Mendocino College Academic Senate
MINUTES
October 24, 2019
12:30 - 1:50 pm
LLRC Room 4210

I.   Call to Order
President Indermill called the meeting to order at 12:30
Present: Taylor Cannon, Julie Finnegan, Jody Gehrman, Rodney Grisanti (12:35),
              Rhea Hollis (12:35), Lisa Rosenstreich, Janice Hawthorne Timm,
Absent: Nicholas Petti, Doug Browe
Guests: Stuart Campbell, Debra Polak (12:30-1:00), Dave Johnston

II.   Approval of the Agenda
M/S/C (Gehrman/Hawthorne Timm) to approve the agenda, suspending the order
(item VII will follow IV)
Unanimous

III.   Approval of Minutes
A. September 12, 2019
   M/S/C (Finnegan/Rosenstreich) to approve the September 12, 2019 minutes
   Yeas: Cannon, Gehrman, Rosenstreich, Hawthorne Timm; *Nays:* none;
   Abstentions: Finnegan
B. September 26, 2019
   M/S/C (Gehrman/Finnegan) to approve the September 26, 2019 minutes
   Unanimous
C. October 10, 2019
   M/S/C (Cannon/Gehrman) to approve the October 10, 2019 minutes
   Yeas: Cannon, Finnegan, Gehrman, Hawthorne Timm; *Nays:* none;
   Abstentions: Grisanti, Rosenstreich

IV.   Public Comment
Stuart Campbell, part-time faculty member, who also teaches at Santa Rosa Junior
College, commented about campus safety. He noted that recently there was an "active
shooter" incident at SRJC.   He noted issues at SRJC identified as a result of the situation,
such as:
   ● Classroom doors that can not be locked from the inside
   ● Teachers do not know what precautions need to be taken
   ● No communication between police or teachers
President Indermill indicated she and Vice President Gehrman will discuss this to
determine how the Academic Senate can address campus safety.

Dave Johnston, the new Director of Information Technology introduced himself. He said
there are few changes that have occurred since he arrived, including having the door to
the IT offices unlocked when staff are present and a more streamlined work order process
that should increase IT staff's ability to respond to requests for help. In addition, he said
he plans to attend the faculty meeting November 7, 2019.

V.   New Business

    A. Open Educational Resources Initiative Report

    Senator Cannon provided an update on the OERI (Attachment 1). He discussed Open Educational Resources, in general, and indicated concerns about the lack of materials for faculty to use in classes. He forwarded an email to faculty from ASCCC about funding for the development of materials. He added, there is a symbol noting classes that have zero cost textbooks used in the printed and WebAdvisor Class Schedules.

    B. Committee Vacancies

    President Indermill addressed committee vacancies that should be filled by part-time faculty representatives. The Mendocino College Part Time Faculty Association (MPFA) collective bargaining agreement with the District outlines the process for appointing part time faculty to committees (Article 18.5.2). There was some confusion about this process and the CBA language, thus the District and MPFA President entered into a side agreement in January 2018 to clarify the process and intent of MPFA. However, both of these documents are expired. Further, there are currently no MPFA Officers to assist with soliciting volunteers and make recommendations. Members of the part time faculty union (MPFA) are working to set up elections to seat the necessary officers. Once the MPFA Executive Committee has been established, President Indermill will work with them to fill the current committee vacancies. Indermill, noted that the Academic Senate has not taken action to fill these vacancies in the absence of MPFA participation in the process, not as an oversight. Indermill anticipates that once the MPFA Executive Committee is seated and advises her about recommendations for part-time faculty representation on these committees the senate will make the appropriate appointments.

VI.   Old Business

    A. Goal #6: Professional Development Committee Review

    President Indermill provided a brief update on the status of the Professional Development Committee since the last senate meeting. As requested at the last meeting, she has sent an email to the Director of Human Resources, Nicole Marin, indicating the academic senate has appointed faculty representatives (herself and Senator Rosenstreich) to the Professional Development Committee and she expects these representatives to participate in future planning for the committee.

VII.   Standing Items

    A. Accreditation: Institutional Self Evaluation Report (ISER)

    Accreditation Steering Committee Co-Chairs, President Indermill and Vice President of Academic Affairs, Debra Polak reviewed the Institutional Self Evaluation Report (ISER) for consideration of acceptance. President Indermill went over accreditation timeline and ISER submission deadlines. The Board of Trustees conducted a first reading of the ISER November 13 and are scheduled for the second reading December 11. It is anticipated the board will approve the ISER at the second reading. Polak thanked Indermill for helping to get the Standards out to the senate early. She reported changes have been made to Standards III and IV, and Dean, Rebecca

Montes, made changes to Standards II.B and II.A.2. Polak also introduced the *Quality Focus Essay*. The intent of this portion of the ISER is to report on how the college plans to make a difference for students. Our focus is on two projects: Guided Pathways and the AB 705 work groups. President Indermill noted she would like to work on the Quality Focus Essay with the Accreditation Steering Committee. Comments included issues with the charts and graphs, formatting and font.

B. Guided Pathways and AB 705

President Indermill reported that Guided Pathways will have a meeting Monday and she anticipates that they will have a reports that include from AB 705 and Outreach work groups; review of the guided pathways budget; upcoming trainings and workshops. The AB 705 work group is suggesting math and English faculty provide a questionnaire for student currently enrolled to determine how they got into the classes they are in now. Indermill provided an update on the progress on course mapping. The work group is reviewing data on the number of degrees and certificates awarded for 2017/18 and 2018/19 academic years to determine the most numbers awarded and to which programs to begin the mapping with these popular programs.

VIII. Reports

A. Senator Reports

Senator Cannon reported (Attachment 2) that there is a Native American Heritage Celebration on Thursday November 14 from 4-7pm. He asked senators to reach out to their constituents for volunteers to participate in the event. He also spoke about the possibility of having remote access options for committee attendance using CCC Confer / Zoom to allow part time faculty who cannot commute to the Ukiah campus to participate.

B. Academic Senate President's Report

President Indermill expanded on her written report (Attachment 3) indicating the Board of Trustees Ad Hoc committee met Tuesday evening and reviewed a recommended timeline for replacing the superintendent/ president. They drafted and proposed a timeline and discussed whether they should hire a consultant to assist them with the job description and recruiting. She reported the meeting was very proactive and cooperative.

IX. Open Forum

President Indermill indicated there will be two more senate meetings this semester and would like to have a committee reports from key decision making committees (SLOT, Facilities, Outreach and Technology).

X. Adjournment

M/S/C (Gehrman/Hawthorne Timm) to adjourn the meeting at 1:58

Fall 2019 Future Meetings: November 7 ** / November 14 / December 5   (**Faculty Meetings)

Open Education Resource Initiative (OERI) Report
Senator Taylor Cannon

- OERI can be used as a flex opportunity at the college. The ASCCC OER Liaison can come out and do presentations on information or platforms options that can be used to create OERI materials for students on our campus.
- There are various funding opportunities to help create OERI materials at the college through the initiative. If you are interested, please email tcannon@mendocino.edu for more details. An email from ASCCC was forwarded to all faculty concerning this on October 20, 2019 that included the application packet and previously approved OER funded project. These attachments are included in this report.
- There is a new tiny URL for the OERI Canvas Website - tinyurl.com/ASCCC-OpenEd. This will take you directly to ASCCC website for communications and resources around open-source and zero-cost textbooks, assignments and activities. Any faculty or administrator can sign-up to receive notifications and updates from the OERI canvas site.
- Attached is a summary of the projects The ASCCC OERI funded at the end of the last academic year. All work will be peer-reviewed upon completion and prior to sharing. They anticipate making these resources available early in 2020.
- SB 1359 (Zero-Cost Textbooks designations) Implementation Survey Needs to be completed by October 25, 2019. This is in regard to use of Openstax and other textbooks that are no costs to the student. The survey is mainly to ask about how our institution is identifying and providing designations for courses that have zero-costs textbooks. The OERI Liaison is awaiting guidance from the academic senate president on the best ways to proceed before completing the survey by the deadline of Friday October 25, 2019.

Senator Report

Part Time Faculty, Taylor Cannon: Senator's Report for October 24th, 2019

1. OERI (Open Education Resources) Liaison – Resource for Materials from ASCCC:
   a. OERI as a flex opportunity at the college. The ASCCC OER Liaison can come out and do presentations on information or platforms options that can be used to create OERI materials for students on our campus.
   b. There are various funding opportunities to help create OERI materials at the college through the initiative. If you are interested, please email tcannon@mendocino.edu for more details. An email from ASCCC was forwarded to all faculty concerning this on October 20, 2019.
   c. There is a new tiny URL for the OERI Canvas Website - tinyurl.com/ASCCC-OpenEd. This will take you directly to ASCCC website for communications and resources around open-source and zero-cost textbooks, assignments and activities.
   d. Attached is a summary of the projects The ASCCC OERI funded at the end of the last academic year. All work will be peer-reviewed upon completion and prior to sharing. They anticipate making these resources available early in 2020.
   e. SB 1359 (Zero-Cost Textbooks designations) Implementation Survey Needs to be completed by October 25, 2019. This is in regard to use of Openstax and other textbooks that are no costs to the student. The survey is mainly to ask about how our institution is identifying and providing designations for courses that have zero-costs textbooks.

2. Native American Heritage Celebration - Thursday November 14, 2019 from 4:00pm to 7:00pm:
   • The planning committee requested senate faculty to reach out to their constituents to see if any departments are interested in being involved in Native American Heritage Celebration. This could be to promote your department programs or some other involvement such as a live demonstration or activity.

3. I would like to request a future discussion item on an agenda about the possibility of having remote options for committee attendance using CCC Confer from Zoom or another free platform. This would allow for more part time faculty participation from our centers, without the need to commute to the Ukiah campus.

Academic Senate President's Report

At the October 9th **Board of Trustees** meeting an ad hoc committee was appointed to work on the timeline for hiring a new Superintendent/President. It will be chaired by Trustee President Pinoli and include Trustees Martinez, Tomkins and the three constituent presidents (me, Jeana Thompson and Judy Kanavle). Our first meeting is scheduled for October 22nd. After an interview held during the meeting, the board selected Noel O'Neill as a provisional board member representing Trustee-Area 1. The adopted 2019/20 budget is projected to have a 26.6% reserve. This does not include potential fluctuations in health benefit costs, future collective bargaining settlements or future staffing decisions (that are currently not accounted for).

The **Planning and Budgeting** (PBC) committee met October 7th. Staffing Committee rankings were reviewed with the "cost analysis" for each position. It is anticipated that PBC will make a recommendation to the Interim Superintendent/President for hiring soon. The 2019/20 budget and projections were reviewed (as noted above in BOT report). We are very close on the *50% Law* (50.02%), however there are multiple factors that can influence in the coming months. This will be monitored closely. Two classified staff replacements were approved: Accounting Specialist and Learning Center Assistant. In addition, the *2019/2020 District Priorities* were approved as follows:

- Support the Superintendent/President and College to retain focus on student success, resulting in:
  - Support the preparation for our upcoming accreditation visit while continuing the cycle of assessing student learning and comprehensive planning to sustain our continuous improvement process and improve institutional effectiveness.
  - Strengthening educational opportunities and sustaining enrollments for the Mendocino-Lake Community College District through collaborations with schools, business/industry, civic organizations, government, non-profits, Native American communities and other community groups while always considering the best use of our available resources.
  - Supporting equity-minded professional development opportunities, instructional and student service strategies and practices that facilitate student success.
  - Strengthening our inclusive, equitable, ethnically and ideologically diverse college culture to be more welcoming to all students and increase access and completion for all students, including underrepresented students and students of color.

Last year the **Education Action Planning** (EAP) committee addressed revisions to the *Educational Master Plan* (EMP). Because of the numerous other required projects, reports etc. due to the Chancellor's Office (e.g., *Vision for Success, Equity Plan, Guided Pathways Scale of Adoption*) revisions were not completed. At the September 25th meeting, the committee decided to write an "extension" to the current EMP and focus on updating the priorities of the plan. A draft *Educational Master Plan Extension for 2018 - 2020* was prepared by VPAA Polak and reviewed by the committee. A few minor suggestions were made and it will be presented at the next meeting for final approval. It was agreed to address this in 3 year increments (2019-2021). In addition, we discussed updating our Planning Priorities assigned areas to be addressed in the revised priorities. Suggestions included:

- Formalize Dual Enrollment and continue to explore CCAP options
- Identify specific needs of special populations – Veterans, Foster Youth, Native American (get from Equity Plan)
- Distance Education – planning priority in line with work started in OEI
- AB 705 – data gathering, review/revision of processes, development/implementation of support services
- Guided Pathways
- Equity Plan – specific priority addressing our work with Native American community
- Building on the success of Pomo Pathways model for other communities
- Exploring CTE pathways
- Cross discipline exposure, example Phoenix Project, climate scientists to theatre class

The **President's Policy Advisory Committee** (PPAC) will meet October 25th. The agenda includes the list of board policies and administrative procedures noted in the President's Report from October 10, 2019. These were sent to all faculty for input and I have fielded a few questions, but nothing that warrants not approving these. An additional 12 policies and/or procedures are on the agenda for discussion.

Senator Lisa Rosenstreich will preside over the next **Faculty Meeting** (November 7). The meeting will be held in Room 3040 and will feature the Automotive Technology Program. Nicole Marin, Director of Human Resources, and Dave Johnston, Director of Information Technology, have been invited for faculty to welcome them in their new positions.

Respectfully Submitted,

Catherine Indermill

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