

# Mendocino College Academic Senate Meeting

## AGENDA

November 29, 2018

12:30 - 1:50 pm

LLRC Room 4210

### I. Call to Order

### II. Approval of the Agenda

### III. Approval of the Minutes

A. October 25, 2018

B. November 8, 2018

### IV. 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.

### V. Standing Items

(30 minutes)

#### A. Guided Pathways

- Presentation: *Overview of Guided Pathways Structures*: President Indermill
- Guided Pathways / Integrated Planning Meeting November **28th** Report

#### B. Accreditation

- Pertinent updates to be provided, as appropriate

#### C. Assembly Bill 705

- Pertinent updates to be provided, as appropriate

### VI. New Business

(20 minutes)

#### A. Hiring Committee Appointments - *Action*

Recommendations to be presented and/or attached

#### B. Distance Education Committee Recommendations - *Action*

Endorse the DE Committee proposals for review of online classes as related to OEI Standards

#### C. ~~Chancellor's Office-Student~~ *Vision for Success Report - Discussion*

Update and review of progress made towards completion of the report

### VII. Old Business

(10 minutes)

#### A. ASCCC Fall 2018 Plenary Report - *Discussion*

Summary and adopted Resolutions

<https://asccc.org/sites/default/files/Resolutions%20Packet%20F18%20Adopted%20FINAL.pdf>

#### B. Committee Appointments - *Action*

Recommendations to be presented and/or attached

**VIII. Senate Reports**

(5 minutes)

**A. President Indermill**

**B. Other**

**IX. 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.

**X. Adjournment**

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**Hiring Committee Appointments:**

(Volunteers are listed)

**Spanish Instructor:** minimum 3 FT Faculty

- Sarah Walsh
- Deborah White
- *Rachel Donham*

**Teaching and Learning Student Success Director:** minimum one FT Faculty

- Ginny Buccelli

**MESA / STEM Director:** minimum one FT Faculty

- Tim Beck
- David Pai
- ~~Rachel Donham~~
- Greg Hicks

**Director, Human Resources:** minimum one FT Faculty

- Lisa Rosenstreich

**Director, Lake Center:** minimum one FT Faculty (it is recommended we forward at least two names as this position requires considerable work and communication with faculty)

- Catherine Indermill
- Greg Hicks (second choice)

**Maintenance Technician:** minimum one FT Faculty

- *Kurt Combs*

**Instructional Assistant - Ceramics:** minimum one FT Faculty

- Doug Browe\_\_

### Distance Education Recommendations

Based upon the Distance Education Committee presentation and request (November 8, 2018) the following recommendations are suggested:

1. Support the DE Committee selection of faculty with Canvas Online teaching experience to complete the *OEI Peer Online Course Review* Training and evaluate at least 5 classes by March 1, 2019
2. Support the DE Committee review of all online courses to determine alignment with Board Policy 407.1, using the following checklist:

Proposed Online Class Review Checklist (**Y**es, **N**o, **P**artial)

- Course navigation is easy for students to determine
- Instructor contacts students at the beginning of the course
- Course design includes regular instructor initiated contact with students using Canvas communication tools
- Students are encouraged to contact instructor with contact information and expected response times
- Students are interacting with each other in the online course environment
- Instructor presence is part of the course content, i.e., if publisher provided content is used the instructor has also added/personalized to reflect presence

Comments by reviewer:

3. Support the the DE Committee plan to have members (faculty) provide guidance to those needing assistance in aligning course with Board Policy 407.1

*The rationale provided from the DE committee, for # 2 and 3 indicates:*

- BP 407.1 addresses the minimum course requirements,
- Course content will be evaluated on a pass/no pass standard
- The OEI Rubric is above the minimum and as a committee we wanted to be clear our review of all classes will be based on established policy

## **Academic Senate President's Report**

### **Board of Trustees**

The regular Board of Trustees Meeting was held Wednesday, November 14. Trustees Chaniot and Haynes were recognized for the numerous years of serve to the District (17 and 10 years, respectively).

Board members commented on Item No. 3.1: President and Administration Report, indicating pleasure with the dedication of Pomo Plaza. They questioned President Reyes about our ongoing commitment to the positive relationship with the local Tribes. He responded that we have an Outreach Specialist that works with this population and others, a Native American Resource Center and have established Pomo Pathways, among other things.

There was a presentation from Brian Taylor, Forefront Power representative, updating the status of the "Solar Power Purchase Agreement" (Item No. 6.1). There was considerable discussion about the long term financial benefit to the District not warranting the expense of installation as the circumstance currently stand. In July, 2018, the BOT authorized the administration to review the Power Purchase Agreement (PPA) with Forefront. At that time the actual cost of connecting with PG&E had not been determined, but it seemed reasonable to move forward with exploring the benefits of the project. It has now been determined the cost to connect to the PG&E grid is \$250,000, more than anticipated. This decreases the savings to the District over the next 20 years to about \$218,000. The trustees did not think this was significant enough to continue with the project at this time. It is anticipated if PG&E rates continue to increase if we "lock in" when they are higher we will have more significant long-term savings. The trustees voted to "cease current plans with Forefront and pursue other options for energy efficiency in order to meet the mandate to achieve Zero Net Energy by 2030".

The Board considered, for the second time, adding "steps" to the Vice President's Salary Schedule (Item No. 7.1). Previously the trustees asked for additional information about comparable colleges. Statewide averages were provided along with:

- SRJC / 5 Steps / 5% each
- Lake Tahoe / 5 Steps / 3% each
- Yuba / 9 Steps / 2.5% each
- Butte / 6 Steps / 4 % each

Trustees did not agree these were the most comparable districts asking for additional information based on FTES. The motion to approve the Salary Schedule as presented failed.

### **Accreditation Steering Committee**

The focus of the most recent Steering Committee meeting (11/5) was on updating, reporting about progress from each of the Standard Teams and discussion about “sharing” information and storing evidence once gathered. I anticipate continued discussion of these topics at the next regular meeting (12/10).

### **Curriculum Committee**

I attended the Curriculum Committee meeting on November 16th to present information learned at ASCCC Plenary about “Guided Self Placement” as it relates to AB 705. I provided a brief contextual overview of Guided Pathways. The four “pillars” of Guided Pathways are “Clarity”, Intake, Support” and “Learning”. Of the four Guided Self Placement focuses on *Intake*. Generally, the purpose is to provide students with multiple measures to help them assess their strengths and the appropriate entry - level course, including:

- AP – Advanced Placement exams
- CLEP testing – College Level Examination Program
- Military experience
- Work experience

Of note is that students should be encouraged to pick the measure that lines up with the highest level course.

Guided Self Placement should provide tools for students to use to decide which English / ESL and Mathematics / Quantitative reasons courses to enroll in, as well as other General Educations and major course. These tools should include:

- Entry - level skill expectations
- Describe learning *outcomes* for the class
- Examples of coursework
- Sequential course work (ESL and Math)

### **Planning and Budgeting Committee**

The regularly scheduled monthly meeting was held November 6th. The agenda included the typical budget update, a discussion on aligning the Strategic Plan with the Vision for Success, the current status of recruitments, and staffing. Three positions were approved for immediate hiring: Human Resources Director, Instructional Assistant, Ceramics and Spanish Instructor. In addition, we were asked to rank the classified, faculty and management position requests that were reviewed last month. From this President Reyes has determined the District should “move ahead at this time with the top two positions”<sup>1</sup> as they were ranked: IT Telecommunications Technician and Career Center Specialist 12 months, both are classified positions. Reyes indicated in his email announcement to the committee members that this decision will “provide

two “net new” classified positions in areas of established need”.<sup>1</sup> Following is the ranking breakdown prepared by Minerva Flores (Director of Institutional Effectiveness, Research and Grants) that resulted in the committee input.

<b>RANK</b>	<b>POSITION</b>	<b>TYPE</b>	<b>TOTAL</b>
<b>1</b>	IT Telecommunication Technician	<b>Classified</b>	58
<b>2</b>	Career Center Specialist 12 month	<b>Classified</b>	54
<b>3</b>	Human Resources Specialist Confidential	<b>MSC</b>	51
<b>4</b>	Head Librarian	<b>Faculty</b>	49
<b>5</b>	General Administrative Assistant	<b>Classified</b>	43

The IT position is important, as we are understaffed in this department and have significant needs related to upgrading our infrastructure, in particular cyber-security. I am disappointed the Head Librarian did not rank higher, as this faculty position has been vacant for some time and is very important to student success from all disciplines. It is my understanding that the faculty leaders on PBC ranked this as the first priority. I am hopeful we can continue the discussion about the importance of replacing this faculty position in the weeks ahead.

1. Email communication from President Reyes, 11/14/2018

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**Academic Senate President's Report**  
**ADDENDUM**

**Hiring Committee Appointments**

In consultation with Vice President Gehrman, I made the following hiring committee appointments:

- Coast Center Assistant: Jason Edington
- Counselor - FYI: Roger Ahders

Both of these committee vacancies needed to be filled before our November 29th meeting. We did not have a volunteer for the Coast Center Assistant hiring committee at our meeting November 15th but we needed to move ahead with this process. The application period for the Counselor - FYI position was extended and one of the faculty members is not able to continue, so we needed a replacement.