served with other constituent leaders in the interview process for the Interim Superintendent/President in June.

In late Spring, 2019 President Indermill was appointed by the Accreditation Steering Committee to serve as Co-Chair along with VPAA Polak.

Resolutions

Three resolutions were addressed during the year.

- *F' 18 - 01 Classified Staff Recognition* was passed in August. It reads in part:
 - a. **Therefore be it Resolved** that the Faculty of Mendocino College publicly thanks their colleagues, the Classified Staff, and
 - b. **Therefore be it Resolved** that the Faculty of Mendocino College declare the first regular Faculty Meeting of every Academic Year as: *Classified Staff Appreciation Day*.
- *F' 17 - 01 Designation of Mendocino College as a Member of the "We Are Still In" Movement*. This resolution was approved by the Senate in September of 2017. Professor Rachel Donham and Indermill discussed with this with S/P Reyes in April and subsequently with Vice President Eileen Cichocki. In May it was mutually agreed that:

- a. Vice President Cicocki, Vice President Polak and Professor Donham will draft a Resolution for the board of trustees to consider MLCCD becoming a member of the “We Are Still In” movement. The resolution will be presented to the board of trustees no later than October 2019. The resolution will include specific details the district will commit to by joining this movement. The President/Superintendent will recommend board approval of the resolution.
- *S’ 17 - 03 Designation of College Hour*. This resolution was approved by the Senate in September 2017. This *Academic and Professional Matter* has been mutually agreed to as follows:
 - 1. The faculty and MLCCD agree classes will not be scheduled during College Hour (12:30-1:30, Tuesdays and Thursdays) unless deemed necessary by the appropriate Dean in consultation with the faculty in the discipline.
 - 2. Standing meetings will not be held on a regular basis during College Hour (12:30-1:30, Tuesdays and Thursdays) except those that are specifically designated for faculty (such as Faculty, Academic Senate and Mendocino College Federation of Teachers meetings).

Respectfully Submitted,
Catherine Indermill

**Academic Senate President's Report
from
August 29, 2019**

There is nothing significant to report about the on-goings work of the Academic Senate through the end of the Spring 2019 semester. Summer work consisted of various meetings with the Vice President of Academic Affairs and Vice President of Student Services, meetings with the President of the Board of Trustees an attending Board of Trustee Meetings.

Board of Trustees

I have already reported on my personal meetings with Board of Trustees President Robert Jsoan Pinoli so I will not repeat that here. However, there are some points to report about the three BOT meetings held over the summer.

- BOT Meeting June 11, 2019
 - This was a fairly typical meeting with nothing unexpected to report. The *Big Picture* presentation was from Institutional Researcher, Minerva Flores, which included a lengthy dialog about equity and its importance at Mendocino College.
 - It was not on the agenda, however, President Reyes announced that SSSP and Equity Coordinator was on leave and that Minerva Flores has been appointed the new Equity Coordinator. He did not address SSSP.
- BOT Special Meeting July 11, 2019
 - The agenda for this meeting was very brief, but did include Constituent Reports. The report from the Academic Senate urged the BOT to hire an “outside” candidate for the Interim Superintendent /President Position. After Closed Session, the Board President announced a decision had been made to a short (5 business days) open period for current employees to submit a letter of interest in the Interim Superintendent/President position. On July 24 interviews would be conducted at a Special Board of Trustees Meeting at 5:00pm the selection would be announced. The interview committee was noted by President Pinoi as consisting of himself, Trustees Myers and Tompkin, MSC President Judy Kanavle, Classified Senate President Jeana Thompson and Academic Senate President Indermill.
 - Indermill had a pre-planned event that was in conflict so President Pinoli allowed Academic Senate Vice President Gerham to represent the faculty in the matter.
 - After the interviews and BOT Closed Session discussion it was reported that Assistant Superintendent/President and Vice President of Administrative Services has been selected as the Interim Superintendent/President through June of 2021.
- BOT Meeting August 14, 2019
 - BOT President Pinoli reported that the *Student Housing Ad Hoc Committee* had not met since their initial meeting in May. The committee will re-convene later

this Fall. At this time, he said, it is better to focus on our upcoming Accreditation and the search for a new Superintendent/President.

- These other pressing obligations will require the BOT to move at a “slower pace”
- During Closed session the BOT agreed to a compensation package for the new Interim Superintendent/President. It includes the following:
 - \$255,00 per year salary
 - 200,000 Life insurance (an increase from \$100,000)
 - No change in current health benefits
 - \$600 per month expense account - it was noted this is consistent with other comparable districts our size and considerably less the Superintendent/President Reyes (\$1400/month)
 - A “fall back” clause affording Cichocki the right to return to her current position of VP of Administrative Services if she is not selected as the new Superintendent/President
- The High School Equivalency Program (HEP) grant from the U.S. Department of Education has expired (July 1, 2014- June 30, 2019). The District extended the funding through October 31, 2019 while waiting to see if the grant had been extended. It has not. The District will temporarily fund the categorically funded positions through December 31, 2019. Layoffs for the HEP Outreach Specialist and HEP Program Manager were approved by the Board effective December 31, 2019.
- Pinoli announced he intends for constituent leaders to participate from the “onset” in the process for replacing the Superintendent / President
- Pinoli recommended to the trustee that he’d like to include one member of each constituent group (the president or designee) to serve on the ad-hoc committee to appoint a replacement for Trustee Area #7. Consensus was reached on this suggestion.
- The trustees decided to conduct two workshops this Fall, rather than one all-day meeting. On 9/26 the tentative agenda will include Sexual Harassment Prevention Training and a Diversity Training. On 10/9 the tentative agenda will include a review of the Board self-evaluation and a presentation by Indermill on participatory governance.

Miscellaneous

- I participated in the Academic affairs Planning Retreat, as previously reported on
- VP Gehram and I met and emailed throughout the summer about various faculty issues
- I met with, emailed with VPAA Polak frequently about work related to the Academic Senate
- I met with and/or emailed with a fe individual faculty members about personal faculty related issues
- As reported previously, VP Gerhman and I met with administration about planning In Service
- I attended the ASCCC Leadership Institute. The focus was on how to help bridge the gaps between administration and faculty in an effort to enhance participatory governance

and reaffirm the faculty responsibility to governance per Title 5 and AB 1725. I attended a variety of sessions, including:

- Legislative Cycle and Advocacy: Political Landscape and Power Dynamics of Sacramento
- Consultation and Governance
- The Community College Budget
- Resolution Writing
- Empowerment. Leadership. Voice. The Power of Relationship Building for an Effective Academic Senate
- Minimum Qualifications, Equivalency, and Assigning Courses to Disciplines
- Regional Area Meeting: Building A Community
- VP Gerhman and/or I lead 3-5 Minimum Qualification Equivalency Review Committees

Academic Senate Meeting September 12, 2019

IX.B

Academic Senate President's Report for September 12, 2019

The following is a brief report of my work on behalf of the Academic Senate since our last regularly scheduled meeting on August 29, 2019.

The first **President's Policy Advisory Council** (PPAC) meeting of the year was Friday, 8/30/19. Chapter 6 *Business and Fiscal Affairs* is the next group of board policies that are due to be reviewed (per the agreed rotation). This is a very lengthy section containing 24 BPs and/or associated APs. Out of these about 10 may warrant deletion. New BP 6100 / AP 6100.1 *Delegation of Authority* and BP 6150 / AP 6150.1 *Designation of Authority* were reviewed and have been sent to faculty for comments and input. These are required by law and were developed using the Community College League of California's template. The draft 2020 - 2021 Academic Calendar was also reviewed and has been sent by me and MCFT President Phil Warf for feedback from faculty.

I met briefly with the **High School Equivalency Program** (HEP) Manager Jackeline Orozco about the grant not being extended for another five year period (see BOT Agendas June 12 and August 14, 2019:

<https://www.mendocino.edu/college/board-trustees/board-trustees-agendas-and-minutes>

I was surprised that the program was not renewed by the federal government because we have higher success rates than some programs that were. I have a meeting with VPSS Velasco, Institutional Researcher Flores and Orozco Monday, 9/9/19 to discuss our options moving forward. I hope we can come up with a plan that will allow us to continue serving students currently in the program.

The first faculty meeting of the year was held on September 5th. We had a very good turn out of full- part-time faculty (about 35 total) and 19 classified staff. Classified Senate Past President Tony Novelli read and presented Academic Senate Resolution F'18-0: *Classified Staff Recognition* to current president Jeana Thompson. The resolution reads in part:

Therefore be it Resolved that the Faculty of Mendocino College publicly thanks their colleagues, the Classified Staff, and

Therefore be it Resolved that the Faculty of Mendocino College declare the first regular Faculty Meeting of every Academic Year as: *Classified Staff Appreciation Day*.

Classified Staff were thanked for their dedication and work in supporting student success with a standing ovation from the faculty.

Assistant Professor Casey Terrill presented information about MTH 178 as it relates to AB 705. This new non-traditional take a course focuses on “day-to-day usable math” and features “applicable real world projects”. It is a good alternative for non-STEM majors and those not needing statistics.

Vice President Gehrman will preside over the next faculty meeting scheduled for October 3rd.
