

MINUTES  
Mendocino College Academic Senate  
Thursday, September 4, 2014  
12:30 – 2:00 p.m. - Room 4210

- Call to Order* Reid Edelman called the meeting to order at 12:32 p.m.
- Present* Jody Gehrman, Sarah Walsh, Tascha Whetzel, Reid Edelman, Jason Edington, Steve Cardimona, Catherine McKay, Doug Browe, Dan Jenkins, and Jessica Crofoot
- Absent* Browe left for class at 1:00 p.m.
- Agenda Approval* M/S/C (*Edington/Cardimona*) to approve the Agenda and the Consent Calendar of May 22, 2014 - Vote: Unanimous
- Minutes Approval* M/S/C (*Crofoot/Browe*) to approve the Minutes of May 22, 2014 with changes
- Abstentions: Jody Gehrman and Doug Browe
- Public Comment* John Koetzner mentioned that the Pt. Arena Ad Hoc meeting will be held next week Tuesday, in the Board Room, from 4:00 – 5:30 p.m. He suggested that Senate members attend the meeting and encourage constituent groups to attend as well.
- Please let Edelman know if you plan to attend and would like to speak at the meeting.
- Committee Reports* MPFA – The contract for 2013/2014 has been settled and currently working on negotiations for 2014/2015.
- Presidents Report - The report is attached. Many hours have been spent in meetings discussing Pt. Arena, PBC, BOT, and Institutional Planning & Effectiveness. Please review the notes taken at each meeting for further details.
- Old Business* Minimum Qualifications - A Board Policy has been approved. There is now a task of approving the Administrative Procedures. A draft will be forwarded to PPAC. Edelman suggested that the procedures be reviewed by the Senate.

The Senate President and/or Senate Vice President, along with the rest of the committee members, will review the process to determine that minimum qualifications have been met.

Gehrman asked about the assigning of disciplines.

Edelman mentioned, if the individual meets minimum qualifications then the application materials will be forwarded to the hiring committee for review. If the individual does not meet minimum qualifications then further determination will take place with a Senate member and those from the discipline.

Walsh asked if the Human Resources office would make the first screening of the applications.

Edelman responded - Yes, but further determination will be made by the Senate and a committee of discipline members where necessary.

Edelman - This is a process for new hires. A review of personnel files will take place to determine minimum qualifications.

Guleff mentioned, anyone hired prior to 2003 be grand-fathered in. The Human Resources office will send information to the Senate regarding those that do not meet minimum qualifications.

Crofoot will inform Part-time instructors regarding the review of personnel files. She will ask for permission to review all personnel files instead of on an individual basis.

Whetzel - The application states that the committee will determine if the qualifications have been met. The process may need further adjustments

Edelman – If someone states that they meet minimum qualifications then The Human Resources office will determine qualifications. If there is any doubt an equivalency application would need to be completed.

Edington – If the individual states that they do not meet minimum qualifications, the individual will need to complete the equivalency application to be determined by the Senate.

Jenkins – No longer approving single-course equivalencies. How does that determine courses within the automotive department, as an example? Establishing service area expertise?

Guleff – An instructor assigned to a discipline in automotive is assigned that discipline to that course.

Crofoot – When approving instructors for a particular course, they then become qualified to teach all the courses within that discipline.

Jenkins – The Deans have the right of assignment. The faculty members should be involved in the process where necessary.

Guleff – These are State minimum qualifications, not just those of Mendocino College

Edelman – To approve the Administrative Procedure and forward to PPAC for review.

M/S/C – (*Whetzel/Edington*) – to approve the Administrative Procedures  
Vote – Unanimous

Committee Assignments -

**Marketing Committee** – Rodney Grisanti and Jody Gehrman

**EAP Committee** –Tim Beck (Curriculum Representative)

Dan Jenkins (Senate Representative)

Vivian Varela (At Large Representative)

Catherine McKay & Frank Espy (Part-time faculty) names were mentioned as interested in serving on this committee.

**Distance Education Committee** – Needs a representative from the Part-time faculty

**SLOT Committee** – Needs a representative from the Part-time faculty

**Fiscal Services - hiring committee** – Jordan Anderson and Bart Rawlinson

**HEP & CAMP – hiring committee** - Alicia Mendoza – CAMP Program Manager & HEP/CAMP Program Assistant

Sarah Walsh – CAMP Program Manager

Maria Cetto – CAMP Program Manager

Jordan Anderson – HEP/CAMP hiring committees

Yolanda Vasquez (Part-time) HEP & CAMP Program Managers

M/S/C (*Jenkins/Cardimona*) to approve the committee membership  
Vote - unanimous

*New Business*

Time Blocks (for Fall 2015) -

The spreadsheet shows how to calculate contact hours and clock hours to help determine FTES. The idea is to provide consistent patterns and avoid overlap.

Guleff asked that the Senate (and constituent members) look at the start times for evening classes. Perhaps get a student poll to determine if the 5:30 p.m. or 6:00 p.m. hour would be attended more regularly.

The “college hour” is kept on the time blocks. Guleff would like to see the labs coordinated within the Science areas and make sure that there are no conflicts with other courses such as Math and English.

Jenkins suggested that we look to see where the greatest impacts are and whether the “college hour” should be shifted to a later time. He suggested the 3:00 to 4:00 p.m. hour.

Edington mentioned that “college hour” has two different purposes. One is that it is a time to schedule meetings. The other is for student activities. If the time is shifted to a later hour, then perhaps students will not be on campus.

Guleff suggested that the time-block schedule be set by December

Edington mentioned that 5 unit classes – 3 days per week, need to be added to the time-block schedule. This may only affect the Math courses.

Crofoot - The academic calendar may affect the Fall and/or the Spring and Summer session start dates.

At the next PPAC meeting the proposed academic calendar for 2015/2016 will be reviewed. The start date for Summer session may begin June 15 and the Fall semester may begin on August 24.

Guleff mentioned that the start and the end dates of the Summer session need to be determined for the 4, 6 and 8 week sessions.

Guleff is interested in the suggested evening start times from Senate, faculty and students. She would like this information before the Thanksgiving break.

Edelman would like to discuss the “Time Block” comments and further suggestions at a faculty meeting. Guleff mentioned that she would try to make an easier read of the “Time Block” documents (a narrative of the documents).

Edelman suggested a “Hot Topics” meeting be held on October 16 from 12:30 – 1:30 p.m. with regards to the areas that Guleff would like feedback. Information will be sent to faculty by the end of September

Walsh suggested that faculty look at packaging core classes (Math/ English and Sciences, etc.) to make sure that they do not conflict with each other.

#### Faculty Evaluations –

Warf commented on SLO’s and faculty evaluations. This information needs to be considered and negotiated for the coming year. The SLO’s should not be tied to the evaluations regarding how well they were done, just that they have been completed.

A letter written to Arturo, before the team visit, stated that SLO’s were not noted in the faculty contract.

Warf suggested that the Senate review the faculty evaluation documents.

Crofoot mentioned the part-time faculty evaluations process. The SLO’s are included and considered when developing the courses and subject matter.

Jenkins mentioned that faculty are involved in the creation of SLO’s and the information is incorporated in the syllabus. The assessment of SLO’s should be done as well.

Edington stated there is some confusion among faculty about what ACCJC is asking for and what the Administration is asking for. Faculty are involved in the SLO assessment process. The evaluation does not include information regarding how students are doing in the SLO’s.

Edelman suggested that the evaluation have additional SLO language. Additional information regarding probationary faculty should include an unannounced class visit. The Senate should have further communication regarding this document.

Warf suggested that faculty review the entire document in order to have them included in the report required to submit to ACCJC by the District in March. Any adjustments to the contract language needs to be completed before the end of the semester, so that they can be negotiated before the February or March Board meeting. A side letter can be written as a temporary solution if the Senate has not completed any work on changes it wants to pursue.

Edelman suggested that this be noted on a future Agenda. A discussion about all the proposals should take place in October.

Jenkins will be involved in the review of these documents to be discussed at a future meeting.

Crofoot – It may be an issue for part-time instructors, based on courses and time, to work closely with regards to SLO's.

#### Academic Rank of Faculty -

Reid mentioned the need to update faculty academic rank.

Edington will send an e-mail to faculty regarding this process. If faculty have any questions regarding the process or the form, please refer to your Senate representative. If the Senator has questions please refer them to Jason. A list will be compiled and a vote will be taken by the Senate. A current listing will be sent for review.

*Next Meeting*                      September 18, at 12:30 in Room 4210

*Adjournment*                      Meeting adjourned at 2:05 p.m.

#### **Academic Senate Membership - 2014-2015**

Reid Edelman – President

Jason Edington – Vice President

Catherine McKay - MPFA

Tascha Whetzel

Jody Gehrman

Steve Cardimona

Jessica Crofoot - MPFA

Sarah Walsh

Dan Jenkins

Doug Browe