

MINUTES
Mendocino College Academic Senate
Thursday, September 3, 2015
Room 4210, 12:30 – 2:00 p.m.

- Call to Order* Edelman called the meeting to order at 12:33 p.m.
- Present* Jason Edington, Dan Jenkins, Reid Edelman, Tascha Whetzel, Doug Browe, Jody Gehrman, Catherine McKay, Jessica Crofoot, and Vivian Varela
- Absent* None
- Guest* Rebecca Montes
- Agenda Approval* M/S/C (Edington/Cardimona) to approve the Agenda of September 3, 2015
- Minutes Approval* M/S/C (Edington/Varela) to approve the Minutes of August 20, 2015
- Public Comment* Montes mentioned that there may be an issue that will need to be addressed by the Academic Senate. The issue has to do with Title V Math and English graduation requirements. The math department has created a new course to meet this requirement, which is required to be intermediate algebra or a course at the same level and same rigor. There is some concern that this will require a substantive change to be completed. The administration may become more involved if this is necessary. Edelman has been asked to attend the next Curriculum Committee meeting. Because this is a major change, the Academic Senate should review the Curriculum Committee's decision.
- Edelman will not be able to attend the next Board Meeting scheduled for September 9, at the Lake County Center. He asked the Senate membership if someone was willing or interested in attending.
- Committee Reports* **Part-Time Faculty Report**
Crofoot mentioned that the Chancellor's office is interested in changing from ACCJC as an accrediting agency to WASC as an accrediting agency.
- Crofoot also stated that the budget looks good for 2015/16. The majority of funds will be received during the 2016/17 academic year. She also mentioned that part-time faculty are eligible to apply for unemployment. A workshop will be held at the end of the semester to complete this process.

A part-time instructor teaching three classes or a total of 9 units can apply for unemployment for their missing wages, if they are now teaching 6 units.

President's Report

Edelman provided a written report. The following information was provided: PBC 5/22/15; PBC 6/10/15; Budget narrative; CUE 6/10/15; BOT 6/10/15; Presentation – Fort Bragg 8/12/15; BOT 8/12/15; and Senate/Deans/VP Meeting 8/25/15.

Gehrman asked about CUE (Center for Urban Education). She was curious about working with them for a two year term.

Edelman mentioned that we still need to determine if we will pursue the Equity Score Card process with CUE and what that would entail.

Old Business

Review Revised Goals

Edelman suggested that a committee chair from the following committees: Curriculum, Equity, EAP, SLO, Distance Education and Enrollment Management provide a report on their status during Senate meetings.

M/S/C (Jenkins/Browe) to approve Academic Senate 2015-16 goals with changes as discussed, and reflected in the 9/17/15 Academic Senate Packet

Jenkins suggested that information be provided during the faculty meetings or SUECO meetings.

Last May the Senate discussed the support of parity of terms for both full-time and part-time faculty committee membership. Committee members would serve the same amount of time.

M/S/C (Jenkins/Crofoot) to support parity of term duration between part-time and full-time faculty.

Edelman mentioned if there is support for parity of term duration there may be a need to re-staff a committee with part-time faculty due to teaching contracts.

Edington suggested where more than one part-time faculty is serving on a committee to make sure their terms are staggered, so that there is some continuity for the committee.

Faculty Office Space Recommendations

Edelman mentioned the request from the Office Space Committee from last year.

It was suggested that full-time instructors would not hold meetings in part-time faculty office spaces. The adjunct office should only be used by part-time faculty.

Request #2 –

Each building on campus has needs/requirements that are being handled differently. Arrangements have been made to handle those needs.

Jenkins asked what is the larger process and involvement in this request? Is this request a Senate issue?

Need to determine appropriate roll of the Academic Senate versus unions with regard to office space.

Edelman mentioned that certain rooms have been designated as faculty office space. How should the Senate address the issue?

Whetzel mentioned the wording of office spaces makes it difficult to determine access and needs in each building.

Crofoot mentioned that this may be a union issue in regard to access for part-time faculty.

Jenkins asked if this matter has to do with working issues or bargaining issues? In what way is this an academic matter or a professional matter versus wages and working conditions?

Edington suggested this is a +1 issue. He suggested that it be discussed further with SUECO.

Edington suggested that we work together for a solution that will work for everyone. A meeting with SUECO and a possible ad hoc committee may be necessary.

Edelman would like to discuss this with SUECO and the full and part-time faculty unions. He will research McKay's concern regarding office space as well. If agreed this is a Senate issue then committee volunteers will bring information/suggestions back to the Senate and the faculty.

Cardimona mentioned that Room 9179 is a locked room and a key is needed for use. The room should not be left unlocked due to equipment left in the room at various times.

Browe suggested that all part-time faculty offices be keyed the same so that part-time faculty will have use when necessary.

Edelman mentioned that this idea has been tabled due to various office assignments.

SLOT Report from April 23, 2015

Jenkins mentioned that many course level SLO assessments have been evaluated. He also mentioned the 6 year cycle. Faculty completing Program Review Part II need to complete PSLO assessments. He will meet with VP Guleff next week regarding the progress. Committee chairs are meeting to review the screens in the Curricunet program.

Review Committee Assignments/Vacancies

Edelman mentioned a vacancy on the EAP committee and asked for recommendations for one full-time faculty member to serve. Suggested names were provided: Grisanti, Donham, Ramming, Anderson and Buccelli. Jenkins mentioned that a counselor to serve on the committee would be a good idea. Edelman will speak with Crossman, Stirling, and Ramming to determine who would be interested in serving.

Enrollment Management Report

To be discussed at next meeting.

New Business

Faculty Evaluation Process – Revision Proposal

To be discussed at next meeting.

Topic & Food for October 8th Faculty Meeting

To be discussed at next meeting.

Future Agenda Items

Review Academic Rank Procedure & Process
Faculty Evaluation Process – Revision Proposal
AS Constitution & Bylaws Revisions
Review of Minimum Qualification Procedures
Office Space Committee Recommendations
On-line Management System Committee
Discuss process of assignment adjunct faculty to committees

Next Meeting

September 17, 2015, from 12:30 – 2:00 p.m.

Adjournment

The meeting adjourned at 1:58 p.m.

Academic Senate Membership 2015/2016

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|---|--|
| Reid Edelman – President | Jason Edington – Vice President – (Math) |
| Doug Browe – (CVPA) | Steve Cardimona – (Science) |
| Dan Jenkins – (CTE) | Vivian Varela (Social Sciences) |
| Jessica Crofoot (PT Faculty Rep) | Catherine McKay (PT Faculty Rep) |
| Jody Gehrman – (English, Library & Languages) | |
| Tascha Whetzel – (Student Services, Learning Skills & Counseling) | |

PRESIDENT'S REPORT for September 17, 2015 meeting of the Academic Senate

Respectfully submitted by Reid Edelman

EAP 8/27/15

- 1) **Committee Membership:** will need additional at-large faculty EAP member. Jason pointed out that the additional faculty member cannot be a current senator, since that would place the majority of the senators on EAP violating Brown Act. Reid will recruit an additional at-large faculty member.
- 2) **Goals:** Reid reviewed goals from last Spring. Dan mentioned that we also need to address CTE review cycle. Rebecca explained current process happening through advisory teams and Curriculum Committee. Dan mentioned that we should also be sure to include EAP, possibly through Program Review cycle with an added question for CTE programs. Dan, Rebecca, & Steve will work on a simple form to be provided to CTE programs in time for this year's program review, though completion of the questions will only be required in even years (Starting Fall 2016).
- 3) **PAT Updates:** Paramedic and Culinary Arts on currently in process. Also, Rebecca brought back a concern regarding proposed new certificates in general ed. Which EAP previously approved but which, we have now been informed, do not qualify for financial aid. More research in to this is needed. It may not make sense to offer these certificates. Or perhaps advocacy at statewide level to reconsider this is warranted. Weaving PAT needs to come together and make status-report to EAP. EAP is still awaiting complete report for the proposed Paramedic Program. Once that is received, we can take action and then, if supported, move it on to PBC for consideration and ranking. Focus of Culinary Arts PAT is question of whether classes should be transfer-level or not. Reid suggested looking at other transfer-level arts/active participation classes as examples. Also BOT PAT is still needed.
- 4) **Program Review Planning:** We may need to use a word/pdf/excel document (old school) for this year's program reviews. CuricUnet is really not working acceptable. We won't have time to implement a new system for this year.

PBC 9/1/15, 2-3:30 PM

- 1) Adopted budget presented by Eileen Cichocki. Lots of good financial news with major increased funding coming to the district for 15/16. See PBC minutes for details & budget attachment. Reserve for this year has increased substantially. There is still concern about PERS / STRS rates going up in coming years, which may offset some of the positive outlook.
- 2) Update on transfer of coast territory transfer. Petition for transfer was presented. Deadline to make it complete is July 2017. For this to occur, we must be ready to go to voters by July 16. Arturo will explain full situation at campus forum tomorrow (Wednesday Sept 2).
- 3) Strategic Planning Retreat: will be Friday September 25 at UUSD office on Orchard Ave, 8 AM-3 PM.

From: Alan West
Sent: Monday, April 06, 2015 9:09 AM
To: Reid Edelman
Cc: Aeron Ives
Subject: Office Requests

Hello Reid,

As you know, Aaron Ives recently sent an email to the office committee with 3 office requests from the math department. Here are the faculty office committee recommendations to the Academic Senate.

REQUEST #1--- USE OF OFFICE 9180 FOR THE REPLACEMENT MATH INSTRUCTOR

It is logical to use office #9180 for the new/replacement math instructor. The faculty office committee recommends that this request be approved.

REQUEST #2---USE OF OFFICE 9179 BY ADJUNCT MATH FACULTY

The faculty office committee recommends that this request be approved and expanded. We recommend that adjunct office #9179 not only be available for science and math part-time instructors but also be available to other departments occupying the science building. These additional departments would include Political Science, History, CDV and Psychology. Adjuncts from these departments wanting to use the office would send their request to the chair of the faculty office committee. Upon approval, the faculty office committee would advise the instruction office about the request. The instruction office would then send a key request to facilities. When the keys are produced they would be sent to the instruction office for distribution to the part-time faculty.

REQUEST #3--- USE OF ADJUNCT OFFICE SPACE BY FULL-TIME INSTRUCTORS FOR MEETINGS

The faculty office committee did not reach an agreement on this issue. The faculty office committee recommends that the academic senate discuss and take action on this issue. It is our opinion that this is a larger, campus-wide issue that should be discussed by the entire Academic Senate. The question for me is how, as full-time faculty members, do we want to treat our adjunct faculty as it concerns their office space. I think that adjunct offices should only be used by part-time faculty. All members of the office committee did not agree with this idea so we are sending the request on to you. Please let us know when this third issue will be discussed by the senate.

Thanks,

Alan B. West

Proposed Committee Staffing for 2015-16 (confirmed at May 7 AS meeting)

| Committee | 2014-15 Committee Composition | Committee Composition for 2015-16 |
|---|---|---|
| EAP 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff | Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016) | Jason E (serves by virtue of position-AS VP) Dan Jenkins (serves by virtue of position-SLO Chair) R. Montes (serves by virtue of position-Curriculum Chair) Tim Beck (terms ends 2016) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016) |
| Enrollment Management Committee Terms not specified Need 6 FT & 1 PT fac Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington | Vivian Varela Conan McKay M. Frederickson Les Pfitzenreuter Roger Hock Jessica Crofoot | Reaffirmed current membership & specify 2 year terms as indicated: Vivian Varela (term ends 2017) Conan McKay (term ends 2017) M. Frederickson (term ends 2017) Les Pfitzenreuter (term ends 2016) Roger Hock (term ends 2016) Jessica Crofoot (term ends 2016) |
| Curriculum 2 year terms for FT 1 year term for PT Chair: R. Montes | Leslie Banta (term expiring) Tim Beck (term expiring) Julie Finnegan (term ends 2016) Rodney Grisanti (term expiring) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep) | Leslie Banta & Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti. 2015-16 committee composition to be: L. Banta (term ends 2017) Tim Beck (term ends 2017) J. Finnegan (term ends 2016) Conan McKay (term ends 2017) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep) (term ends 2016) |
| Staffing Committee 3 year terms for faculty Includes 5 faculty, FT or PT Chair: Dean D. Polak | Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) Barbara French (term expiring) Rachel Donham (term ends 2017) Greg Hicks (term ends 2017) | Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018: Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) John Koetzner (term ends 2018) Rachel Donham (term ends 2017) Greg Hicks (term ends 2017) |
| SLOT Chair: Dan Jenkins Two year terms | Jaime Cechin (term ends 2016) Julie Finnegan (term ends 2016) John Koetzner (term ends 2015) Aeron Ives (term ends 2016) vacant Christine Soldate (PT-2016) | Committee assigned as listed: Jaime Cechin (term ends 2016) Julie Finnegan (term ends 2016) John Koetzner (term ends 2017) Rachel Donham (term ends 2017) Jordan Anderson (term ends 2017) Christine Soldate (PT-2016) |
| Basic Skills Two year terms Chair: Sarah Walsh | Leslie Banta Jaime Cechin Ginny Buccelli Tascha Whetzel Maria Cetto Andrew Letsky (PT Rep) | AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed: Roger Adhers: (through 2016) Jean Stirling (through 2017) Jaime Cechin (through 2016) Ginny Buccelli (through 2017) T. Whetzel (through 2016) Maria Cetto (through 2017) Andrew Lutsky (PT Rep) (through 2016) |
| Distance Education 2 year terms Includes 5 FT, 1 PT, 1 counselor plus chair Chair (distance ed. coordinator): V. Varela | Conan McKay Jason Edington Roger Hock Dan Jenkins Steve Crossman (by position) Catherine McKay (PT Rep) | Catherine Indermill to replace Conan McKay. Terms should be established as indicated: Catherine Indermill (through 2017) Jason Edington (through 2017) Roger Hock (through 2016) Dan Jenkins (through 2016) Steve Crossman (by position) Catherine McKay (PT Rep) |

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| Student Equity Terms not specified Co-Chairs: Leslie Banta & VP Guleff | Jordan Anderson Tascha Whetzel Rhea Hollis, Maria Cetto Jessica Crofoot Leslie Banta Sarah Walsh Mike Guiffrida | Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee: Jordan Anderson (term ends 2017) Tascha Whetzel (term ends 2017) Rhea Hollis (term ends 2017) Maria Cetto (term ends 2017) Jessica Crofoot (term ends 2016) Tonja Ramming (term ends 2017) Sarah Walsh (term ends 2016) Mike Guiffrida (term ends 2016) |
| Additions to committee staffing considered in Fall 2015: | 2015-16 Committee Composition (faculty only) | Proposed Actions: |
| Facilities Committee Two year terms Chair: Steve Oliveria (Dir of Maintenance & Operations) | Steve Cardimona Jim Xerogeanes | Assign 2-year terms as follows: Steve Cardimona (term ends 2017) Jim Xerogeanes (term ends 2016) |
| Non-Credit Committee Two year terms Chair: Ketmani Kouanchao (Dean of Student Services) | New committee | Assign: Conan McKay (term ends 2017) Tascha Whetzel (term ends 2017) Euline Olinger (term ends 2017) Sarah Walsh (term ends 2017) |
| EAP 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff | Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016) | Jason E (serves by virtue of position-AS VP) Dan Jenkins (serves by virtue of position-SLO Chair) R. Montes (serves by virtue of position-Curriculum Chair) Tim Beck (terms ends 2016) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016) Fill vacant at-large FT faculty seat: Nominees: Rodney Grisanti Rachel Donham Jordan Anderson Tonja Ramming Steve Crossman Jean Stirling Ginny Buccelli |

Faculty Meeting Food Rotation

- October 8:** Jody & English / Communication / Library / Languages
- November 5:** Vivian & Social Sciences, Psychology, Political Science & History
- December 17:** Steve & Sciences
- January 22, 2015** (in-service: lunch provided by administration)
- February 25:** Tascha & Student Services / Learning Skills / Counselling
- March 24:** Dan & CTE
- April 21:** Jason & Math
- May 19:** Doug & CVPA

Reid will assist with set-up & clean-up for all meetings, provide plates, cups, napkins & utensils for all meetings and assist with CVPA lunch.

| <u>Fine & Performing Arts</u> | <u>Science</u> | <u>Mathematics</u> | <u>CTE</u> |
|--|--|--|--|
| <i><u>Doug Browe</u></i> | <i><u>Steve Cardimona</u></i> | <i><u>Jason Edington</u></i> | <i><u>Dan Jenkins</u></i> |
| <u>Boswell, Doug</u> <u>Edelman, Reid</u> <u>Grisanti, Rodney</u> <u>Pfutzenreuter, Les</u> <u>Rosenstreich, Lisa</u> <u>Saxon-West, Leslie</u> | <u>Anderson, Jordon</u> <u>Beck, Tim</u> <u>Blundell, Sue</u> <u>Donham, Rachel</u> <u>Frederickson, Marcu</u> <u>West, Alan</u> | <u>Ahders, Roger</u> <u>Banta, Leslie</u> <u>Finnegan, Julie</u> <u>Bylund, Casey</u> <u>Pai, David</u> <u>White, Deborah</u> | <u>Danning, Nora</u> <u>Chaudrue, Vicki</u> <u>Laughton, Fran</u> <u>Petti, Nicholas</u> <u>Woods, Lisa</u> <u>Xerogeanes, Jim</u> <u>Drake, Tiffany</u> |
| <u>Library, English & Language</u> | <u>Social Sciences</u> | <u>Learning Skills & Student Support Services</u> | <u>Part Time Faculty</u> |
| <i><u>Jody Gehrman</u></i> | <i><u>Vivian Varela</u></i> | <i><u>Tascha Whetzel</u></i> | <i><u>Jessica Crofoot & Catherine McKay</u></i> |
| <u>Buccelli, Ginny</u> <u>Cechin, Jaime</u> <u>Cetto, Maria</u> <u>Haggitt, Lynn</u> <u>Koetzner, John</u> <u>Rawlinson, Bart</u> | <u>Hock, Roger</u> <u>Indermill, Catherine</u> <u>McKay, Conan</u> <u>Montes, Rebecca</u> <u>Walsh, Sarah</u> <u>Warf, Phil</u> | <u>Combs, Kurt</u> <u>Crossman, Steve</u> <u>DaCruz, Cintya</u> <u>Hicks, Greg</u> <u>Hollis, Rhea</u> <u>Mendoza, Alicia</u> <u>Ramming, Tanja</u> <u>Stirling, Jean</u> | |

Draft of Academic Senate Goals for 2015-2016:

1. Finalize & review Committee Handbook {4,5,6,7,8,9 & 10}
 - consider streamlining committees
 - review process for recruiting & appointing adjunct faculty to committees
 - Discuss structure & reporting of Faculty Office Space Committee. Assess whether Faculty Office Space Committee should report to Academic Senate, faculty unions or both (possibly through SUECo)
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Lead investigation and actions with regard to OEI and Online Platform Choice {4}
5. Recommend revisions to new College Web-Site {4 & 11}
6. Review criteria and process for academic rankings {11}
7. Support continued representation & involvement of our local AS at statewide level {8 & 10}
8. Participate in planning and discussions with regard to SSSP (Student Success & Support Programs) & Student Equity priorities{1, 2, 3, 4, 5 & 6}
 - Participate in planning / assessing priorities with regard to potential future collaboration with CUE (Center for Urban Education). Do we wish to embark on the Equity Scorecard process with CUE?
9. Investigate and recommend actions with regard to administrative workload of faculty (do we want to revisit division chairs?) {6, 7 & 10}

Ongoing matters:

1. Continue to support effective communication & collaboration between faculty & administration / management. Identify potential points of friction and possible solutions. Communicate faculty support for administration as applicable. {11}
2. Review state-of-the-college with regard to SLOs, PSLOs & ISLOs {1, 3, 4, 5, 7, 9, 10}
3. Review Constitution &/or Bylaws (annually) {11 & all}
4. Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees

(note: Field Institute has been removed from the goal list.)