

Mendocino College Academic Senate  
MINUTES  
Thursday, May 11, 2017  
12:30p.m. – 2:00p.m., LLRC 4210

- Call to order* President Edington called the meeting to order at 12:31 p.m.
- Present* Jordan Anderson, Jessica Crofoot, Jason Davis, Jason Edington, Catherine Indermill, Conan McKay
- Absent* Doug Browe, Maria Cetto, Vivian Varela, Tascha Whetzel
- Guests* Holly Rodgers (UUSD), Rodney Grisanti, Debra Polak (12:58 P.M.)
- Recorder* Jason Edington
- Agenda Approval* **M/S/C (McKay/Anderson) to approve the agenda, suspending the orders of the day in order to take discussion items 1 and 2 at 1:00 P.M.**  
Minutes removed April 6. Yeas: Unanimous
- Minutes Approval* **M/S/C (Indermill/McKay) to approve the minutes of March 30, 2017 as amended.** One minor correction was made. Yeas: Anderson, Crofoot, Davis, McKay; Nos: Indermill
- M/S/C (Mckay/Davis) to approve the minutes of April 27, 2017 as amended.** Three minor corrections were made. Yeas: Anderson, Crofoot, Davis, McKay. Nos: Indermill
- Indermill noted that Minutes should express a clear written record of succinct points that were made, questions asked, actions taken etc. The minutes as presented do not accomplish this. The manner in which the minutes are currently presented ramble, are difficult to read, and in parts difficult to understand. Jason expressed he is working with Human Resources to secure a note taker, but has not had success. The question was raised by Indermill if this is the responsibility of Human Resources or the Academic Senate. There was no clear answer to this question. McKay agreed with these comments, as did Whetzel.
- Public Comment* Crofoot thanked the faculty, staff, and students that attended the previous night's Board of Trustees meeting.
- Reports* **President's Report:** Edington verbally reported that at the most recent PBC

meeting, the following new hires were approved: Chemistry (to replace Jordan Anderson), a Human Resources Technician (to replace Nichole Hayden), and an Administrative Assistant II (for the VPSS). He also stated there was an update to the current year budget which, originally, had an almost \$500,000 reduction, but is only about a \$330,000 reduction, due to our projected FTE being 67 less than budgeted. Edington mentioned that this is important because also now we are discussing allocation of space around campus that includes spending from our general budget.

**Senator's Report:** Crofoot pointed out that in recent communications it has been noted that 'constituent leaders' have been asked to participate in the allocation of space discussion, but that this has not included part-time constituent leaders.

*Action Items /  
Old Business*

**1. M/S/C to Accept the 2017 Academic Senate Election Results.**

Yeas: Unanimous

Edington stated that on April 27, he and Tascha verified the elections, finding the same number of ballots in the box as signatures on the signature sheet, and each independently counting and finding the same total of votes for each candidate. Edington went on to congratulate Senator's Elect Rodney Grisanti and Rhea Hollis. Davis asked when the part time election was going to be; Crofoot stated that she expected to be in communication with Edington next week to have it occur by the end of the semester.

**2. M/S/C to Appoint Tascha Whetzel as the Curriculum Committee Chair for academic years 2017-2018 through 2018-2019.** Yeas:

Unanimous

Edington stated that Tascha was the lone applicant, but that he felt she was more than qualified. There was general consensus on this prior to the vote.

*Discussion Items /  
New Business*

**1. Middle College MOU**

Edington again introduced Holly Rodgers, the UUSD Director of Alternative Education and Special projects. Edington started the conversation by stating that the MOU that is being presented is in draft form (Attachment 1), and it is being looked at by our administration. Debra agreed that the MOU is being looked at and gave a couple of examples of changes they are recommending.

Anderson handed out the 'Mendocino College Science Complex Guidelines for District Use of Facilities', (Attachment 2) a document that has been through Facilities and PBC, and has been in place since 7/27/2004. He pointed specifically to item 2. E.

- 2.E. Science Complex Facilities will only be available for Mendocino College scheduled class meetings and activities.

Polak responded that this was a concern that was heard in previous meetings and that no longer is it in the plan to have the science building classes used by the middle college faculty.

Anderson went on to state that there are still some concerns from some science faculty about the usage of the lab science complex – especially from the point of view of safety – considering the current climate where it feels that faculty are not being heard. He gave an example of a Culinary Arts class being scheduled in the Organic Chemistry classroom – which does not allow food of any kind to be brought in.

Indermill noted that there is some confusion between statements in the document that state that the students will be allowed to remain in the middle college program, but then goes on to state that a student could be expelled for disciplinary reasons. Polak agreed that this needs to be spelled out better. She also reminded everyone that the MOU is not for the students, but rather is for the College and UUSD.

Indermill also wanted to know why Title IX was called out specifically in the MOU. Holly suggested that the language in the MOU was based on other MOU's that she had looked over, but that she would look into why it is specifically called out.

Holly asked about how progress reports would be handled for their (Ukiah High School) teachers to support the students and the (Mendocino College) instructors. There was a discussion of the possible need for a standard form which the college does not currently have. Further discussion from senators supported the idea of ensuring that the students were bringing the forms to their instructors, to comply with FERPA regulations. There was further discussion on what specific information should be asked for on the form.

McKay questioned the language under 'College Responsibilities', "Appropriate Instructors will be made available to teach classes as necessary". He questioned how we are defining this. Polak pointed out that there is a recent addition to this statement that this is to be "per MLCCCD Policy and Collective Bargaining Agreements". Edington stated that with the changes and his understanding through the process, the intent is that students will be able to join college classes and that they will be taught by appropriate instructors, not that an entire class of high school students will be assigned to a college instructor, and Polak agreed with this statement.

## **2. Middle College Screening Rubric**

Edington stated that he should have worded this more appropriately, as the intention is to discuss the "application and evaluation process". The draft application had been sent out previously (Attachment 3) as well as the rubric (Attachment 4). Edington stated that the process of drafting the application, evaluating applications, and interviewing students for the program is being worked on collectively between the college and the high school, and that there is a faculty representative on the committee and

screening team. It was recommended that this be placed into the MOU. Polak suggested that the statement allow for, and give preference to, a faculty member being the college representative on the committee, but also allow for an administrator if a faculty member is not available. Edington stated that he currently is fulfilling this committee position, but that he will be asking if someone else would like to serve on this committee.

Edington had received a question about whether the applications will be available in other languages. Holly stated that this is a requirement for K-12 institutions.

Holly gave an overview of the application, as well as the ongoing discussion around the development of the application to ensure it helps to identify students at risk that also have potential, requesting feedback from college faculty. She went on to explain that because grades are going to be looked at in 9th grade, students would only have at most one semester of high school grades to look at. There is some discussion about using their 8th grade state standardized English and Math testing results to show their competencies in these subjects. There was further discussion on GPA.

Edington asked the senators to forward the applications to their constituents and ask for feedback which could be sent to him, and he would forward that to Holly and Debra. McKay suggested that GPA categories be reordered, giving less preference to highest of GPA (since the idea is to look for students that are at risk and high GPA students may not be as at risk.) McKay also asked if the applicants would need to write their statement in English. Holly stated they had not thought about it but their grade in English 1 would be part of the consideration. Holly also pointed out that students that would normally be in the high schools MESA program should not be targeted.

McKay asked about what criteria is being used for 'Low Income'. Holly stated that 'Free and Reduced Lunches' is the criteria, with no distinction between them.

Crofoot asked about students that might opt out of state testing and how they would be considered. She also asked about when are we looking at the grades – Holly stated that it would be the Fall semester of their 9th grade. Crofoot also suggested that perhaps GPA shouldn't be rated if we are considering 'at risk' students. Crofoot asked how attendance would be considered – specifically excused vs. unexcused. Holly stated that statistics show that whether absences as a predictor of success do not look at excused or unexcused but rather the number of absences (more than 10) is more predictive.

*Action Items /  
Old Business*

**3. M/S/C (Anderson/Indermill) Resolution S' 17-01 Distance Education Committee Recommendations for Canvas: Second Reading**  
**Yeas:** Anderson, Crofoot, Davis, Indermill **Nays:** McKay

McKay read the resolution (Attachment 5).

#### **4. M/S/C (McKay/Crofoot) Resolution S' 17-02 Mendocino College Faculty Decision-Making Processes for President's Policy Advisory Committee (PPAC): Second Reading**

**Yeas:** Unanimous

Edington referenced the handout (Attachment 6) which is an update of the sponsors of this resolution (Attachment 7). Indermill pointed out that only tenured faculty have been added to the list of sponsors; non-tenured or probationary faculty that expressed an interest in adding their name, she recommended against and did not include. This list includes 90% of tenured factory (36 of 40). Three individuals did not get back to her, and one individual declined based on their not being on campus right now. Indermill then read the Resolution.

Edington discussed the resolution process, stating that it is similar to a negotiation. The President and Vice President of the Academic Senate will meet with the college President and the Vice President of Instruction. Leadership is empowered to make slight changes to the resolution, but when there is a major change the resolution process usually considered a failed resolution and will need to be brought back to Senate. Edington wanted to bring this up in case the number of representatives from ASMC is different – stating that it was his understanding that only one student was on the committee. Indermill stated that the number of students was from the most recent accreditation report.

McKay questioned the requirement of the agenda being sent out 48 hours in advance, asking if there was not agreement on this, would the resolution be considered failed. Edington and Indermill both stated no. Edington stated that this is something that will come up in discussion, but that the point of the resolution is to have more transparency in the process. Indermill pointed out that this is the starting point of the conversation. McKay asked to have it on the record that he is requesting that the President and the Vice President of the senate 'not compromise a whole lot on this'.

#### **5. Plan summer meeting**

Edington gave a brief explanation on the purpose of the meeting and suggested choosing from the dates of 7/19, 7/20, 7/26, and 7/27 from 9am to 2pm. Indermill suggested that the summer meeting time needs to be codified in our bylaws. Indermill stated that she was not available during the month of July. Davis stated he is teaching during these times, and Crofoot stated the same. Edington suggested that he would put out an email with suggestions for other dates.

Indermill moved to table the discussion on the action item indefinitely, and Anderson seconded. Unanimous.

*Discussion Items /*  
New Business

### **3. Resolution S' 17-03 College Hour: First Reading**

Indermill read with two minor corrections, which will be included in the resolution (Attachment 8). Anderson suggested that more be addressed under STEM due to the ambiguity on what qualifies as a STEM class. For example, Business classes that require Calculus are being grouped into the STEM category. Anderson questioned if the intention was to have this exemption for all STEM classes, or only those that have long lab classes associated with them, as opposed to classes that could more easily be moved around in the daily schedule. Indermill suggested that the intent of the paragraph is intended to take any of the exceptions that can't move somehow; the bulleted points, in reference to STEM, was added at the request of the science faculty. Indermill continued that the intent is not to suggest specific classes that might be exempt, but rather the resolution will recognize College Hour, for the first time in 43 years, in a meaningful and document way, that is supported by students and faculty, with the understanding that it is not going to be 100% of classes.

McKay questioned the terminology of 'majority of faculty participants', such as Distance Education and Enrollment Management, since these are faculty driven and most of the participants are faculty. Indermill stated that this supports all of the other reasons we have for College Hour.

### **4. Summer Assignments**

Edington asked the senators to send out a request for information from their constituents on listed topics (Minimum Qualifications Equivalency, Constitution/Bylaws for Senate, and Hiring Practices).

### **Open Forum**

Edington thanked Crofoot for her 16 years serving as a senator, as well as Varela and Whetzel who would both be leaving the Senate. He also wished Anderson well in his new position.

Meeting Dismissed at 1:58 pm

# MEMORANDUM OF UNDERSTANDING

## **Effective Date and Parties**

This memorandum of Understanding is made this 1<sup>st</sup> day of July, 2017, by and between Mendocino-Lake Community College District (hereinafter referred to as MLCCD), and Ukiah Unified School District (hereinafter referred to as School District), and collectively referred to as "the Parties." This MOU shall remain in effect for a period of three years, and shall expire on June 30, 2020. At the time of the expiration date, the MOU shall be reviewed and updated in its entirety.

## **Definitions**

School District instructors shall be referred to as "teachers" and MLCCD teachers shall be referred to as "instructors."

A high school period shall be referred to as a "class" and the MLCCD period shall be referred to as a "course."

The program site shall be referred to as the "Ukiah High School Middle College Program (UHSMCP)" and the Mendocino College site shall be referred to as "the Campus."

## **Purpose**

The Parties are partnering to establish the UHSMCP. This program shall begin operation July 1, 2017 offering students in the School District a unique high school and college learning experience.

The objective of UHSMCP is to offer "at risk" students entering Grade 10 a three-year program in which students take classes provided by their high school teachers and community college courses outside of the minimum minutes of high school instruction. This will culminate in the completion of a high school diploma, A-G requirements, and units towards an AA or CTE certificate program.

The UHSMCP will be located at the Ukiah Campus Mendocino College and utilize the resources of both the Parties for students admitted to UHSMCP.

## **Course Sequence**

The proposed Educational Plan is set forth in Exhibit A attached hereto.

## **Admission Procedures**

Students must be enrolled in the School District. Applications for admission into UHSMCP shall be made to the School District.

The number of students allowed to enroll shall be negotiated between the Parties and shall not exceed 30 students per grade level. Once admitted, students will be allowed to remain in the program through completion at the conclusion of Grade 12.

The UHSMCP is dedicated to serving at risk students who are a first generation college student, historically underserved in four year colleges, and low income and/or underperforming to their potential. An application shall be completed for UHSMCP. Applications will be screened and selected students will be moved into the interview process. The interview panel will be comprised of one UHSMCP administrator, one high school counselor, one UHSMCP teacher, and one representative from MLCCD. The final decision for acceptance will be made by the panel.

### **School District Responsibilities**

- a. UHSMCP teachers shall be employees of Ukiah Unified School District and not MLCCD. The School District shall be solely responsible for their salary, benefits and workers' compensation insurance. The School District shall be responsible for securing background clearance of teachers including but not limited to TB test and fingerprinting. The School District shall be solely responsible for addressing complaints, including Title IX complaints, made by and/or against a teacher, including without limitations, investigations and/or determining and administering appropriate discipline.
- b. The School District will collaborate with MLCCD on the career and college readiness curriculum necessary for UHSMCP completion.

### **College Responsibilities**

- a. MLCCD will provide UHSMCP with one classroom during the 2017/2018 academic year and a minimum of two classrooms, one office space, and other meeting rooms at no charge to the School District during the remaining academic years of this agreement.
- b. MLCCD will provide UHSMCP with telephone and internet access, utilities, air conditioning, custodial services, and on-site parking at no charge to the School District.
- c. MLCCD will collaborate with the School District on the career and college readiness curriculum.
- d. MLCCD instructors shall be employees of Mendocino College. Appropriate instructors will be made available to teach and support courses as necessary.
- e. MLCCD instructors shall report progress of student's academic standing on forms currently used by MLCCD.

### **Joint Responsibilities**

MLCCD will collaborate with the School District on the career and college readiness curriculum necessary for the completion of the three year UHSMCP planned coursework.

The Parties agree to prohibit students, teachers, instructors, or staff from publishing any materials as a direct result of the activities in UHSMCP unless such publication is approved for release, in writing, by the Parties and such approval is not to be withheld unreasonably.



A minor student's education records and information are confidential and such records and information will be made available only to the student and the student's parent or guardian or to individuals expressly authorized in writing by the parent or guardian. However, students 18 years of age or older enrolled in courses offered by Mendocino College must execute a FERPA (Family Educational Rights and Privacy Act) Disclosure Agreement authorizing MLCCD to disclose educational records and information to parents, guardians, the School District or other persons before MLCCD will disclose the student's educational records and information.

Both the School District and Mendocino College shall provide the School District wrap-around services to ensure the success of each UHSMCP student. Such wrap-around services shall include:

- a. Guidance and counseling
- b. Career and college readiness curriculum support
- c. A designated UHSMCP liaison to answer student questions
- d. Behavior and misconduct obligations

#### **Governance**

Description of Board authorities/administrative authorities AND Board policies/administrative procedures, etc.

#### **Course Compliance**

Instructors will monitor the quality of college courses to ensure that course goals and standards are understood and that guidelines are followed.

#### **Teacher Certification**

All teachers must meet the state's certification requirements as required by California law.

#### **Facilities**

UHSMCP students will have access to instructional and non-instructional resources available on the Ukiah Campus of Mendocino College. Students will receive an identification card to be provided by Mendocino College.

#### **Books and Supplemental Materials**

MLCCD approved textbooks, syllabi and course outlines, applicable to the courses when taught at MLCCD or other instructional venues shall apply to the courses, and all students in the courses when offered under the provisions of this MOU. All textbooks and supplemental materials required for classes will be the responsibility of the School District and paid for by the School District. MLCCD approved textbooks purchased by the School District may be used as long as the text is required for the applicable course. (Note: Refer to Section 388.514 of the Postsecondary Enrollment Options Act, Act 160 of 1996 for detailed rules regarding books as school property.)

#### **Enrollment**

MLCCD shall determine whether there is sufficient enrollment to run post-secondary courses.

**Student Fees**

School District shall be responsible for paying student fees incurred under this MOU, including but not limited to Student Rep Fee, Student Center Fee and the Health Fee.

**Instructional Calendar**

Respective calendars are to be used for the School District and MLCCD. Calendars shall be shared with each party four months in advance of the start of the school year/semester, including starting and ending times of the school day/courses.

**Student Code of Conduct**

Refer to the School District and MLCCD Student Codes of Conduct. Each Parties' publication shall apply to its respective UHSMCP student while on its campus or school grounds. This shall include adhering to regulations regarding facilities and equipment usage, safety rules, etc.

**Indemnification**

The School District agrees to indemnify and hold the MLCCD harmless from any and all liability, loss, damage or claims, of any description, which results from the negligence of the MLCCD and its employees, officers and/or agents that the School District may suffer arising out of or in connection with this Agreement.

MLCCD agrees to indemnify and hold the School District harmless from any and all liability, loss, damage or claims, of any description, which results from the negligence of the School District and its employees, officers and/or agents that the MLCCD may suffer arising out of or in connection with this Agreement.

**Advising**

Both Parties agree to supply adequate counseling for UHSMCP including academic advising services to students enrolled in college degree programs. MLCCD agrees to supply professional development opportunities to the academic advisor so that s/he can provide accurate advising to students. MLCCD also agrees that students who need academic advising beyond the capabilities of the staff provided by the School District may use the advising and counseling services of MLCCD. (Note: It is suggested that specific titles and duties be explicitly stated in this section as part of the wrap around services available to Middle College students.)

**Parent/Student Orientation**

Both Parties agree to jointly host a parent/guardian and student orientation to cover the essential components of UHSMCP. This will include FERPA regulations, adult learning environments on campus, and financial aid eligibility and implications. UHSMCP shall also disclose any fees that may become the responsibility of the parent/guardian and/or student should the student not successfully complete a college course.

**Marketing**

All marketing materials of UHSMCP shall be developed and approved collaboratively by the Parties. Use of names, logos and other representations of either entity on such materials is subject to approval by authorized administrative authorities of the School District and MLCCD by mutual agreement.

**Reporting**

The School District shall maintain normal reporting requirements to the California Department of Education. The School District will engage in California Middle College Association data reporting as feasible.

**Equity and Access**

(Insert Special Education resources and non-discrimination clauses.)

**Insurance**

Each of the Parties shall be responsible for maintaining insurance as required by law to cover claims for personal injury to person or property of students and/or third parties caused by that party, its respective employees, trustees, officers and representatives arising out of or related to the performance of this MOU.

**Amendments**

This MOU may only be modified by an amendment executed by both parties.

**Termination**

Either Party may terminate this MOU due to breach, funding, facility need, or without cause by giving 180 day notice to the other Party.

This MOU represents the entire agreement between the parties and supersedes any prior agreements and/or verbal understanding. If any portion is determined to be void or unenforceable by a court of law, the remainder shall remain in effect as long as the purpose of the MOU has not been altered.

UKIAH UNIFIED SCHOOL DISTRICT

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Debra Polak  
Interim Vice President,  
Education & Student Services  
Date: \_\_\_\_\_

MENDOCINO COLLEGE SCIENCE COMPLEX  
 GUIDELINES FOR DISTRICT USE OF FACILITIES

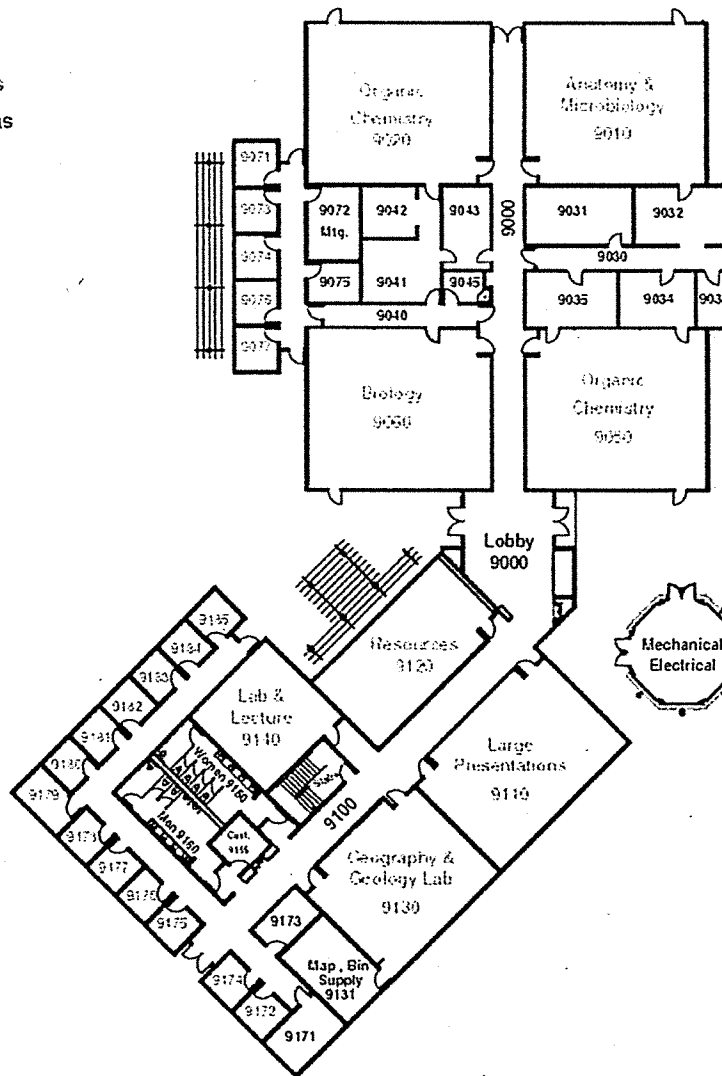


Mendocino  
College

Science Complex

No. \_\_\_\_\_

Classrooms  
 Faculty Offices  
 Resource Areas



Revised 07/27/04 No

## REGULATION GOVERNING THE USE OF MENDOCINO COLLEGE SCIENCE COMPLEX FACILITIES

The use of facilities at Mendocino College is governed by Board Policy No. 705 and its accompanying Administrative Regulation No. 705.1. Facility use is managed by the full-time science faculty in cooperation with the instruction office and the facility services office.

The following guidelines are established for the successful management of Mendocino College Science Complex Facilities and must be followed by all users.

**INTENT:** It is the intent of Mendocino College to provide for the thoughtful and productive use of its Science Complex Facilities. The college acknowledges the uniqueness of these facilities within its District and desires that they will be used for the best interests of Mendocino College students in accordance with all applicable laws, regulations, guidelines and recommendations of college staff. College use guidelines shall be applied in order to assure the safe and secure use of college facilities and to provide for the practical use of limited college staffing, equipment and other facility support resources.

1. For the purposes of this administrative regulation, college Science Complex Facilities are designated below. They are available for "District Instructional Use Only". Specific use guidelines for each facility (listed below) must be followed by District users.

### **Science Complex Facilities—Available for District Instructional Use Only:**

Room 9010, Organic Chemistry Laboratory  
Room 9020, General Chemistry Laboratory  
Room 9030, Science Laboratory Prep.  
Room 9031, Chemical Storage Room  
Room 9040, Science Laboratory Prep.  
Room 9041, Science Instrument Room  
Room 9042, Balance Room  
Room 9043, Science Laboratory Prep.  
Room 9050, Anatomy/Physiology/Microbiology Laboratory  
Room 9051, Cadaver Laboratory  
Room 9052, Science Laboratory Prep.  
Room 9060, Biology/Zoology/Botany Laboratory  
Room 9072, Science Conference  
Room 9110, Large Laboratory Presentation  
Room 9120, Science Learning Resources  
Room 9130, Earth Sciences Laboratory  
Room 9131, Earth Science Laboratory Prep.  
Room 9140, Small Laboratory Presentation

2. The following general guidelines govern the use of all designated Science Complex Facilities:
  - A. All Science complex Facilities are considered to be "Restricted Use Facilities".
  - B. All Science Complex Use Requests shall be directed to Facility Services. Any requests for uses of rooms outside of scheduled classes, other than Room 9072, shall be forwarded to the Dean of Instruction.

- C. The Dean of Instruction shall consult with designated Science Complex faculty as needed in consideration of the requirements of each request, and will evaluate each request in consideration of the college instructional schedule and the guidelines for specific facility use and approval listed in section 3 below.
  - D. Facility use will be approved on a case-by-case basis and reported to Facility services for scheduling, if appropriate.
  - E. Science Complex Facilities will only be available for Mendocino College scheduled class meetings and activities.
  - F. Science Complex Facilities are not available for non-instructional activities such as club meetings and inservice meetings unless without prior permission of the full-time science faculty and the dean of instruction.
  - G. Science Complex Facilities are not available for non-district use.
  - H. Facility use will not include supplies.
  - I. All users shall be responsible for the condition in which they leave the facilities. Any clean-up charges or cost of repair or replacement of any college-owned property damaged or abused beyond normal wear shall be paid by the user or the academic department he or she represents.
  - J. No food or drink is allowed in the Science Complex at any time.
  - K. No facilities (rooms) in the Science Complex are to be routinely unlocked by facilities/security when unlocking the outer doors at the beginning of an instructional day.
  - L. The outer doors of the Science Complex are to remain locked on weekends and holidays and other times when classes are not in session.
  - M. No student worker shall be permitted to have key which opens the outer doors of the Science Complex.
3. Guidelines governing the use of designated Science Complex Facilities are listed below on a room-by-room basis.

**A. Room 9010, Organic Chemistry Laboratory**

Staff Approval: Full-time Chemistry Instructor

**USE GUIDELINES**

- 1. This room must be used for science department instructional programs only.
- 2. This room is to remain locked at all times except during scheduled class periods.

B. **Room 9020, General Chemistry Laboratory**

Staff Approval: Full-time Chemistry Instructor

USE GUIDELINES

1. This room must be used for science department instructional programs only.
2. This room is to remain locked at all times except during scheduled class periods.

C. **Room 9030, Science Laboratory Prep.**

USE GUIDELINES

1. This room must be used for science laboratory preparation only.

D. **Room 9031, Chemical Storage**

USE GUIDELINES

1. This room must be used for science laboratory preparation and chemical storage only.

E. **Room 9040, Science Laboratory Prep.**

USE GUIDELINES

1. This room must be used for science laboratory preparation only.

F. **Room 9041, Science Instrument Room**

USE GUIDELINES

1. This room must be used for scheduled science laboratory activities only.

G. **Room 9042, Balance Room**

USE GUIDELINES

1. This room must be used for scheduled chemistry classes only.

**H. Room 9043, Science Laboratory Prep.**

USE GUIDELINES

1. This room must be used for science laboratory preparation only.

**I. Room 9050, Anatomy/Physiology/Microbiology Laboratory**

Staff Approval: Full-time Biology instructor

USE GUIDELINES

1. This room must be used for science department instructional programs only.
2. This room is to remain locked at all times except during scheduled class periods.

**J. Room 9051, Cadaver laboratory**

USE GUIDELINES

1. This room must be used for Anatomy instruction only.

**K. Room 9052, Micro Prep.**

USE GUIDELINES

1. This room must be used for science laboratory preparation only.

**L. Room 9060, Biology/Zoology/Botany laboratory**

Staff Approval: Full-time Biology instructor

USE GUIDELINES

1. This room must be used for science department instructional programs only.
2. This room is to remain locked at all times except during scheduled class periods.



**M. Room 9072, Science Conference Room**

USE GUIDELINES

1. This room is scheduled through Facility Services.
2. This room is to remain locked at all times except during scheduled activities.

**N. Room 9110, Large Laboratory Presentation**

Staff Consultation: Full-time science instructor

USE GUIDELINES

1. This room is to remain locked at all times except during scheduled class periods.
2. This room is to be used for scheduled instructional classes only.
3. Nothing may be removed from the walls.
4. The room's locked permanent projection/AV system is only available for use by authorized science department instructors; however, the LCD projector may be used with prior consultation of the full-time science faculty by properly trained non-science class instructors.
5. NO FOOD OR DRINK IS ALLOWED IN THE ROOM AT ANY TIME.
6. The room's permanent support equipment and fixtures such as desks, podium and chairs must not be moved from their designated positions.
7. NOTHING MAY BE FASTENED TO OR HUNG ON THE WALLS, CEILINGS, WINDOWS, FLOORS OR WINDOW COVERINGS.
8. No additional chairs may be added to the student seating area.
9. Room exits may not be blocked in any way.
10. No equipment may be brought into this room without prior written approval of the full-time science faculty.
11. If a slide/video system is needed by a non-science scheduled class, instructors must arrange for portable slide/video equipment to be delivered by the staff of the college audiovisual department. Please see #10 above.
12. In support of college science department instructional activities, this room is generally reserved for use by scheduled science courses. This room may occasionally be available for scheduled classes outside of the science department with prior consultation of the full-time science faculty and the dean of instruction.
13. Use of the gas, air and vacuum connections is restricted to authorized science faculty and staff.

**O. Room 9120, Science Learning Resources**

Staff Approval: Full-time science faculty

USE GUIDELINES

1. This room is to remain locked at all times except during scheduled activities.
2. This room is restricted for use by students enrolled in Biology 50, Chemistry 50 and Earth Science 50.
3. Hours of operation to be determined each semester by the full-time science faculty.

**P. Room 9130, Earth Science Laboratory**

Staff Approval: Full-time Earth Science instructor

USE GUIDELINES

1. This room is to remain locked at all times except during scheduled class periods.
2. This room is to be used for scheduled classes only.
3. Nothing may be removed from the walls.
4. The room's permanent projection/AV system is only available for use by authorized science department instructors.
5. NO FOOD OR DRINK IS ALLOWED IN THE ROOM AT ANY TIME.
6. The room's permanent support equipment and fixtures such as desks, podium and chairs must not be moved from their designated positions.
7. NOTHING MAY BE FASTENED TO OR HUNG ON THE WALLS, CEILINGS, WINDOWS, FLOORS OR WINDOW COVERINGS.
8. No additional chairs may be added to the student seating area.
9. Room exits may not be blocked in any way.
10. No equipment may be brought into this room without prior written approval of the full-time science faculty.
11. If a slide/video system is needed by a non-science scheduled class, instructors must arrange for portable slide/video equipment to be delivered by the staff of the college audiovisual department. Please see #10 above.
12. In support of college science department instructional activities, this room is generally reserved for use by scheduled science courses. This room may occasionally be available for scheduled classes outside of the science department with prior permission of the full-time science faculty and the dean of instruction.
13. Use of the gas, air and vacuum connections is restricted to authorized science faculty and staff.

**Q. Room 9131, Earth Science Prep.**

USE GUIDELINES

1. This room must be used for science laboratory preparation only.

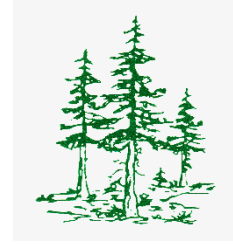
**R. Room 9140, Small Laboratory Presentation**

Staff Consultation: Full-time science instructor

**USE GUIDELINES**

1. This room is to remain locked at all times except during scheduled class periods.
2. This room is to be used for scheduled classes only.
3. Nothing may be removed from the walls.
4. The room's permanent projection/AV system is only available for use by authorized science department instructors.
5. **NO FOOD OR DRINK IS ALLOWED IN THE ROOM AT ANY TIME.**
6. The room's permanent support equipment and fixtures such as desks, podium and chairs must not be moved from their designated positions.
7. **NOTHING MAY BE FASTENED TO OR HUNG ON THE WALLS, CEILINGS, WINDOWS, FLOORS OR WINDOW COVERINGS.**
8. No additional chairs may be added to the student seating area.
9. Room exits may not be blocked in any way.
10. No equipment may be brought into this room without prior written approval of the full-time science faculty.
11. If a slide/video system is needed by a non-science scheduled class, instructors must arrange for portable slide/video equipment to be delivered by the staff of the college audiovisual department. Please see #10 above.
12. In support of college science department instructional activities, this room is generally reserved for use by scheduled science courses. This room may occasionally be available for scheduled classes outside of the science department with prior consultation of the full-time science faculty and the dean of instruction.

Ukiah High School Middle College Program  
at Mendocino College  
Application Packet  
Due: March 3, 2017



Applicants are selected based on the below criteria that predicts their success in a middle college high school environment:

- Desire and commitment to complete college courses
- At or Near Standard on the SBA State Testing in English and Math
- At least a 2.3 high school GPA
- At least a C or better in English 1 and pre-algebra or above
- Possess the following characteristics:
  - motivated to succeed
  - solid school attendance
  - responsible
  - high maturity level
  - strong academic potential

Selection will also consider the following measurements for *at risk*

- First generation college student
- Historically underserved in 4 year college
- Low income
- At-risk of not performing up to potential in a large high school environment

### Application Checklist

Student completes:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Letter of recommendation  
(attached in application packet)

School provides:

- \_\_\_\_\_ Attendance Printout
- \_\_\_\_\_ Transcript
- \_\_\_\_\_ Current Report Card or Progress Report
- \_\_\_\_\_ SBAC Scores for both English and Mathematics

Completed applications can be returned to A-12 at Ukiah High School

## Application Information

Completed applications must include all information requested and signed.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

Current School District (if other than UUSD): \_\_\_\_\_

If from another school district, please provide transcript, attendance printout, current report card or progress report, and most current SBA scores for English and mathematics with this application.

Racial/Ethnic Data (Optional) – Confidential information needed for State/Federal reports

American Indian or Alaskan Native  Asian  Filipino  Hispanic  Black (not Hispanic)

White (not-Hispanic)  Pacific Islander  East Indian

**The Family Education Rights & Privacy Act (FERPA) guarantees your right to privacy as it applies to your Mendocino College records. By signing below you are giving all staff of Mendocino College permission to release your information and official transcripts to Ukiah High School Middle College (UHSMC); college grades will be included on high school transcripts. UHSMC may share this information, only for data evaluation, to outside agencies associated with the evaluation of dual enrollment programs.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION (Please print clearly)**

**Parent / Guardian #1**

NAME:			
RELATIONSHIP TO STUDENT:    ___ Father    ___ Mother    ___ Legal Guardian    ___ Other			
HOME ADDRESS:			
MAILING ADDRESS (if different):			
HOME PHONE: (    )		WORK PHONE: (    )	CELL PHONE: (    )
EMAIL:			
DOES THE STUDENT RESIDE WITH YOU?    ___ Yes    ___ Full-time    ___ Part-time    ___ No			
LEVEL OF PARENT/GUARDIAN EDUCATION:	HIGH SCHOOL	2YR COLLEGE	4YR COLLEGE
	___ Attended ___ Graduated	___ Attended ___ Graduated	___ Attended ___ Graduated
WHAT IS THE PRIMARY LANGUAGE SPOKEN AT HOME?			

**Parent / Guardian #2**

NAME:			
RELATIONSHIP TO STUDENT:    ___ Father    ___ Mother    ___ Legal Guardian    ___ Other			
HOME ADDRESS:			
MAILING ADDRESS (if different):			
HOME PHONE: (    )		WORK PHONE: (    )	CELL PHONE: (    )
EMAIL:			
DOES THE STUDENT RESIDE WITH YOU?    ___ Yes    ___ Full-time    ___ Part-time    ___ No			
LEVEL OF PARENT/GUARDIAN EDUCATION:	HIGH SCHOOL	2YR COLLEGE	4YR COLLEGE
	___ Attended ___ Graduated	___ Attended ___ Graduated	___ Attended ___ Graduated
WHAT IS THE PRIMARY LANGUAGE SPOKEN AT HOME?			

Parent/Guardian # 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian # 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To Be Completed by Student

Prospective Student: Please answer the following questions:

Describe your two greatest strengths or characteristics that will help you achieve your goals?

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Thinking about your experience at high school this year, what do you think will prevent you from reaching your full potential?

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How will the Middle College help you achieve these goals?

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## To Be Completed by Parent

Your child has selected to complete an application to attend the Ukiah High School Middle College Program at Mendocino College. Please be advised:

- I understand that my child intends to register in public college classes that are not specifically designed for students under age 18.
- Your child will be in college courses with adults and that they may be exposed to adult material, subject matter, and/or adult language.
- College professors are not accustomed to nor should converse on the progress of a college student with anyone other than the college student; parents may not approach, speak to, and make appointments to speak with, or contact college professors.
- Your student will be a Mendocino College student and thus will have a college transcript that will remain with the student for the duration of his/her college career.

Students succeed best when the school, the parent and the student work together. Do you agree to the following expectations for Ukiah High School Middle College parents?

- Provide for minimum 2 hours each evening for students to study and do homework.
- Ensure that your student enrolls/completes at least one (1) MC college course per semester.
- Provide transportation OR facilitate the use of public transportation MTA.
- Support regular attendance and call UHS on the day of an absence. There are no excused absences in college.
- Attend and participate in parent/school functions including 1 parent information night per semester.
- Understand that your child may be returned to their home attendance area school if he or she is determined to be a safety concern on the Mendocino College campus.
- Student has resided in California for more than one year.
- Participate in school to home communication.
- Support the goals of Ukiah High School Middle College including a commitment to your student's attendance at a college after High School graduation.

**The family Education Rights & Privacy Act (FERPA) guarantees your student's right to privacy as it applies to your Mendocino College records. By signing below you are acknowledging that all staff of Mendocino College have permission to release your student's information and official transcripts to Middle College High School; college grades will be included on high school transcripts. MCHS may share this information, only for data evaluation, to outside agencies associated with the evaluation of dual enrollment programs.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**Addendum: To be completed by Parents of Students Residing outside Ukiah Unified School District**

Has your child been suspended from school in the past year?

\_\_\_\_\_ yes    \_\_\_\_\_ no

If yes what was the reason for the suspension

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Has your child ever been expelled from a school district?

\_\_\_\_\_ yes    \_\_\_\_\_ no

If yes date (semester and year) of expulsion \_\_\_\_\_

Reason for expulsion

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# Teacher/Counselor or Administrator Recommendation

(Recommendation can be placed in a sealed envelope)

Student's Name: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_ Position: \_\_\_\_\_

How long have you know the applicant? \_\_\_\_\_

The above student is applying for enrollment at Ukiah High School Middle College @ Mendocino College for next school year. Students enrolled in this program complete their high school graduation requirements with a schedule that includes college courses toward transferable units to a 4-year university. Your responses are valuable in helping the Ukiah High School Middle College staff identify which students will benefit from and succeed in the program.

Please evaluate the student on the following characteristics. The scale that is used is as follows:

3 = Excellent; 2 = Good; 1 = Fair; 0 = Does Not Apply/No Opinion/No Information

- |                            |                             |                                     |
|----------------------------|-----------------------------|-------------------------------------|
| ___ Academic potential     | ___ Academic achievement    | ___ Effort/Drive                    |
| ___ Study habits           | ___ Attendance              | ___ Punctuality                     |
| ___ Written expression     | ___ Following directions    | ___ Ability to work independently   |
| ___ Imagination/Creativity | ___ Critical thinking       | ___ Ability to express ideas orally |
| ___ Daily preparation      | ___ Integrity               | ___ Ability to work with peers      |
| ___ Leadership potential   | ___ Classroom conduct       | ___ Time management                 |
| ___ Self-Confidence        | ___ Respect given to adults | ___ Overall recommendation          |

Please share your evaluation for the following item:

Potential for success in a college environment (with support):

- excellent       good       fair       poor

Please comment regarding characteristics marked above; include additional comments regarding the student's current performance (use back of form or attach additional paper if necessary):

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The Middle College High School staff appreciates your time and effort. Should you have any questions or wish to speak to a Ukiah High School Middle College staff member, please call **472-5150**.

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application Evaluation

Name: \_\_\_\_\_

First in Family to Attend College	0	3
Low Income	0	3
Historically Underserved at 4 yr.	0	3

[Hispanic, African-American, American Indian, or home language Hmong, Cambodian, Laotian or Vietnamese]

*Student response to:*

Question 1

Depth of Answer	0	1	2	3
Grammar/ quality	0	1	2	3

Question 2

At risk of not performing	0	1	2	3
Grammar/Quality	0	1	2	3

Question 3

Alignment with vision/mission of Middle College	0	1	2	3
Grammar/quality	0	1	2	3

Teacher Recommendation	0	1	2	3	4
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8 <sup>th</sup> grade SBAC-ELA	
2668-2769 Exceeded	3
2567-2667 Met	2
2487-2566 Nearly Met	1
2288-2486 Not Met	0

8 <sup>th</sup> grade SBAC Math	
2653-2802 Exceeded	3
2586-2652 Met	2
2504-2585 Nearly Met	1
2265-2503 Not Met	0

GPA	
3.0-3.5	3
3.6-4.0	2
2.3-2.9	1
<2.3	0

Grades	
C or better in English 1	0 1
C or better in pre-algebra or above	0 1

Attendance	
1-5 Absences and/or Tardies	3
6-10 Absences and/or Tardies	2
11-15 Absences and/or Tardies	1
> 15 Absences and/or Tardies	0

8th grad GPA????

Total Points \_\_\_\_\_ Possible 44 points

**S'17 – 01:**

**Mendocino College Faculty Distance Education Committee Recommendations for Common Course Management System (Canvas)**

Contacts: Vivian Varela and Dan Jenkins

Academic Senate First Reading: **April 6, 2017**

Academic Senate Second Reading: **April 27, 2017**

Academic Senate Action:

Whereas, The California Community Colleges Chancellor's Office (CCCCO) purchased Canvas for a Common Course Management System (CCMS) for distance education courses throughout the state, allowing this course management system to be provided at little or no cost to colleges and districts;

Whereas, the Academic Senate for California Community Colleges strongly recommends that any monetary savings which result from a district or college transitioning to a Common Course Management System (CCMS) be used primarily to support the professional development needs of distance education faculty making the transition to the new CCMS;

Whereas, Mendocino College will begin using the Canvas LMS beginning in the Summer Session 2017, and all Mendocino College classes will have a Canvas "shell" available for all faculty to use in classes beginning in the Fall 2017 semester;

Whereas, faculty currently using Etudes are required to engage in the laborious and time consuming task of migrating online course content to a new and essentially different CMS;

Whereas, migration from Etudes to Canvas provides faculty an opportunity to evaluate and update their online and hybrid courses, in doing so the Distance Education committee encourages faculty to comply with certain standards as set forth by the OEI may adopt its rubric in order for courses be considered for inclusion in the OEI Exchange;

Whereas, Mendocino College faculty must ensure all course content is accessible to students regardless of their individual limitations and the mode of course content delivery;

Therefore be it resolved; that Mendocino College require Canvas training for all faculty, as follows:

- a four-week training for instructors who are new to online education, and who will use Canvas for an on-line course,
- a basic two-week training for all faculty who are experienced online educators, and/or who will use the LMS- ~~for on-line in traditional on the ground classes~~; and
- a basic two-week training is recommended for all faculty who will use the LMS strictly for on-the-ground classes as a teaching supplement;

Therefore, be it further resolved, that any funds budgeted for the Etudes costs remain in the Distance Education Budget to supplement the District's General Fund and support:

- initial and on-going Professional Development activities related to Canvas and on-line education

—on-going Distance Education Program needs license in 2016-17 will remain in the budget, encumbered for the purposes of compensating faculty for converting to Canvas and/or participating in Canvas training;

—Therefore, be it further resolved, that such funds, equal to the cost of the 2016-17 Etudes license, remain in the District budget, proportional to the savings realized by any related costs to the District incurred by a licensing agreement with Canvas, for the purposes of compensating faculty for converting to Canvas and/or participating in Canvas training.

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Resolution S'17 – 02

Sponsors UPDATE for May 11, 2017

Roger Ahders, Jordon Anderson, Leslie Banta, Tim Beck, Doug Boswell, Steve Cardimona, Jaime Cechin, Kurt Combs, Steve Crossman, Rachel Donham, Jason Edington, Julie Finnegan, Marcus Frederickson, Jody Gehrman, Rodney Grisanti, Roger Hock, Rhea Hollis, Dan Jenkins, Conan McKay, Nicholas Petti, Les Pfitzenreuter, Bart Rawlinson, Vivian Varela, Sarah Walsh, Phil Warf, Tascha Whetzel, Deborah White, Jim Xerogeanes,

**S'17 - 02**

**Mendocino College Faculty Decision-Making Processes for President's Policy Advisory Committee (PPAC)**

April 27, 2017

Contacts: Sue Blundell or Catherine Indermill

Sponsors: Jordon Anderson, Leslie Banta, Steve Cardimona, Jaime Cechin, Julie Finnegan, Jody Gehrman, Roger Hock, Dan Jenkins, Conan McKay, Bart Rawlinson, Sarah Walsh, Phil Warf, Tascha Whetzel, Jim Xerogeanes,

Academic Senate First Reading: **April 27, 2017**

Academic Senate Second Reading:

Academic Senate Action:

Whereas, the Academic Senate of Mendocino College understands and supports the importance of the Decision-Making processes of the Mendocino Lake Community College District (District);

Whereas, the Academic Senate recognizes the responsibilities afforded to the faculty by AB1725 and that all constituent groups have the right to consistent, comprehensive and open contributions to the governance and decision-making of the District;

Whereas, all decisions made by President's Policy Advisory Committee (PPAC) affect members of each constituent group, their representatives must be able to carefully consider the ramifications of each proposal – including, but not limited to: researching issues, soliciting input from constituents, and providing thoughtful comprehensive feedback. Constituent members must have ample time to discuss the impact of proposed Board Policies and/or Administrative Procedures;

Whereas, PPAC constituent representatives need to be fully informed about proposed Board Policy and/or Administrative Procedures presented and have time to consult with each other and members of their group when appropriate;

Whereas, PPAC members need to have ample time to consider proposed Board Policy and/or Administrative Procedures presented at

Whereas, PPAC members do not receive meeting agendas in a timely manner to allow for the aforementioned activities, for example agendas for recent meetings were provided less than 6 working hours before the scheduled 2:00pm meetings:

- 3/31/17 @ 11:26 am
- 2/24/17 @ 10:10 am
- 2/10/17 @ 1:11 pm
- 12/16/16 @ 11:23 am
- 12/2/16 @ 11:31 am

- 10/27/16 @ 5:09 pm for 10/ 28
- 9/30/16 @ 11:43 am
- 9/1/16 @ 12:34 pm

Whereas, according to the *Mendocino College Institutional Follow-Up Report*, Spring 2015 the District has a system/process in place for the review of Board Policies and/or Administrative Procedures:

“The college’s existing process for review of BP’s and AP’s includes the following steps: BP’s and AP’s are slated for revision; first drafts of proposed revisions are created through the President’s Office, revised policies and/or procedures are brought to the President’s Policy Advisory Committee (PPAC) for discussion and first reading. Next PPAC members, who represent student, faculty, classified and management, share those drafts with their constituent groups for feedback. At the following PPAC meeting, constituent group feedback is brought back for discussion and modifications are made as needed.” (page 13)

Whereas, PPAC discussions, suggested revisions etc. are important for the continuity of the committee’s on-going work and campus-wide communication. Records of these need to be complete and functional documents, however they are generally incomplete inaccurate, unhelpful, limited and not easily accessible for the campus community nor PPAC members;

Whereas, records of meetings are inconsistent in the use of the terms “Meeting Notes” and “Minutes”. Minutes imply the record has been reviewed by and approved by the committee members which does not occur;

Whereas, the President/Superintendent needs to provide leadership that is open for input from all constituent groups and abide by AB 1725 as it pertains to “participatory governance” by supporting, encouraging, and allowing input on policy decision from all member of the constituent groups. In addition, the *Institutional Self Evaluation Report* (2014) states:

“Board Policy 213 specifies that ‘the Board is committed to ensure that members of the District’s constituent groups participate in developing recommended policies for Board action, and administrative procedures for action by the Superintendent/President’. Administrative Procedure 213.1 specifies how each group will participate. This procedure acknowledges the College’s commitment to AB 1725 and states the ‘procedures are predicated upon sincere commitment on the part of all participants to work together for the good of our students, our professions, and our institution.’” (page 204)

Whereas, achieving “consensus” on decisions that affect the campus, as a whole, is important and often encouraged, it is not the process by which decision-making occurs at PPAC. Committee Handbook (2013) indicates the representative of each constituent group, as appointed by their peers, approve on Board Policy and/or Administrative Procedures

THEREFORE BE IT RESOLVED that, as the Chair of PPAC, the President/Superintendent will provide agendas, with supporting documentation, at least 48 hours prior to meetings;



THEREFORE BE IT RESOLVED, all Board Policy and/or Administrative Procedures under consideration by PPAC have *at least* two “readings” before action is taken;

THEREFORE BE IT RESOLVED, that there will be no less than three weeks between the First and Second Readings of any proposals and constituent representatives will provide Board Policy and/or Administrative Procedures to their constituent members for a minimum of 10 working days prior to a “Second Reading”;

THEREFORE BE IT RESOLVED that the official record of PPAC Meetings are made by the process of “Minutes”, which are provide in a timely manner for voting members of the committee to review and approved by a vote of the eight constituent representatives (two each – Associated Students of Mendocino College, Classified, Faculty and Management/Supervisory/Confidential);

THEREFORE BE IT RESOLVED that each decision made by PPAC is achieved by a vote of the constituent leaders appointed by their respective groups (two each – Associated Students of Mendocino College, Classified, Faculty and Management/Supervisory/Confidential) and the official record of the meeting reflects the votes cast Ayes and Nays, as appropriate.

## **Resolution S' 17 – 03**

### **Designation of College Hour**

Contacts: Phil Warf and Catherine Indermill

First Reading: **April 27, 2017**

Second Reading:

Academic Senate Action:

Whereas, the Mendocino College faculty support the history and “spirit” of College Hour, as well as the need to formally recognize and preserve it;

Whereas, the Faculty value the opportunity and importance of regular collegial interaction with each other; and a specific time for faculty-focused events (such as Academic Senate, general faculty and Mendocino College Federation of Teachers meetings);

Whereas, having a designated time for faculty gatherings will allow administrators easier access to meeting with faculty when appropriate;

Whereas, Faculty support having a designated time for student activities (such as club meetings, ASMC, lunches, guest speakers, etc.) and the ability to attend student-sponsored events;

Whereas, the Associated Students of Mendocino College historically (Resolution S’01 - 02) and recently (ASMC Meeting Minutes March 17, 2017) support the idea of designating a time for student activities and faculty functions

Whereas, faculty support the idea of having minimal classes taught at a time where more students have access to labs (such as ENG 60, MTH 40 BIO 50);

**THEREFORE BE IT RESOLVED** that Tuesday and Thursday from 12:30-1:30 during the regular Fall and Spring semesters be designated and referred to formally as “College Hour”;

**THEREFORE BE IT RESOLVED** that classes are not scheduled on Tuesdays and Thursdays from 12:30-1:30 pm during the regular Fall and Spring semesters; unless deemed necessary and mutually agreed upon by the faculty in the discipline and appropriate Dean. Exception to the scheduling restriction may include:

- Student support laboratory classes (such as ENG 60, MTH 40, Bio 50), which when possible are taught by part-time faculty, and

- STEM classes,

**THEREFORE BE IT RESOLVED** that standing meetings that are not specifically designated for faculty (such as Faculty, Academic Senate and Mendocino College Federation of Teachers meetings) are not held on a regular basis during College Hour.