

**Agenda**  
**Mendocino College Academic Senate**  
**Thursday, December 4, 2014**  
**Room 4210 (Library Classroom) 12:30-2 PM**

**Approval of Agenda**

- **Consent Calendar:**

**Approval of Minutes – Minutes of November 20, 2014**

**Public Comment**

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

**Committee Reports**

- MPFA Report –
- **President’s Report – see attached**

**Old Business**

1. Processes for scheduling classes at centers (update from Reid) (5 minutes) {4}
2. Interim support in Fort Bragg (update from Reid) (5 minutes) {1 & 4}
3. Shared Governance forum at In-service/D. Davison & D. Morse visit...follow-up report (5 minutes) {6, 7, 9, & 10}
4. Check in on Hayward Award nomination papers {11} (5 minutes)
5. Check- in on nominating process for adjunct faculty serving on committees (Jessica) (5 minutes) {6, 10}
6. Representative Area Reports (15 minutes) {1,2,3,4,5,6,7,8,9,10}

**New Business**

1. First Reading of Part-Time pay equity resolution (Jessica Crofoot) (10 minutes) {11}
2. Report from Jason Edington on Plenary Session (5 minutes) {11}
3. Report on student equity plan (S. Walsh) {1, 4} (10 minutes)
4. Review topics for upcoming faculty meeting on December 11 (Food by Science Dept.) {1, 4, 5, 11} (10 minutes):
  - a. Presentation on graphics & marketing-10 minutes (J. Silva)
  - b. Follow-up from Oct 30 meeting.

**Future Agenda Items? Next Meeting January 29, 2015**

- Textbook ordering process {11} (Steve Cardimona)
- Proposal from C. Indermill on revising faculty evaluation documents {8}
- Equivalency Committee planning & processes {11}

**Academic Senate Membership 2014-15**

<b>Reid Edelman – President</b>	<b>Jason Edington – Vice-president / Math</b>
<b>Doug Browe (CVPA)</b>	<b>Steve Cardimona (Science)</b>
<b>Jessica Crofoot – MPFA</b>	<b>Jody Gehrman (English, Library &amp; Languages)</b>
<b>Dan Jenkins (CTE)</b>	<b>Catherine McKay – MPFA</b>
<b>Sarah Walsh (Social Sciences)</b>	<b>Tascha Whetzel (Student Services, Learning Skills &amp; Counseling)</b>

MINUTES  
Mendocino College Academic Senate  
Thursday, November 20, 2014  
12:30 – 2:00 p.m., Room 4210

- Call to Order*** Reid Edelman called the meeting to order at: 12:32
- Consent Calendar - Approve Dan Jenkins and Catherine Indermill to serve on the ACT Student Crisis Committee as needed.
- Present*** Tascha Whetzel, Jessica Crofoot, Catherine McKay, Jason Edington, Reid Edelman, Jody Gehrman, Sarah Walsh, Dan Jenkins, and Steve Cardimona
- Absent*** Doug Browe
- Guest*** Conan McKay
- Agenda Approval*** M/S/C (Edington/Crofoot) to approve the Agenda of November 20, 2014
- Minutes Approval*** M/S/C (Cardimona/Edington) to approve the Minutes of November 6, 2014 with a change in a membership name and a change by Steve Cardimona.
- Public Comment*** Edelman mentioned that, per the current Part-Time Faculty CBA section 18.5.2, the Part-Time Faculty union is responsible for appointing part-time faculty to college committees subject to Senate approval.
- Edelman suggested that the language be changed to: “18.5.2 Nominations of part-time faculty for campus committees shall be gathered by the Part-Time faculty representative on the Academic Senate and submitted to full Academic Senate for discussion and appointment.”
- Crofoot reiterated that what she stated before is accurate. Names are currently brought to MPFA and forwarded to the Senate for approval. She will follow up with the proposed change to this procedure through negotiations.
- Committee Reports*** MPFA  
No report – Received a copy from Warf of MCFT statement regarding PT faculty pay equity.
- President’s Report – The report is attached. The following information is included: VP/Deans/Senate (11/4/14); BOT (11/5/14); EAP (11/11/14); and information submitted relating to the “Proposed Resolution on Part-Time Faculty Pay Equity”.
- Edelman was unable to attend the last Board Meeting due to his performance schedule.
- Edington attended the Board Meeting - The Point Arena Field Station was discussed. President Reyes mentioned the possibility of a conservation easement. The motion was approved and the Board has directed the District to pursue the

conservation easement. A meeting will be held with those interested in fundraising to help maintain the property. An agreement will be signed that will limit the use to educational purposes. No commercial development will be permitted in the future.

### *Old Business*

#### **Processes for Scheduling Classes at the Centers**

McKay mentioned the need to work in conjunction with the Deans regarding the class schedule. Often times the Centers will schedule classes independently. When offering the same classes at each location there is an issue with enrollment. There needs to be a discussion with the full-time faculty member before the schedules are printed.

McKay stated that as a full-time faculty member we should be consulted regarding classes that are offered at the campus and the centers. The four-semester sequence needs to be considered. There should be some consultation between faculty and the Deans.

Edelman asked if there has been communication with the Deans

McKay responded - yes, but there needs to be further discussion regarding class offerings.

Edelman does not have this issue with the courses that are offered in his department.

Edelman asked Senate members if they have been involved in the scheduling with the Fort Bragg Center. The issue is more with the Lake and Willits Center.

Jenkins asked that he be included when scheduling classes within his area.

Edelman will bring this information to the Deans/VP meeting. He will inform them that all of our constituents want to be part of this process.

#### **SLOT Report** (Information provided by Jenkins)

##### **Status:**

- Course level SLOs:
  - 80% SLOs assessed (of all active courses in the curriculum inventory)
- SAOs:
  - 18/30 SAOs drafted

##### **SLOT Activities:**

SLO assessment evaluation is in process; we're considering further evaluation assessments based on some refined criteria (by type of assessment, for example). Themes will be identified and shared.

PSLOs/SAOs: those in the "PR Part II" year need to map and assess PSLOs. I will set this up by the end of the semester for completion next semester. Themes will be identified and shared.

We plan to map and assess PSLOs to ISLOs in the spring (after PSLO assessments are completed). Themes will be identified and shared.

SLOT is in the process of reviewing the most current ACCJC standards (July 2014; see attachment). There are concerns regarding I.B.6: *The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.*

There remains a lack of means to track how the intention or identified need to modify SLO/ assessment/ instructional approach was addressed.

SLOT “Marketing” subcommittee is looking at how to reframe the SLO concept to further change the general attitudes and approaches to SLO matters. We are in the process of collecting positive responses to assessments and other positive experiences to share with all staff.

The Academic Senate expressed a desire to reconsider ISLO #6 (lifelong learning) when it was first developed. I will bring this back to AS for review.

#### **Follow-up with Full-Time Faculty – October 30<sup>th</sup> Meeting/Survey Presentation**

At the end of the meeting there was a presentation by Koetzner regarding the outcome of the survey.

It was mentioned that the presentation was rushed. Faculty members wondered why particular considerations were being made?

Edington would like others to share their perspective of things at a future meeting.

Edelman mentioned that this survey is **NOT** on behalf of the Senate.

#### ***New Business***

#### **Planning of Shared Governance Forum**

The Senate is working on a Shared Governance forum to be held during the Spring In-service. Edington is trying to arrange for Dolores Davison and David Morse from ASCCC to provide information on this topic. If possible, their visit is to provide a workshop for Senate members on Thursday and provide information at the In-service on Friday morning with an afternoon faculty meeting.

It was suggested that Senators meet with Davison and Morse late on Thursday, then bring in the administration for further discussion.

#### **Hayward Award Nomination**

Whetzel mentioned that Skip Beale was nominated by Steve Cardimona and Catherine Indermill for the Hayward Award.

M/S/C (*Jenkins/Crofoot*) to nominate Skip Beale for the Hayward Award

Edelman asked that Cardimona, Indermill and Skip Beale complete the application process. This process needs to be completed before December 11.

**Proposed Resolution – Part-Time Faculty Pay Equity**

The union has voted to sign onto the Resolution and it has been forwarded to the Board.

Jenkins mentioned that the Resolution will help to improve student success and retention. It also addresses an increased percentage of full-time faculty to part-time faculty. Better retention of students and office hours, which is part of student success.

Edelman mentioned, if in support of this then a Resolution needs to be made and forwarded to the Governor.

M/S/C (*Crofoot/Edington*) as a senate move to support and make a resolution.

Edelman asked that Crofoot and McKay draft the Resolution and bring it back the next meeting to be held on December 4<sup>th</sup>.

Crofoot mentioned with the support of the Resolution, this could be used in negotiations for part-time faculty.

The first reading of the Resolution will take place on December 4 and the second reading on January 29.

**Fort Bragg Report – Gehrman**

Gehrman evaluated two classes last week. The community is desperate to have a community college in the area. **Information from those on campus** 1.) There is no one at the Center to provide information. 2.) The Counselor is booked with appointments 3.) The library is often not open. **On a facilities level** it is bare bones. The Center is missing out on potential students because support on the site is limited.

**Types of courses offered** – A complaint was made on the emphasis of the arts. Student are interested in basic transfer level courses.

Walsh mentioned that facilities are an issue. The lighting is not adequate in the classrooms. The technology does not meet standards. Computers need to be provided for faculty use.

Jenkins mentioned that three students are commuting from the Fort Bragg area. Students want job skills/CTE type courses and short-term certificates. Jenkins has hired an assistant to help with outreach and development of a cohort group for the HUS courses.

Edelman will mention this at the VP/Deans meeting.

Jenkins mentioned the use of technology, we can do a lot with distance education. We could link the main campus with Fort Bragg and offer classes in that manner.

Cardimona mentioned the possibility of online courses offered to students at the Fort Bragg Center.

It was suggested that money be spent on safety, reception, banners and technology at the Fort Bragg Center.

**Review topics for upcoming faculty meeting- December 11**

(Food will be provided by – Science Department)

- Presentation on graphics & marketing
- Follow-up from October 30<sup>th</sup> meeting

*Future Agenda Items* Plenary Session – Edington  
Representative Area Reports  
Evaluation Documents – C. Indermill  
Cardimona – Textbook Ordering Process  
Unfinished Business – Semester Wrap-Up

*Next Meeting* Thursday, December 4, 2014

*Adjournment* The meeting adjourned at 2:00 p.m.

**Academic Senate Membership - 2014-2015**

Reid Edelman – President  
Jason Edington – Vice President  
Catherine McKay  
Tascha Whetzel  
Jody Gehrman

Steve Cardimona  
Jessica Crofoot - MPFA  
Sarah Walsh  
Dan Jenkins  
Doug Browe

## **PRESIDENT'S REPORT, for 12/4/14 AS Meeting**

Respectfully submitted by Reid Edelman, Academic Senate President, 11/24/14

### **PPAC 11/17/14**

We reviewed numerous policies & procedures which either have or will soon be distributed for comment. Of particular significance is yet a further revision of the AP on Faculty Minimum Qualifications, incorporating excellent feedback from Catherine Indermill. In addition, there was spirited discussion with regard to the policy with regard to retreat rights for administrators. This item was shelved pending creation of a draft of an accompanying Administrative Procedure and collaboration with the Academic Senate on related processes.

### **PBC 11/18/14**

- I. **Voluntary Withdrawal of Accreditation-Paramedic Program:** This was first discussed in EAP and is now being submitted by PBC for the president's signature. Steve Hixenbaugh pointed out that we do not currently have an active paramedic program, and we are currently paying \$1200 each year to maintain an inactive program, for which accreditation will be revoked involuntarily if we do nothing. It looks much better for us to do this voluntarily while we move ahead with investigation of possibility of reinstating the program in the future.
- II. **Educational Master Plan Update:** change in circumstances resulting in a focus on growth at all cost vs. identifying sustainable vision of who we are as a college. Also, updates based on completed bond projects. We are close to presenting a revised document. It was noted that we should add an update on Fort Bragg / potential coastal center without making assumptions which go beyond the status of our current process on this issue / opportunity. Reid & Ginna will work on this in the coming days.
- III. **Accreditation Update:** Need to present action on addressing recommendations. All must be resolved in order to maintain fully accredited status. This is challenging in areas in which cycle of improvement plan exceeds time frame of accreditation report. We will need to define specific changes and achievements, not just plans and committees in process. Virginia will bring this together in December to make sure all is documented in a way which addresses the specific concerns.
- IV. **Program Review: Concerns about the inadequacies of CuricUnet.** Should we sign a new contract...Ginna is hesitant to do this given long list of complaints.
- V. **Institutional Support-5 year plan:** Legislature eliminated all instructional equipment from the state budget due to lack of evidence of need based on long-range planning. The 5-Year plan is designed to provide this evidence and to access a pot of money that has now been set aside statewide for instructional equipment. There are 5 categories of allowable items. Not all items are allowable. Also, there is a distinction between equipment and supplies. Equipment lasts for more than 1 year and would generally be repaired rather than replaced when it fails.
- VI. **Braided Funding Worksheet:** An effort to fit together all of the different funding streams and how we are using them in Student Services. These funds all have restrictions. The worksheet provides overview of all of these funds and uses and restrictions. Presented by Virginia as an information item.

Next PBC meeting: Dec 16, 2014