

Mendocino College Academic Senate

MINUTES

December 5, 2019

12:30 - 1:50 pm

LLRC Room 4210

I. Call to Order

President Indermill called the meeting to order at 12:31pm

Present: Cannon, Finnegan (12:31-1:25), Gehrman, Grisanti, Hawthorne Timm, Hollis, Petti

Absent: Browe, Rosenstreich

Guests: Ginny Buccelli (12:31-1:05), Jason Davis (12:40-12:55) and Sarah Walsh (12:57-1:15)

II. Approval of the Agenda

M/S/C (Gehrman / Petti)

Yeas: Finnegan, Gehrman, Hawthorne Timm, Hollis, Petti. *Nays:* none; *Abstentions:* Cannon, Grisanti

III. Approval of Minutes

A. October 24, 2019

M/S/C (Hawthorne Timm / Grisanti)

Yeas: Finnegan, Gehrman, Grisanti, Hawthorne Timm, Hollis, Petti; *Nays:* none;

Absentions: Cannon

B. November 14, 2019

M/S/C (Petti / Finnegan)

Yeas: Cannon, Finnegan, Gehrman, Grisanti, Hawthorne Timm, Hollis; *Nays:* none;

Absentions: Petti

IV. Public Comment

None

V. Consent Agenda

M/S/C (Petti / Gehrman): *Unanimous*

A. Hiring Committee Appointments - Classified Staff Positions

- Learning Center Assistant: Tascha Whetzel
- Center Assistant / North County: Nick Wright
- Student Equity and Achievement Specialist: Ginny Buccelli

B. Committee Appointments - Part Time Faculty to complete vacant 2018 - 2020 terms

- Distance Education: Katherine Lam-Hansard
- Planning and Budgeting: Michael Escobedo

VI. New Business

A. Hiring Committee Appointments - Full Time Faculty Positions

M/S/C (Petti/ Hawthorne Timm) to appoint faculty as presented. *Unanimous*

- Child Development: Catherine Indermill, Sarah Walsh and Nicolas Petti
- Head Librarian: Jason Davis, Vivian Varela, Alison Finch and Ginny Buccelli

B. Committee Report: Outreach and Marketing

Senator and Outreach and Marketing Committee member, Petti, provided a report on recent committee work (Attachment 2). He noted there has been some confusion regarding the Outreach and Marketing Department, in terms of responsibilities and roles. The expectations of the committee include providing support for campus-wide publicity, public awareness of campus events for the community and students. Some of the challenges the committee is facing include:

- Understanding the younger demographic of our students and the platforms they are using and how to get information to students via the messaging technologies they use
- Insufficient funding. Much of the funding comes from the CTE programs which limits what actually can be marketed
- Internal campus-wide communication
- Maintaining a consistent calendar for campus events with marketing and facilities/maintenance. There is no one cohesive plan of action in planning a campus event so people often do not know who to go to for support/assistance
- Departments other than marketing are all trying to funnelled through one office and that is causing confusion
- There are numerous social media that are vague and inconsistent

Comments and discussion from the Senate Included:

- The need for a clear process and follow up when requests are submitted to O&M
- Some needs are very specific that require coordination with other departments and it isn't clear how to make these requests
- The process is not clear for making technology and audio requests

C. Committee Report: Technology

None

VII. Standing Items

A. AB 705

Associate Professor Sarah Walsh provided a report on the work related to the implementation of AB 705 for English as a Second Language (ESL). The deadline for implementation is Fall 2020. The law requires:

- The elimination of assessment testing for student placement in ESL courses
- Students have the ability to complete transfer level English within three years of first enrolling in credit ESL course
- Extend higher level ESL course offerings

Walsh provided an *Enrollment Guide* (Attachment 2) which will be piloted in the Spring to help students choose the appropriate level of ESL course. The senate recommended, Walsh solicit student input into the document, as it seems cumbersome. Expanding our course offerings is difficult due to our small size. New courses include ESL 13 and 513 (Attachment 3). ESL 13 (which replaces ENG 10 and 12) was offered this semester, but had low enrollments. Offering it as a hybrid course, Spring 2020 may help improve enrollments.

B. Accreditation

President Indermill reported that the Accreditation Steering Committee has not met since the last report, however the Logistics Team met December 6, 2019 to begin planning for our peer review visit. Senators and other key college leadership (including the trustees) will be invited to a reception the first day of the visit. The Board of Trustees will have the second reading of the Institutional Self-Evaluation Report (ISER) at the next meeting.

C. Guided Pathways

President Indermill (as the Guided pathways Leadership Team Tri-chair) reported a Program mapping Workshop is scheduled for December 6, 2019. Faculty from seven disciplines will work with counselors to map their programs:

- Business
- Child development
- Nursing
- Social science
- Human services
- Psychology
- Mathematics

VIII. Reports

A. Academic Senate President's Report

President Indermill reported that Educational Action Planning Committee (EAP) has sent out the final draft of the Enrollment Management Plan Extension and Priorities has been developed and will be shared with Planning and Budgeting Committee (PBC) at the next meeting. The Physical Therapy Assistant Program has been accepted for candidacy for accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE). She noted the considerable work done by Program Director, Sara Bogner and Clinical Director, Joe Munoz to bring the program to this point.

Indermill reported she was unable to attend the Academic Senate for California Community Colleges Plenary session due to illness. All of the Resolutions from the session will be available shortly on the ASCCC website for review.

Planning and Budgeting Committee (PBC) has approved and recommended to Interim President Cichocki the hiring of two tenure track faculty members: Head Librarian and Child Development. PBC also recommended the hiring of a temporary (2 year) management position for the Director of Nursing. Currently, this is a faculty position, but will be temporarily management, as the duties will be expanded to include supervision of full- and part-time faculty in the department, development of the simulation laboratory into a clinical site and work on the Board of Registered Nursing accreditation process.

Every year the Board of Governors for the State of California recognizes an exemplary program from the community colleges. The award is sponsored by the ASCCC. The focus of this year's theme was student support programs and collaboration with community partners. With the help of Ulises Velasco, Vice

President of Student Services we nominated Pomo Pathways for recognition. The program received Honorable Mention from the board.

IX. Open Forum

Senators agreed with the recommendation made by Indermill and Gehrman to nominate Senator Taylor Cannon for the ASCCC Hayward Award. This award is given to faculty who are committed to the fundamental principles of the California Community Colleges mission, serving the college by participating in professional and student activities, as well as serving to empower students from diverse backgrounds and experiences. Senator Hawthorne Timm encouraged everyone to attend the symphony and the last part of the Phoenix Project. Senator Petti announced on the following Tuesday, a feast for good farm funds will be hosted at the Barra Winery where they give grants to local farms and invited the members to join.

X. Adjournment

M/S/C (Gehrman/Gristanti) to adjourn the meeting at 1:40 *Unanimous*

Future Meetings

- Spring 2020

January 23, February 6 *, February 13, February 27, March 5 *, March 12, March 26, April 2 *, April 23, May 7, May 14 * (Faculty Meetings*)

Academic Senate Agenda, December 5, 2019
ATTACHMENT 1

Outreach and Marketing Committee Report

In order to better serve you, the academic senate seeks feedback about issues encountered and/or progress made while chairing or sitting on committees. Please use the questions below to guide your verbal and written report to Senate.

Committee Name: Outreach and Marketing

Your name and role on committee (i.e. chair, co-chair, member, etc.) Member

Chair(s): Janelle Bird

Meeting days/times (if regularly scheduled): 3rd Wednesday of the month, 9am

1) What are the most pressing issues your committee is currently addressing? Please be specific.

Perhaps not an issue the committee can address, the biggest challenge is the budget. There isn't much for marketing and outreach. What is available is often funds from CTE which limits which programs or areas can be supported. Further, in a changing media environment it isn't clear where limited funds are most effective. I believe the committee could use some younger people, or student input. Addressing the media landscape without a younger perspective hampers our efforts.

Internal communication is an ongoing issue. The committee developed procedures and forms for event support to ensure multiple events weren't scheduled on the same day and that departments got timely marketing and support materials. Use has been sporadic, which makes more work for the PIO office.

The college website is another area of concern. Some areas and departments are lacking information, making it difficult to populate those portions of the website. Additionally, the rate of change of web applications and formats doesn't match the ability of the institution to react.

It is sometimes difficult to draw a clear line of the committee's responsibility since O&M touches many different areas. For instance, efforts to increase enrollment cross into the work of Enrollment Management.

- 2) What actions (if any) has your committee undertaken to address these challenges?
- 3) How can the Academic Senate be of assistance in handling these issues? (Please see the primary purview of senate listed below in the “10+1” if needed.)

AS could be effective in internal outreach to faculty addressing the need for timely, relevant information to the committee. We could also make sure that the committee is working toward the goals in the Master Plan.

- 4) List any relevant timeline issues, such as grant application deadlines, academic calendar deadlines, accreditation deadlines, etc.
- 5) Anything else you want to discuss about your committee? Feel free to report here on progress and accomplishments as well.

The current committee is more effective than it has been in the past. Previously, meetings were mostly reporting by the PIO and less committee input. Chair Bird is receptive to ideas and welcomes input and help with initiatives.

The committee approved a new logo and is in the process of redesigning the athletic logo. We have also recently finished social media guidelines.

Academic Senate Agenda, December 5, 2019
ATTACHMENT 2

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ATTACHMENT 3