

MINUTES  
Mendocino College Academic Senate  
Thursday, September 18, 2014  
12:30 – 2:00 p.m. – Room 4210

- Call to Order* Reid Edelman called the meeting to order at 2:00 p.m.
- Present* Sarah Walsh, Tascha Whetzel, Dan Jenkins, Jason Edington, Catherine McKay, Jessica Crofoot, Reid Edelman, Steve Cardimona, Jody Gehrman, and Doug Browe
- Absent* McKay left at 1:20 p.m.  
Whetzel left at 1:30 p.m.
- Agenda Approval* M/S/C (*Edington/Cardimona*) to approve the Agenda of September 18, 2014
- Minutes Approval* M/S/C (*McKay/Crofoot*) to approve the Minutes of September 4, 2014
- Public Comment* None
- Committee Reports* MPFA – Nothing to report
- President’s Report - The report is attached. The following information is included: EAP (8/21/14); Point Arena – BOT Committee (8/26/14); BOT – (9/10/14); Point Arena – BOT Committee; (9/2/14); Point Arena – BOT Committee (9/9/14); PBC (9/9/14); and Committee Assignments & Openings.
- Edelman mentioned that PBC approved a Six Year Review Cycle for Program Review. He would like to give credit to Edington, Jenkins and Montes for their assistance with this process. The Curriculum Review has been completed as well.
- Jenkins mentioned that a definition has been created for **Service Areas** – “A non-instructional operation area with related activities, services, staffing and management with unique funding, regulations and/or reporting requirements, which produces outcomes critical to the mission and strategic goals of the college.” Credit to Guleff, Kouanchao, and Jenkins.
- Old Business* Review Committee Assignments  
Edington, Edelman and Alfin will meet with VP Guleff to review the Committee Handbook regarding committee membership and terms of service.
- Additional Committee Assignments -  
EAP – Moses Kempthorne (Student Representative)
- SLOT – Mike Guiffrida (Part-Time Faculty)

Safety Committee - Roger Ahders and Matt Gordon

Facilities Committee - Jim Xerogeanes and Steve Cardimona

Crofoot mentioned that Part-Time Faculty representatives will be assigned at the next Senate meeting.

Edelman asked Senators to e-mail their constituents regarding committee membership – asking constituents what committees they are serving on and terms of service.

Jenkins is working with Flores regarding committee goals and objectives. This information will be linked to Accreditation areas. A form will be created and used for the committee handbook as well.

Jenkins will create a spreadsheet to be placed on the Portal under Academic Senate. He will let us know when access is available.

Edelman mentioned Statewide Committees for OEI (Online Education Initiative:

- Developmental Math work group - Jason Edington will serve on behalf of Math
- Course Review - Vivian Varela will serve on behalf of Distance Education courses

Report on Evaluation Document/Sub-Committee

Jenkins mentioned not using SLO assessment results for instructor effectiveness. Faculty are performing their duties as noted in the collective bargaining agreement.

The Evaluation Summary is a collective bargaining agreement – MCFT will bring this forward to Administration for further review.

Edelman mentioned the Administration proposed an unannounced class visit during the probationary period. He suggested that the evaluation process be discussed further at another meeting. Edelman thought that additional requirements such as this should be proposed by the Administration as a negotiated item.

Walsh commented on the Student Evaluation form, suggesting an addition or reference to number 5 on the Instructor Evaluation form – “Other Professional Responsibilities, as indicated in the contract, including addressing Student Learning Outcomes.”

Jenkins and Crofoot discussed the Student Evaluation forms. The form needs to be negotiated for part-time instructors. Crofoot suggested having the same form with different titles, one for full-time and another for part-time faculty.

Academic Rank Process

Edelman thanked Edington for taking on this task. Edington asked the Senators to send out an e-mail to their constituents, letting them know that they should contact Nichole Haydon at [nhaydon@mendocino.edu](mailto:nhaydon@mendocino.edu) in Human Resources if they need to know their total years of full-time equivalent service (including over-load and special assignments for full-time faculty and translation of units to full-time equivalent years for part-time faculty). After receiving requests for information she will prepare a report. Nichole will let us know the date this report will be completed. The deadline to turn in the application may be adjusted by up to one week based on this date. If Senators have any other questions please contact Edington. The next Academic Rank process will take place in two more years.

Crofoot will contact Human Resources on behalf of part-time instructors.

### *New Business*

#### Foundation Skills Report

Walsh presented the BSI Annual Report. The BSI provides the College with approximately \$90,000 per year. The last page of the report provides the breakdown of the activities and the funding provided.

Areas of concentration will include: Drop-In Counseling appointments; New tutoring programs in the Learning Center – tutors may be assigned particular classes to attend; and writing workshops will be held in the Learning Center.

The Professional Development Committee will send individuals to conferences. This opportunity will be extended to both full-time and part-time faculty.

Walsh asked the Senate to approve the report after review with Cindey Parker, in Fiscal Services, regarding the funding.

*M/S/C – (Edington/Jenkins)* To approve Edelman to review and authorize to sign the final report.

#### Faculty Nominees – CA Academic Senate Regional Meeting

Leslie Banta, Sarah Walsh and Minerva Flores will attend this meeting.

#### Proposed Change to Academic Calendar

At the recent PPAC meeting a discussion regarding the change of the start date for the 2015-2016 Academic Calendar took place. This change will accommodate high school graduating seniors to receive financial aid. The change will begin this summer 2015. Graduation would be held Memorial Day weekend.

#### PPAC Update

Revisions to policies – the next meeting will be held on October 2. Any input please provide prior to the meeting.

#### Faculty Meetings

**October 2**, from 12:30 – 1:30 p.m. – The Math department will provide food.  
Edington asked that faculty sign up to determine attendance  
Edelman will provide paper products

Topics –

**“Spotlight on Teaching”** – Doug Browe

(Engage students/motivate/changes in current instruction)

- 1.) Quick announcement of Minimum Qualifications
- 2.) Discussion of Fort Bragg (Polak) – Long range ideas and feasibility Study
- 3.) Past Senate Presidents discussion

**October 30**, from 12:30 – 1:30 p.m. – Social Science will provide food  
Edelman will provide paper products

Topics –

**“Spotlight on Teaching”** – Jody Gehrman

(Prezi – Presentation Software)

- 1.) Katie – Foundation payroll deduction
- 2.) Darletta – SARS Program – quick overview of Early Alert
- 3.) Linda Butler – Cognito Program (20 mins. max.)
- 4.) Point Arena – Attend the Board Meeting if need additional information
- 5.) Campus Climate

“Hot Topics” Meeting Suggestions -  
Time Blocks  
Minimum Qualifications

Spring In-service Topics –

- 1.) Review of Shared Governance (To be held during the morning session with everyone present) – Institutional Effectiveness for Accreditation purposes
- 2.) SARS – Early Alert training
- 3.) **“Spotlight on Teaching”** – Continue as part of Faculty Meetings – Instructors are to share information they are currently working on; topics they are interested in; ideas that work.
- 4.) Minimum Qualifications
- 5.) Pedagogical Themes/Theories

Edington suggested there may be training available from ASCCC regarding the topic of shared governance, to be more prepared for a future in-service, as a topic of discussion. Edelman also mentioned that Leslie Saxon-West has a PowerPoint available on this topic.

Point Arena Update –

Cardimona felt that the Ad Hoc Committee has not articulated any disadvantages of not selling.

Edelman summarized his sense of the arguments that have been presented for not keeping the property:

- 1.) If we keep the property, but sell later, the buyer may not be BLM and may not provide a protected area
- 2.) Some BOT members are uncomfortable keeping the field station without fixing it. Fixing it to ADA standards could cost as much as two million dollars.
- 3.) Requires time to maintain – Steve Oliveria and other maintenance staff
- 4.) Person living on the property and the need for insurance
- 5.) Have a possible liability

Cardimona would like the committee to make a meaningful decision.

*Next Meeting*                      October 9, at 12:30 p.m. in Room 4210

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

Academic Senate Membership 2014/2015

Reid Edelman – President

Doug Browe – CVPA

Jessica Crowfoot – MPFA

Dan Jenkins – CTE

Sarah Walsh – Social Sciences

Jason Edington – Vice-President/Math

Steve Cardimona - Science

Jody Gehrman – English/Library/Languages

Catherine McKay - MPFA

Tascha Whetzel – Learning Skills/Counseling

