

MINUTES  
Mendocino College Academic Senate  
Friday, December 9, 2016  
11:30a.m. – 1:00p.m., Room 4141

- Call to order* Edington called the meeting to order at 11:30a.m.
- Present* Jordan Anderson, Doug Browe, Jessica Crofoot, Jason Davis, Jason Edington, Catherine Indermill, Conan McKay, Vivian Varela, Tascha Whetzel
- Absent* None
- Recorder* Amy Nelson
- Agenda Approval* **M/S/C (McKay/Indermill) to approve the agenda after the approval of minutes were removed, the description on action item #3 was removed, and the first reading for discussion item #1 was removed.**
- Minutes Approval* None
- Public Comment* Curriculum Technician, Amy Nelson, expressed her support for Tascha Whetzel for the appointment of Curriculum Committee Chair.
- Reports* **Presidents Report:** Edington did not have a written report but informed the Senate that he attended a meeting regarding the Sharepoint/Portal upgrade. Edington added that the new Sharepoint/Portal site will be more mobile friendly and searchable. Edington also added that Sharepoint sites won't migrate and that IT will offer what assistance they can.
- Edington informed the Senate of a meeting he had with Interim VPES, Debra Polak, regarding spring in-service. Dr. Tyrone Howard from UCLA will be the guest speaker this year, and Kimberly Papillon will be offering EEO training for those on hiring committees on how to avoid explicit bias. Edington included that orientation for adjunct faculty will be in one location this spring which will also include guest speaker Tyrone Howard as well as dinner. Indermill added that the idea of having all adjunct gather for one orientation was brought to the Academic Senate from the District and that she was not sure if that idea was discussed with adjunct faculty.

**Senators' Report:** None

**Committee Reports:** Dan Jenkins reported on the SLOT committee. Jenkins reviewed goals and progress of the SLOT committee which included completion of SLO handbook, and the continued work on course SLO review/critique, ISLO assessment, and implementation of eLumen. Jenkins discussed the committees work of reviewing all SLOs on all courses and found many aren't very easily assessed. As a member of the SLOT committee, Senator Anderson spoke of the process and how the goal is to help faculty craft a SLO that would be easier to asses. Jenkins commended the SLOT committee members for all their hard work on this process. Once Jenkins receives all the reports back from committee members, the feedback will be forwarded to faculty. Jenkins added that ISLOs are currently being assessed. They were last rewritten in 2012 to align with CSU competency. PSLOs need to be assessed during the six-year cycle. Jenkins added that this process is currently very labor intensive, but will hopefully have some relief with the implementation of eLumen.

Jenkins continued to report that a webinar was offered this fall, which Senator Cetto felt was very good and helpful. Jenkins is hoping to offer some workshop this spring led by Taylor Cannon. Moving forward, the SLOT committee will be working on the migration of data to the new Sharepoint site as well as the implementation of eLumen.

Indermill added that there is much value in the process of assessment and that many were already doing so but didn't necessarily have a name for the process.

An example discussed to demonstrate the value of SLO assessment was the work the math and English departments did with streamlining their course offerings. Cetto added that her department went through a transformation when they reviewed their SLOs, and that her department continues to review their SLOs often.

Whetzel suggested having those that have benefited from the SLO review process talk about their experience at in-service.

Edington thanked Jenkins and the SLOT committee for all the work they have done.

*Action Items*

**1. M/S/C (Anderson/Crofoot) to appoint Tascha Whetzel as the Curriculum Committee Chair for spring 2017.**

Edington informed the Senate that this appointment was temporary for the spring semester only as Varela and Koetzner were no longer able to serve. Indermill added that the chair of the Curriculum Committee is a significant job on campus, one of the most important faculty positions, and is not comfortable with a one semester appointment as the criteria currently in place is outdated and was written at a time when faculty involvement with curriculum was different; however, she understands it is not good to leave this position open. Indermill further explained that there wasn't time to have that discussion last spring and that she was in favor of making a decision now but ordinarily wouldn't and expressed desire to look at this job more carefully in the coming term.

Crofoot stated she received feedback from adjunct faculty that they want to continue with co-chairs and that adjunct supported both candidates. Davis asked Crofoot if she sent an email soliciting feedback as he stated he did not receive an email and was not asked to give input. Cetto asked Crofoot if adjunct were aware that there were some problems with co-chairs. Crofoot added she was just sharing information from the adjunct that approached her regarding the two candidates.

Browe questioned the dynamic within the Curriculum Committee and who currently sits on the committee. Varela added that the job is challenging and that the chosen chair should be able to communicate clearly and be detailed and felt Whetzel was best suited. Browe again questioned if the job is meant for two. Varela stated that she feels the job is holistic and best for one. Edington added that he received some feedback from the committee as well as Koetzner and Varela that splitting the duties of the curriculum chair did not work well. Implementation of eLumen was also discussed and what role the chair will play.

Crofoot added that this is a vital role with two good candidates who serve other roles on campus and is concerned with what would be left vacated if either took on the role of curriculum chair. Davis felt that since both were volunteering for this position that they most likely considered their other roles and took that into consideration.

After agreement to appoint Whetzel as temporary Curriculum Chair, McKay congratulated Whetzel and Cetto thanked McKay for stepping up. Catherine McKay also expressed gratitude to both Koetzner and Varela for their work with curriculum in the past semester.

**2. M/S/C (Browe/Indermill) to appoint Roger Hock to the Professional Development Leave Committee and Sue Blundell to the Faculty Office Space Committee.**

Anderson questioned the duties of the Professional Development Committee. Edington explained the job of the committee members is to review applications for sabbatical and review final reports once faculty returns. Indermill added that past practice of the committee is to have the member who stepped down complete the review of all final reports from faculty that were granted sabbatical when they were on the committee. Indermill added that commitment is limited, but it is a very important job and the committee members need to understand leave. Anderson questioned which of the candidates have taken sabbatical. Whetzel expressed support for Hock as she felt Walsh would be very busy upon return from sabbatical.

Whetzel expressed support for Blundell for the Faculty Office Space Committee as she has a lot of knowledge of the facilities which would be very beneficial.

**3. M/S/C (Indermill/Davis) to adopt resolution F'16.02, Sanctuary Campus Status, as presented. Passed unanimously.**

After reading of resolution F'16.02, Catherine McKay, questioned the next steps for the resolution. Edington explained that the resolution will now go to the Superintendent/President and Vice-President to be included in the resolution book and be part of policies. Edington added that it will also be included in the next board packet. Indermill added that it is possible to craft a board policy. Edington concluded by thanking all the Senators who attended the special meeting on December 6 to make the passing of this resolution a priority.

*Discussion Items*

**1. Accreditation Midterm Report**

Edington informed the Senate that there was not a first reading of the midterm report as VP Polak was not sure if she would have the report done in time and when it does arrive, it needs to be prioritized. Edington added that he will forward the report once received, and encouraged the Senators to ask questions ahead of time and at the meeting. Edington added that there is a deadline and that an extra meeting might need to be added. Indermill added that reviewing the self-study, accreditation, and recommendations is a good way to prepare for reviewing the midterm report.

*Open Forum*

Edington expressed thanks to the Senators for 'riding the tide' with him as it has been a very productive first semester. Edington added that he has enjoyed working with all the Senators and wished all a happy holiday. Edington also added that the portal and website have been updated.

Whetzel asked to have the discussion of a climate survey put back on the agenda as some of her constituents have expressed concern. Whetzel mentioned that the last discussion was in August and that there has not been any resolution.

*Adjournment*

The meeting was adjourned at 1:02p.m.

*Next Meeting*

Thursday, January 26, 2017, 12:30-2:00p.m.  
Location: LLRC, room 4210

SLOT Report  
Academic Senate  
12-9-16

Goals and Progress:

- Maintenance of effort: SLO assessment (course/program/PSLO) reminders, guidance, archiving
  - Keep track of Assessment schedule
  - Send reminders every semester of courses needing assessed
  - Upload completed assessments to portal archives; process stipend authorizations
  - Maintain SLO website (portal and public)
- Completion of SLO Handbook (discuss DE Handbook): done
- Completion of course SLO review/critique: in progress
- Completion of ISLO Assessment: in progress
- Focus on professional development for assessing student learning: looking at a shift in how faculty engage with SLOs
  - Fall inservice presentation
  - One webinar was offered this fall (Learning Assessment Techniques: How to Integrate New Activities that Gauge What and How Well Students Learn)
  - Spring inservice?
- Assist in the implementation of eLumen: in progress

Data:

72% of total active courses in inventory have been assessed

87.38% of all courses in inventory that have been offered more than once have been assessed

~95% of all courses with full-time faculty in discipline, offered more than once, have been assessed

Issues:

PSLOs: using Excel spreadsheets for assessments is very time consuming, and we lack administrative support. We are off-track with this. We anticipate eLumen with automate the process.

## **Mendocino College Faculty Support for Sanctuary Campus Status**

December 2016

Academic Senate

Contacts: Catherine Indermill or Leslie Banta

Frist Reading:

Approved by the Academic Senate:

Whereas, the Academic Senate of Mendocino College believes that the students of Mendocino College deserve to have a safe and inclusive learning environment;

Whereas, there has been an expressed intent of rescinding the Deferred Action for Childhood Arrivals (DACA) and a call for the deportation of up to three million U.S. residents, which could potentially include many law-abiding and promising students at Mendocino College;

Whereas, keeping DACA immigrants and their families together and improving their lives is good for the college and the greater community;

Whereas, the Academic Senate of Mendocino College has heard and seen expressions of fear of deportation from undocumented and minority students; and

Whereas, we have both a moral and economic imperative to protect our students;

Therefore be it resolved, that the faculty of Mendocino College requests that the Superintendent/President and the Board of Trustees review FERPA implications, take urgent stock of the vulnerabilities pertaining to the personal data held by Mendocino College, and codify a commitment not to share students' personal information with the federal government;

Therefore be it resolved, that the faculty requests that there be a review of protocols and training for the employees of Mendocino College regarding cooperation with immigration enforcement; and

Therefore be it resolved, that we, the faculty, further request that the Superintendent/President and Board of Trustees take steps to ensure that we formally declare the Mendocino College campus to be a "Sanctuary Campus" that provides support and protection on our campus for our students and their family members.