

**Agenda**  
**Mendocino College Academic Senate**  
**Thursday, August 31, 2017**  
**Room 1220 12:30-2:00 PM**

**Approval of Agenda (Action Item)**

**Approval of Minutes (Action Item): April 6, 2017; May 11, 2017; May 18, 2017; August 15, 2017**

**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.

**Reports**

- **President's Report**
- **Senator's Report**

**Action Items/Old Business:**

1. **Constituent Groups** {6, 11} ..... (5 Minutes)  
Suggested grouping of constituents for each senator
2. **Faculty Meeting Hosts** {11} ..... (5 Minutes)  
Senators to choose dates to host Faculty Meetings: 9/7, 10/5, 11/9, 12/7
3. **2016-2017 Academic Senate Goals Report** {7, 10, 11} ..... (10 Minutes)  
Review and approve report on previous year's actions
4. **Hiring Committee Appointments** {6, 10} ..... (5 Minutes)  
Appoint faculty to hiring committees as per recommendations (handout) and discussion
5. **Committee Appointments** {4, 5, 6, 10} ..... (5 Minutes)  
Appoint faculty to committees as per recommendations (handout) and discussion

**Discussion Items/New Business:**

1. **(1:00 PM Time Certain) Superintendent/President Reyes**..... (10 Minutes)  
College Update
2. **SMART Goals Training** {6, 7, 9, 10, 11}..... (10 Minutes)  
Mini-session on creating SMART Goals with the intention of having all proposed goals ready for 9/14 meeting
3. **Faculty Statement to BOT on Truth vs. Social Justice** {5, 6, 10} ..... (10 Minutes)  
Feedback on statement prior to including it in Academic Senate Report to BOT
4. **Key Document Revision Processes** {6, 7, 10}..... (10 Minutes)  
Proposed process to solicit directed feedback on Minimum Qualifications and Hiring Policies and Procedures
5. **Constitution/Bylaw Revision Process** {5, 6, 8, 11} ..... (10 Minutes)  
Proposed process to solicit direct feedback on Constitution and Bylaws revision
6. **Guided Pathways Liaison** {2, 5, 6} ..... (5 Minutes)
  - a. **Introduction and Background on Guided Pathways Liaison**
  - b. **Liaison Recommendations**

ASCCC has asked for each college to recruit a faculty member to facilitate the inclusion of faculty voice in the implementation of the Guided Pathways Award Program

**Open Forum**

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

**Upcoming Meetings:**

**Next Academic Senate Meeting:** September 14

**Next Faculty Meeting:** September 7

## PRESIDENT'S REPORT - August 31, 2017

Respectfully submitted by Jason Edington, Academic Senate President

### 1. Appointment of Hiring Committee Members

The following appointments were made:

- Chemistry: Marcus Frederickson, Steve Cardimona, and Roger Ahders

### 2. Committees

I wish to thank the many volunteers for standing committees as well as hiring committees. An extra big thank you to the several part-time faculty that are interested in being on standing committees.

There are two committees that need a Senator to be on; Accreditation Steering (Conan McKay has volunteered) and a co-chair for Enrollment Management. Please let me know asap if you are interested in either of these.

### 3. Social Justice/Truth

Today we will be looking at the letter that has been written through faculty conversation with the intention of my including this in my report to the Board of Trustees. I also think it would be a good idea to have faculty presence at the Board of Trustees meeting. This meeting will be on September 13 in Ukiah, and generally the time for public comments is at 5:30. The Board Packet will be available on the portal (front page, District Announcements) by 5pm Friday, September 8.

### 4. Tidbits

- Janice Timm will begin taking minutes beginning 9/14.
- EEO Advisory Committee will meet on 9/14 – would a Senator be interested in attending with me?
- Website is up to date with Agendas and approved minutes – goal will be to have these keep current as quickly as possible.
  - My personal goal will be to have the minutes up by Monday after the meeting they are approved (sooner if possible).
  - Another personal goal is to have minutes ready at next meeting every meeting.

## Proposed 2017-2018 Constituent Groups

Catherine Indermill	Doug Browe	Hollis, Rhea	Conan McKay	Maria Cetto	Donham, Rachel	Grisanti, Rodney
Mathematics	Fine & Performing Arts	Learning Skills & Student Support Services	CTE	English, Library & Language	Science	Social Sciences
Ahders, Roger Banta, Leslie Cimmiyotti, Chantal Edington, Jason Pai, David Terrill, Casey White, Deborah	Boswell, Doug Decker, Stephen Edelman, Reid Rosentreich, Lisa	Azuela, Daniela Combs, Kurt Crossman, Steve DaCruz, Cintya Hashemain, Emily Mendoza Alicia Ramming, Tanja Sanchez, Lidia Whetzel, Tascha	Crean, Heidi Laughton, Fran Petti, Nicholas Swift, Kim Xerogeanes, Jim	Buccelli, Ginny Cechin, Jaime Gehrman, Jody Haggit, Lynn Davis, Jason Rall, John Rawlinson, Bart	Beck, Tim Blundell, Sue Cardimona, Steve Frederickson, Marcus Zuber, Brianna	Aquire, Neeka Finnegan, Julie Hicks, Greg Hixenbaugh, Steve Hock, Roger Jenkins, Dan Varela, Vivian Walsh, Sarah Warf, Phil

## Academic Senate 2016-2017 End of Year Report and Review of Goals

In the 2016-2017 Academic year, the Academic Senate of Mendocino College set out to complete many goals. As is often the case, the number of goals was lofty, and many of the goals were not completed. There has been work on a number of goals, and many of these goals will likely move forward into the 2017-2018 Academic year. Following is a brief description of the work that has been done towards the goals, or some general information, with cited references as appropriate and available.

The first goal, **“Committees – Look to consolidate, streamline, and update to include staggered staffing”** has several parts to it, but the idea of staggered staffing has been almost completely achieved. Staggered staffing has been almost realized for full time faculty on most committees, excepting the Foundational Skills committee (need one committee member to extend to 2019 to achieve the desired stagger) and Academic Senate itself which has six of the eight full time senator positions, and one of the two part time senator positions, up for election in 2018. **(Faculty Committee Assignments 2017-2018 Document – on Website)** In order to truly stagger the senate, two of the full time positions would need to either be elected for one year, or three years. However, to keep this ‘perfect stagger’, some mechanism would need to be considered for any President or Vice President elected from among the sitting senators who is in the middle of their two year term. One solution may be to consider the senator position vacated and hold an election for a one year replacement.

As mentioned above, the goal had several sub-goals built into it. The first sub-goal was **“Scheduling of Committees and faculty schedules – college hour – moving around committees to allow others to participate.”** The Senate has had a first reading on a resolution for College Hour **(Academic Senate Minutes 5-11-17)** and plans to have a second reading early in the Fall 2017 semester. From there it will go to the Mutual Agreement process with administration.

The next sub-goal is **“Consistent guidelines for having applicants volunteer for committees (FT and PT)”**, for which no work has been done towards this goal.

The last sub-goal is **“Keen attention paid to Professional Development/Flex/Professional Leave, and to getting PD to work.”** The Professional Development committee met during the Fall semester. The only progress that was made was to have the representation on the committee be made equal among the three employee groups **(Academic Senate Minutes 9-9-16, President’s Report)**. The committee now is comprised of a chair (HR Director), and two employees each from Classified, Faculty, and Management.

The next goal was **“Investigate and recommend actions with regard to administrative workload of faculty.”** No work was done towards this goal.

Goal number 3 was **“Investigate hiring policies, practices, and training for hiring committees, including the role of the faculty chair on hiring committees.”** Senators have been asked to gather information from faculty and report back **(Academic Senate Minutes 5-11-17)**. This topic is continuing on in the first regular semester agenda. Jason and Catherine met with VPES Polak and HR Director Myers to begin

discussing the process that we were beginning, and to let them know we would request a meeting to begin further work on this in Fall 2017(**Academic Senate Minutes 3-9-16, President's Report**).

Goal number 4 was **"Investigate and possibly implement a process for electronic voting for Senate."** There has been Minimal progress on this goal. The Academic Senate Constitution outlines that the election must be secret and verified. The original thought was that we could hold an election similar to the way that MCFT does – allowing for email votes to be received, with the understanding that these votes would not be secret. We will either need to identify what kind of secure voting can happen or amend the current constitution.

Goal number 5 was **"Investigate and Recommend Open Educational Resources and Zero Cost Degrees."** There has been Minimal discussion and work towards this goal. While there has been some discussion with Administration about OER (**Academic Senate Minutes 8-21-16**), there has been no actual investigation of OER and Zero Cost Degrees by the Academic Senate.

Goal number 6 was **"Investigate and report back on issues surrounding Dual Enrollment"** and was to include information on **"liability, mandated reporting, and how instructors are being hired/paid/evaluated."** It was suggested that the Senate **"Form an Ad hoc committee."** VPES Polak presented to the Senate (**Academic Senate Minutes, October 7, 2016**). An ad hoc committee was formed and a report was given in the Spring (**Academic Senate Minutes 4-27-17**). Further questions were raised based on their findings which the senate decided should be investigated in the future.

The final goal also had sub-goals. The heading of the goal was **"Investigate and implement methods to increase communication and awareness of issues with faculty."** The first sub-goal was **"Includes cleaning up the agendas and minutes on the website/portal for all planning/participatory governance committees."** This is being done but is being hampered by not having a dedicated administrative support person. Most of the minutes have been taken and prepared by the AS President or Vice President, with a few meetings being covered by part time employees. The senate has been looking for part time help and is currently recruiting from among the part time faculty to possibly take and prepare minutes. The website has been updated, cleaned up, and streamlined to be easier to navigate and find important information, and minutes have been updated as they have been approved and finalized, though this has not happened in as nearly a timely fashion as it should.

The next sub-goal was **"Need to also address the new initiatives and software the college is using, including how E-Lumen will help with Program Review."** Many initiatives have come to the college and the Senate has worked hard to provide information to the faculty and serve as the faculty voice to the administration. These include

- Pass Grading (**Academic Senate Minutes, 9-9-16**)
- Middle College (**Academic Senate Minutes: 11-18-16, )**
- Mendocino College Substantive Change Report (**Academic Senate Minutes 11-29-16**)
- Resolution F' 16.01 – Mendocino College Faculty Pledge of Support (**Academic Senate Minutes 12-6-16**)
- Resolution F'16.02 – Sanctuary Campus Status (**Academic Senate Minutes 12-9-16**)

- Distance Education Committee Recommendation (**Academic Senate Minutes 2-23-17**)
- Middle College (**Academic Senate Minutes 5-11-17**)
- Reallocation of Space (**Academic Senate Minutes 5-18-17**)

The next sub-goal was **“Stay on top of working with administration to make program review more meaningful.”** VPES Polak gave an overview to the senate on program review and E-Lumen (**Academic Senate Minutes, 3-9-17**) as well as to the faculty at a faculty meeting.

The next sub-goal was to **“create an Ad hoc committee for this” goal.** However, no senator was able to take on an Ad hoc committee for this last year.

The final sub-goal was to **“Invite a member of key committees to report to the senate at least annually, including: Professional Development, Equity, Distance Education, Foundational Skills, SSSP, SLOT, Curriculum, and Flex.”** Every committee listed presented during the academic year, with the exception of the Flex Committee and SSSP. SSSP has been on hiatus, with much of the work being done through Student Equity and the Student Services Council. There is every expectation that the Flex Committee will come and present this next year. (**Various Academic Senate Minutes: Distance Education 9-9-16, Student Equity 10-7-16, Student Learning Outcomes 12-9-16, Foundational Skills 4-6-17, Curriculum 4-27-17, Professional Development 4-27-17**)

There were several ongoing matters that were included in our list of goals, with an eye towards perhaps some of them being folded into our bylaws in the future. These include:

- 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.

This is an ongoing issue but one that I feel confident will be ‘better’ this next year. A technical visit with representatives from ASCCC and CCLC is planned for early in the Fall semester.

- Review state-of-the-college with regard to SLOs, PSLOs & ISLOs

This is ongoing through the work of the SLO Committee and SLO Committee Chair, and their report to the Academic Senate.

- Review Constitution &/or Bylaws (annually)

No formal review was done in the 2016-2017 year, but senators were asked to gather information from faculty with regard to the Constitution and Bylaws in order for this review to be completed during the 2017-2018 year (**Academic Senate Minutes 5-18-17**). There has been discussion of putting this into our bylaws.

- Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees.

This was mistakenly left in as ongoing, as it was part of one of our goals for the year.

- Review Equivalency Procedures

This has been ongoing in an organic way – that is, during the year and in the course of working on equivalencies, much learning has taken place. There are two areas that we need to focus on here; the way we review and grant (or deny) equivalency, and the AP itself. One recommendation going forward would be to create a standing ‘Equivalency Committee’. The AP itself needs to be looked at for clarity of language and for compliance with law.

There is every reason to think that this will become part of our goals for 2017-2018.

- Support continued representation & involvement of our local AS at statewide level {8 & 10}

With Conan McKay the Area B rep, Jason Edington volunteering on committees and for the IEPI, as well as attending Plenary sessions and Faculty Leadership, Catherine Indermill attending the Minimum Qualification meeting in Fall 2016, Vivian Varela staying involved in statewide committee work for DE, and Tascha Wetzel attending the Curriculum Institute, we are fairly well represented at the state level (that’s about 10% of our full-time faculty involved). Efforts are also being made to have part-time faculty involved as well (three part-time faculty attended the Part Time Leadership Conference given by ASCCC). Further, there is continuing outreach to our faculty to be involved in the C-ID effort, Legislative and Strong Workforce initiatives, Placement Testing, Math Pathways, etc., and other initiatives as they are presented.

As to the work of the Senate throughout the year, there were many other topics and issues that were handled by the Senate. These include:

- Federal Work study funds allocated to Academic Senate to be disbursed to student workers working for faculty. **(Academic Senate Minutes 9-23-16)**
- Placement of faculty on many hiring committees and standing committees. **(Academic Senate Minutes 9-9-16, 9-23-16, 10-21-16, 10-28-16, 11-18-16, 12-9-16, 1-26-17, 2-9-17, 3-9-17, 3-30-17, 4-6-17, 4-27-17, 5-11-17)**
- Curriculum Committee Co-Chair Division of Tasks **(Academic Senate Minutes 10-7-16)**
- Preparing our delegate for both Fall and Spring ASCCC Resolution voting **(Academic Senate Minutes 10-21-16, 10-28-16, and 3-30-17)**
- Academic Rank Update **(Academic Senate Minutes 11-18-16)**
- Discussion of a Campus Climate Survey **(Academic Senate Minutes 1-26-17)**
- Review and acceptance of the Accreditation Midterm Report **(Academic Senate Minutes 3-23-17)**
- Discussion on Hiring Practices and Minimum Qualifications **(Academic Senate Minutes 3-30-17)**
- Distance Education Recommendations for 2017-2018 Flex Activities **(Academic Senate Minutes 4-6-17)**
- Resolution include

- S'17-01: Distance Education Committee Recommendations for Canvas (**Academic Senate Minutes 4-27-17**)
- S'17-02: Mendocino College Faculty Decision Making Processes for President's Policy Advisory Committee (PPAC) (**Academic Senate Minutes 5-11-17**)
- Elections for 2017-2018 Academic Senate (**Academic Senate Minutes 5-11-17**)
- Allocation of Space (**Academic Senate Minutes: 5-18-17**)



**Hiring Committee Recommendations**

Grounds Hiring Committee (Ukiah Campus): Jim Xerogeanes

Facilities Specialist (Coast Campus): Nicolas Petti or Doug Browe

## 2017-2018 Committee Faculty Assignments

The following is the current committee staffing of full and part time faculty. Please note that the year in parenthesis next to a faculty members' name indicates the end of their two-year term, ending in Spring. Also note that any **vacancies are highlighted in yellow**. **Recommendations are in Green.**

### Academic Review

Steve Crossman (2018), Catherine Indermill (2018), Cintya Da Cruz (2019), Deborah White (2019)

### Accreditation Steering

Alicia Mendoza (2018), **Need 1 more (Preferably a Senator)**

**Recommendation: Conan McKay (2019)**

### Academic Senate

Jason Edington (President - 2018), Catherine Indermill (Vice President - 2018), Rachel Donham (2018), Doug Browe (2018), Maria Cetto (2018), Conan McKay (2018), **Part Time Faculty (2018)**, Rhea Hollis (2019), Rodney Grisanti (2019), Taylor Cannon (2019)

### Curriculum

Tascha Whetzel (Chair: 2017-2019), Julie Finnegan (2018), Marcus Frederickson (2018), Tanja Ramming (2019), Sarah Walsh (2019), Kurt Combs (Articulation Officer), Vivian Varela (Distance Education Coordinator), **Part Time Faculty (2018)**, **Full Time Faculty (2019)**

**Recommendation: Reid Edelman (2019)**

### Distance Ed (DE)

Phil Warf (2018), Bart Rawlinson (2018), Catherine McKay (2018), Conan McKay (2019), Steve Crossman (Counselor), **Full Time Faculty (2019)**, **Full time Faculty (2019)**

**Recommend Casey Terrill and Tanja Ramming** (Ginny Buccelli)

### Education Action Plan (EAP)

Jason Edington (Academic Senate President), Catherine Indermill (Academic Senate Vice President), Tim Beck (2018), Andrew Lutsky (2018), Dan Jenkins (SLOT Committee Chair), Vivian Varela (Distance Education Coordinator), Tascha Whetzel (Curriculum Committee Chair)

### Enrolment Management (EMC)

Marcus Frederickson (2018), Roger Hock (2018), Jessica Crofoot (2018), Reid Edelman (2019), Steve Hixenbaugh (2019), Lisa Rosenstreich (2019), **Senator (Co-Chair 2018)**

### Equity

Alicia Mendoza (2018), Maria Cetto (2018), Steve Crossman (2019), Nicholas Petti (2019), Lidia Sanchez (2019), **Faculty Co-Chair (2018)**

### Facilities

Jim Xerogeanes (2018), Steve Cardimona (2019)

## **Faculty Association**

Vivian Varela (2017), Rhea Hollis (2018), Full Time Faculty (2019)

Recommendation: Tim Beck (2019)

## **Faculty Office Space**

Deborah White (2018), Greg Hicks (2018), Phil Warf (2019), Reid Edelman (2019)

## **Flex**

Jody Gehrman (2018), Leslie Banta (2019), Roger Hock (2019)

## **Foundational Skills**

Ginny Buccelli (Chair-2018), Roger Ahders (2018), Conan McKay (2018), Alicia Mendoza (2018), Machiko Shimada (2018), Maria Cetto (2019), Cintya Da Cruz (2019)

## **Outreach and Marketing**

Steve Hixenbaugh (2018), Nicholas Petti (2019), Lidia Sanchez (2019)

## **Planning and Budgeting (PBC)**

Jason Edington (Academic Senate President), Catherine Indermill (Academic Senate Vice President), Pat Thygesen (2018)

## **Presidents Policy Advisory Council (PPAC)**

Jason Edington (Academic Senate President), Phil Warf (2018)

## **Professional Development**

Jason Edington (Academic Senate President), Full Time Faculty (2019)

Recommend: Roger Hock

## **Professional Leave**

Roger Hock (2018), Tim Beck (2019), Full Time Faculty (2019)

Recommend: Sarah Walsh (Nicholas Petti)

## **Student Learning Outcome Team (SLOT)**

Dan Jenkins (Chair – 2018), Doug Boswell (2018), Casey Terrill (2018), Taylor Cannon (2018), Doug Browe (2019), Conan McKay (2019), Brianna Zuber (2019)

## **Staffing**

Rodney Grisanti (2018), Lisa Rosenstreich (2018), Bart Rawlinson (2019), Greg Hicks (2019), Jody Gehrman (2019), Part Time Faculty (a volunteer is pending Senate approval)(2019)

Recommend: Melissa Timmen (2019)

## **Technology**

Sue Blundell (2018), David Pai (2018), Stephen Decker (2019)

To The Board of Trustees of Mendocino College:

As an institution of higher learning, we are committed to pursuing truth and social justice. Both ideals can be worked toward simultaneously.

We are against the false dichotomy that imagines Truth stands on one side, and Social Justice on the other. The process of education is learning how to apply the various forms of truth-seeking: the scientific method; data analysis; diligent conversations based on integrity and humility; and applying the insights drawn from literature, the arts, and the sciences.

Inasmuch as we believe in these ideals, we are continually reminded of how much further our nation —and the larger world — needs to go to accomplish them. Social justice seeks to provide opportunities and resources to everyone, regardless of their differences. Social justice believes that human beings deserve every right and opportunity, regardless of their “race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex, gender identity, gender expression, sexual orientation, military and/or veteran status.” \*

In our classrooms we seek to generate open and honest discussions about a variety of topics. The faculty is committed to honoring the voices of all of our students.

The “Truth versus Social Justice” polemic is contentious and grossly politicized. No good purpose would be served by wading into these murky waters.

The faculty fully supports the values of Mendocino College and urges the Board of Trustees to reject any process of voting that seeks to deny either truth or social justice.

\* California Fair Employment and Housing Council / California’s Anti-Discrimination and Anti-harassment Policy, effective April 1, 2016

## Guided Pathways Liaison

The Academic Senate for California Community Colleges (ASCCC) is actively seeking local academic senate liaisons to facilitate the inclusion of faculty voice in the implementation of the Guided Pathways Award Program outlined in the Governor's 2017- 2018 California state budget with a one-time allocation of \$150 million. The Chancellor's Office and the Board of Governors are responsible for statewide implementation of this program for colleges that includes "organizing students' academic choices in a way that promotes better course-taking decisions," as well as creating the necessary "framework for colleges to better organize existing student support programs and strategically use existing funding to support student success."<sup>1</sup> Thus, it is imperative that local senates within California community colleges are prepared to address the impacts of this transformational effort that requires engaging in deliberative conversations and creating collaboration with faculty, students, staff, and administrators, as colleges consider adopting a Guided Pathways framework.

The ASCCC strongly encourages the use of innovative strategies and actions that support students in achieving their educational goals. Resolution 9.12 F15 *Support Local Development of Curricular Pathways* urges local academic senates and curriculum committees to be genuinely involved in any decisions regarding curricular pathway programs under consideration. Furthermore, as colleges are designing and implementing pathways programs, ASCCC will be investigating and disseminating effective practices as directed by Resolution 9.03 F16 *Investigate Effective Practices for Pathways Programs*.

In response to the Guided Pathways Award Program implementation, the ASCCC Executive Committee approved the following expectations for Guided Pathways faculty liaisons appointed by local senate presidents:

1. Sign up for the ASCCC Guided Pathways listserv: [GuidedPathways@listserv.cccnext.net](mailto:GuidedPathways@listserv.cccnext.net)
2. Update and engage the local academic senate on statewide matters related to guided pathways.
3. Communicate with the local senate and campus faculty regarding guided pathways work and the implementation efforts that are relevant to the local college and/or district.

There may be additional expectations and responsibilities as the liaison position is defined by the local academic senate. The following list of expectations and responsibilities are **only** suggestions that local senates may consider when selecting a faculty member. The Executive Committee understands that many local senates, and faculty in general, have limited resources and time; thus, liaisons can do as little or as much as they have time and resources.

### Guided Pathways Liaison Expectations

1. Consult with the senate leaders to create a mechanism for the most effective communication with faculty at the local campus about issues of common concern and/or support for Guided Pathways;

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<sup>1</sup> 2017-18 California State Budget, Edmund G. Brown Jr. Governor, State of California  
<http://www.ebudget.ca.gov/FullBudgetSummary.pdf>

2. Monitor local and regional Guided Pathway discussions and act as a resource for local inquiries;
3. Identify local issues of particular concern around a Guided Pathway approach and convey those to the ASCCC Guided Pathways Task Force;
4. Communicate opportunities for faculty to participate through the ASCCC in statewide workgroups, committees and taskforces in relation to Guided Pathways;
5. Serve as a conduit between the local faculty and the ASCCC Guided Pathways Taskforce representatives;
6. As local funding permits, attend statewide events related to Guided Pathways.