

MINUTES

Mendocino College Academic Senate

Thursday, October 1, 2015

Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:36 p.m.
- Present* Reid Edelman, Jessica Crofoot, Tascha Whetzel, Jody Gehrman, Jason Edington and Steve Cardimona
- Absent* Vivian Varela, Dan Jenkins, Doug Browe and Catherine McKay
- Guest* VP Guleff and John Koetzner
- Agenda Approval* M/S/C (Edington/Cardimona) to approve the Agenda of October 1, 2015
- Minutes Approval* M/S/C (Gehrman/Crofoot) to approve the minutes of September 17, 2015
- Public Comment* VP Guleff provided a handout - “Mapping New Statewide Initiatives” to the Senate members. This information was shared at the recent Strategic Planning Meeting and the OEI meeting as well. The handout provides information regarding planning priorities.

Edelman asked VP Guleff if the District was being requested to move to the Canvas program by the Chancellor’s Office.

Guleff stated that there is no mandate to do so. The plan is to create a consistent experience for online students and to provide the same services and support to them. The Community College Foundation will provide financial assistance to help meet those needs. If the college does not move to the Canvas program we will not be part of the exchange program throughout the state.

Koetzner mentioned that Canvas would be a statewide, centralized system. It would allow students from around the state to enroll in our classes. The classes offered would be available for students from around the state that might have closed classes at their college. Students on the statewide committee found the Canvas interface to be the most user-friendly. If costs are reduced, the money available will help to support faculty for training purposes.

He also mentioned that while on TTAC, the CCC libraries joined EBSCO as the primary set of databases that save money for each campus in the system.

Edington mentioned that he has heard, as of last July, that approximately 60% of the individual ETUDES courses will migrate over to the Canvas program and that Canvas is still working on this.

Edington said the goal is to bring back a recommendation prior to the final meeting this semester regarding the online programs. In the spring semester the Senate would be able to take action.

VP Guleff mentioned that the Canvas program would be implemented in sections. A section will be available in early spring and another in the fall.

Cardimona asked if there would be time to determine where issues may exist.

Committee Reports

Part-Time Faculty Report

The adjunct faculty has ratified an agreement of 4% for 2015/2016 and 0% for the 2014/2015 academic year.

President's Report

Edelman provided a written report. The following information was provided: PBC 8/15/15; EAP 9/17/15; Committee Chairs Meeting 9/18/15; and Curriculum Committee 9/18/15.

Basic Skills Plan

The Basic Skills Plan has been signed by Edelman.

Committee appointments

Edelman mentioned three hiring committees that need to be filled: Athletic Director, SSSP Coordinator and Lake Center Director. A Transfer Center Coordinator, A CTE Dean and Dean of the Centers positions were approved at PBC.

Academic Counseling

Crofoot asked where students would go in regards to seeing a counselor about the transfer process.

Edington stated that all counselors are likely assisting with this process.

Crofoot mentioned that Kurt Combs was the transfer counselor. There is a lot that goes into assisting students with questions in regard to transfer opportunities.

Edington speculated that perhaps the transfer process is becoming more uniform and may not be as specialized as it once was.

EAP Report

Faculty at-large appointment – EAP

Edelman mentioned that Kurt Combs has joined EAP.

The District is not using Curricunet for Program Review this year. Minerva Flores is creating new documents.

EAP will review all program review documents.

Old Business

Review Academic Senate Goals

Edelman added #4 to the Academic Senate Goals for 2015-2016.

“Participate in discussions and planning regarding potential provision of services to international students.” per Jenkins’ recommendation.

Gehrman asked for additional information regarding services to international students.

Edelman mentioned the Coast campus and the wood working program. Within the next year the college will need to be more accessible to international students.

New Business

Discuss process for assigning adjunct faculty to committees – Update the Constitution and Bylaws where necessary

Edington mentioned that the Constitution does not need to be changed.

The Bylaws, Section 6, article v. reads - “Part-time representation on the Academic Senate is brought forth by the Part-time faculty union president, upon approval by the part-time faculty union executive board, and forwarded to the Academic Senate to confirm committee membership.” This information needs to be changed.

Article 2 section 2: Committees, change “in coordination with the faculty unions.” Section 6, article I, amend “The President shall send an announcement of vacancies and a request for nominations to the full-time and part-time faculty.”

Crofoot mentioned that a letter is sent to adjunct faculty in the spring semester asking for those that are interested in serving on various committees.

The adjunct contract states that the union will provide names of volunteers to the Senate.

Edelman mentioned that he should send the letter to part-time faculty regarding committee membership. The names of those interested in serving should be sent directly to him.

Crofoot mentioned that this is a negotiated item that the Senate would like to have changed.

Edelman mentioned that the letter sent from VP Guleff to part-time faculty should be changed. If part-time faculty are interested in serving on a particular committee they should contact the Senate President for further information.

Edelman mentioned, as a Senate we are directed by 10 +1 to have a primary voice on academic matters.

Edington will ask colleagues at the next Plenary meeting how this situation is handled at their colleges. He will bring back language for a possible vote.

Edington asked Crofoot to inquire about suggestions and comments from part-time instructors regarding this process.

Review proposal to revise Faculty Evaluation Process

To be discussed at the next meeting.

Proposed New Committee: Student Services Council

The Student Services Council committee is now listed in the Committee Handbook. Whetzel mentioned that programs within Student Services are invited to attend, such as: EOPS, Athletics, Financial aid, Learning Center, Counseling, IT, etc. The committee was more of a work group for Accreditation purposes.

Edelman mentioned if a committee is listed in the handbook then the Senate should be appointing the committee members. He will discuss this further with VP Guleff.

Whetzel mentioned that some of the members serve by virtue of their position.

Check-In - Topics and food for October 8th meeting

(Food provided by: English/Communication/Library/Languages)

- Present Senate Goals for 2015/2016
- Coastal Implementation – Jenkins and Gehrman.
- OEI Presentation - Edington

Future Agenda Items

Review academic rank procedures & process
Faculty Evaluation process revision proposal
AS constitution & bylaw revisions
Review of Minimum Qualification Procedure

On-line management system committee
Committee Reports (EAP, SLOT, Curriculum, Student Equity)
Curriculum Committee Report
Resolution from Coastal Field Station Committee

Next Meeting Thursday, October 15, 2015, from 12:30 to 2:00 p.m.

Adjournment The meeting adjourned at 1:58 p.m.

Academic Senate Membership 2015/2016

Reid Edelman – President	Jason Edington – Vice President – (Math)
Doug Browe – (CVPA)	Steve Cardimona – (Science)
Dan Jenkins – (CTE)	Vivian Varela (Social Sciences)
Jessica Crofoot (PT Faculty Rep)	Catherine McKay (PT Faculty Rep)
Jody Gehrman – (English, Library & Languages)	
Tascha Whetzel – (Student Services, Learning Skills & Counseling)	

PRESIDENT'S REPORT

Respectfully submitted 10/8/15

Strategic Planning Retreat 9/25/15, 8 AM-2:30 PM

Morning session was devoted to reviewing mission, vision & values, as well as looking at last year's goals and setting new goals for the coming year.

VP Guleff presented update on Educational Master Plan and Student Success Framework.

Katie Veno (our new Student Equity Coordinator) presented a perspective on equity.

After a break, Arturo led us through a process of setting goals and district priorities.

After lunch, Minerva presented on assessment of our planning processes.

VP / Deans / Senate / Directors Meeting 9/29/15, 3:30-4:30 PM

Meeting was devoted to area updates.

- 1) Academic Senate:** Reid reported on upcoming AS agenda and major future topics on our list of future agenda items. Jason reported on Online Management System Committee and OEI (Online Education Initiative).
- 2) Steve presented CTE Dean / Lake County Report.** He spoke about various outreach events that are coming up. He also updated us on the impact of the fire, including 2 adjunct faculty members who have lost their homes. Other than that, only one student has asked for help (with lost art supplies). The fire was actually entirely in the Yuba College District.
- 3) Matt Gordon presented Athletic Director Update:** First home Volleyball game happened; we won and money was raised for Middletown athletic program. Thus far, things seem to be going better academically for athletes. Athletes were a big help with the gala. No athletes have fallen below 12 units. All coaches have been CPR certified. Golf program is doing well. Basketball is getting ready to start.
- 4) Ketmani presented Student Services Update:** We now have new mental health counselor (Owen Lawyer). We have also hired two adjunct counselors for Fort Bragg & Willits. Food pantry will be opening in October. Food will be available in the third week of each month at the ASMC lounge.
- 5) Janis Wood presented CDV Update:** funding for preschools should be back up to pre-cut levels this year. Parent wok day will be happening again. Use of CDV by students is increasing. Halloween festivities & parade will be coming up on Friday October 30.
- 6) Ulises Velasco presented Financial Aid Update:** checks wet out last week and all went smoothly. Several reports are currently in preparation. Cohort default rate is troubling (over 30%) for 13-14. 14-15 is trending over 40%. We have contracted with group Educational Credit Management Corporation (ECMC) to work with students in danger of defaulting. Going over 30% puts you on watch by Dept. of Education. Three years over

30% or one year over 40% can endanger availability of financial aid. This is why we have decided to utilize outside consultant to address this.

- 7) Debra Polak presented **Ukiah Dean's Report**: Debra is currently working with faculty to get Spring Schedule out. Teachers on Teaching conference is happening his weekend. Mendocino Coast Implementation & Steering Committee will be meeting on the coast tomorrow. Hopefully there will be an open house event on the coast soon. Staffing news...working on filling some long vacant positions. Coast Center will be open & staffed Tue-Thur 9 AM-6 PM. Anna Kvinsland has been hired as Coastal MC Development Director.
- 8) Vicki Chadruue presented **Nursing Department Report**: Vicki is interested in placing clinical nursing students at the 25 bed coastal hospital. Fran Laughton's resignation is effective December 18, leaving us with a need for an Assistant Director. This is required by BRN to be filled. If we don't successfully fill this, we will only be able to admit students in alternate years. Concert program will be raising money to assist nursing students with achieving their degrees.
- 9) Anastasia Simpson-Logg presented **Admissions & Records Report**: Veterans Day event is coming up in the plaza. Notifications are being sent to students who need to complete their ed. plans and may be in danger of having an enrollment block placed on their record. Working with Debra Polak to get coastal A & R staffer trained. Dual enrollment classes at high schools are starting up.

Committee Staffing for 2015-16 (confirmed at May 7 AS meeting; updated 9/17/15)

Committee	2014-15 Committee Composition	Committee Composition for 2015-16
EAP 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff	Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016)	Jason E (serves by virtue of position-AS VP) Dan Jenkins (serves by virtue of position-SLO Chair) R. Montes (serves by virtue of position-Curriculum Chair) Tim Beck (terms ends 2016) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016)
Enrollment Management Committee Terms not specified Need 6 FT & 1 PT fac Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington	Vivian Varela Conan McKay M. Frederickson Les Pfutzenreuter Roger Hock Jessica Crofoot	Reaffirmed current membership & specify 2 year terms as indicated: Vivian Varela (term ends 2017) Conan McKay (term ends 2017) M. Frederickson (term ends 2017) Les Pfutzenreuter (term ends 2016) Roger Hock (term ends 2016) Jessica Crofoot (term ends 2016)
Curriculum 2 year terms for FT 1 year term for PT Chair: R. Montes	Leslie Banta (term expiring) Tim Beck (term expiring) Julie Finnegan (term ends 2016) Rodney Grisanti (term expiring) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep)	Leslie Banta & Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti. 2015-16 committee composition to be: L. Banta (term ends 2017) Tim Beck (term ends 2017) J. Finnegan (term ends 2016) Conan McKay (term ends 2017) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep) (term ends 2016) Kurt Combs (by virtue of position as Articulation Officer)
Staffing Committee 3 year terms for faculty Includes 5 faculty, FT or PT Chair: Dean D. Polak	Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) Barbara French (term expiring) Rachel Donham (term ends 2017) Greg Hicks (term ends 2017)	Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018: Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) John Koetzner (term ends 2018) Rachel Donham (term ends 2017) Greg Hicks (term ends 2017)
SLOT Chair: Dan Jenkins Two year terms	Jaime Cechin (term ends 2016) Julie Finnegan (term ends 2016) John Koetzner (term ends 2015) Aeron Ives (term ends 2016) vacant Christine Soldate (PT-2016)	Committee assigned as listed: Jaime Cechin (term ends 2016) Julie Finnegan (term ends 2016) John Koetzner (term ends 2017) Rachel Donham (term ends 2017) Jordan Anderson (term ends 2017) Christine Soldate (PT-2016)
Basic Skills Two year terms Chair: Sarah Walsh	Leslie Banta Jaime Cechin Ginny Buccelli Tascha Whetzel Maria Cetto Andrew Letsky (PT Rep)	AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed: Roger Adhers: (through 2016) Jean Stirling (through 2017) Jaime Cechin (through 2016) Ginny Buccelli (through 2017) T. Whetzel (through 2016) Maria Cetto (through 2017) Andrew Lutsky (PT Rep) (through 2016)
Distance Education 2 year terms Includes 5 FT, 1 PT, 1 counselor plus chair Chair (distance ed. coordinator): V. Varela	Conan McKay Jason Edington Roger Hock Dan Jenkins Steve Crossman (by position)	Catherine Indermill to replace Conan McKay. Terms should be established as indicated: Catherine Indermill (through 2017) Jason Edington (through 2017) Roger Hock (through 2016) Dan Jenkins (through 2016) Steve Crossman (by position)

	Catherine McKay (PT Rep)	Catherine McKay (PT Rep)
Student Equity Terms not specified Co-Chairs: Leslie Banta & VP Guleff	Jordan Anderson Tascha Whetzel Rhea Hollis, Maria Cetto Jessica Crofoot Leslie Banta Sarah Walsh Mike Guiffrida	Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee: Jordan Anderson (term ends 2017) Tascha Whetzel (term ends 2017) Rhea Hollis (term ends 2017) Maria Cetto (term ends 2017) Jessica Crofoot (term ends 2016) Tonja Ramming (term ends 2017) Sarah Walsh (term ends 2016) Mike Guiffrida (term ends 2016)
Additions to committee staffing considered in Fall 2015:	2015-16 Committee Composition (faculty only)	Proposed Actions:
Facilities Committee Two year terms Chair: Steve Oliveria (Dir of Maintenance & Operations)	Steve Cardimona Jim Xerogeanes	Assign 2-year terms as follows: Steve Cardimona (term ends 2017) Jim Xerogeanes (term ends 2016)
Non-Credit Committee Two year terms Chair: Ketmani Kouanchao (Dean of Student Services)	New committee	Assign: Conan McKay (term ends 2017) Tascha Whetzel (term ends 2017) Euline Olinger (term ends 2017) Sarah Walsh (term ends 2017)
EAP 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff	Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016)	Jason E (serves by virtue of position-AS VP) Dan Jenkins (serves by virtue of position-SLO Chair) R. Montes (serves by virtue of position-Curriculum Chair) Tim Beck (terms ends 2016) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016) Fill vacant at-large FT faculty seat: Nominees: Rodney Grisanti Rachel Donham Jordan Anderson Kurt Combs Ginny Buccelli
Student Services Council 2 year terms Co-chairs: Lead Counsellor & VPI: Crossman & Guleff		This is a proposed new committee. Details to follow.

**Accreditation Steering
Committee**

At 10/15/15 meeting:
Lisa Rosenstreich and Alicia Mendoza nominated to replace
Steve Cardimona.

Faculty Meeting Topics & Food Rotation

October 8:

- Present AS 15-16 goals (Reid & senators)
- Report on Coastal Implementation (Dan & Jody)
- OEI presentation (Jason)

Food by Jody & English / Communication / Library / Languages

November 3 (Tuesday):

- Report on statewide initiatives and plenary resolutions

Food by Vivian & Social Sciences, Psychology, Political Science & History

December 17: Steve & Sciences

January 22, 2015 (in-service: lunch provided by administration)

February 25: Tascha & Student Services / Learning Skills / Counselling

March 24: Dan & CTE

April 21: Jason & Math

May 19: Doug & CVPA

Reid will assist with set-up & clean-up for all meetings, provide plates, cups, napkins & utensils for all meetings and assist with CVPA lunch.

<u>Fine & Performing Arts</u>	<u>Science</u>	<u>Mathematics</u>	<u>CTE</u>
<i><u>Doug Browe</u></i>	<i><u>Steve Cardimona</u></i>	<i><u>Jason Edington</u></i>	<i><u>Dan Jenkins</u></i>
<u>Boswell, Doug</u> <u>Edelman, Reid</u> <u>Grisanti, Rodney</u> <u>Pfutzenreuter, Les</u> <u>Rosenstreich, Lisa</u> <u>Saxon-West, Leslie</u>	<u>Anderson, Jordon</u> <u>Beck, Tim</u> <u>Blundell, Sue</u> <u>Donham, Rachel</u> <u>Frederickson, Marcus</u> <u>West, Alan</u>	<u>Ahders, Roger</u> <u>Banta, Leslie</u> <u>Finnegan, Julie</u> <u>Bylund, Casey</u> <u>Pai, David</u> <u>White, Deborah</u>	<u>Danning, Nora</u> <u>Chaudrue, Vicki</u> <u>Laughton, Fran</u> <u>Petti, Nicholas</u> <u>Woods, Lisa</u> <u>Xerogeanes, Jim</u> <u>Drake, Tiffany</u>
<u>Library, English & Language</u>	<u>Social Sciences</u>	<u>Learning Skills & Student Support Services</u>	<u>Part Time Faculty</u>
<i><u>Jody Gehrman</u></i>	<i><u>Vivian Varela</u></i>	<i><u>Tascha Whetzel</u></i>	<i><u>Jessica Crofoot & Catherine McKay</u></i>
<u>Buccelli, Ginny</u> <u>Cechin, Jaime</u> <u>Cetto, Maria</u> <u>Haggitt, Lynn</u> <u>Koetzner, John</u> <u>Rawlinson, Bart</u>	<u>Hock, Roger</u> <u>Indermill, Catherine</u> <u>McKay, Conan</u> <u>Montes, Rebecca</u> <u>Walsh, Sarah</u> <u>Warf, Phil</u>	<u>Combs, Kurt</u> <u>Crossman, Steve</u> <u>DaCruz, Cintya</u> <u>Hicks, Greg</u> <u>Hollis, Rhea</u> <u>Mendoza, Alicia</u> <u>Ramming, Tanja</u> <u>Stirling, Jean</u>	

Approved Academic Senate Goals for 2015-2016:

1. Finalize & review Committee Handbook {4,5,6,7,8,9 & 10}
 - consider streamlining committees
 - review process for recruiting & appointing adjunct faculty to committees
 - Discuss structure & reporting of Faculty Office Space Committee. Assess whether Faculty Office Space Committee should report to Academic Senate, faculty unions or both (possibly through SUECo)
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Participate in discussions and planning regarding potential provision of services to international students {4, 5, 11}
5. Lead investigation and actions with regard to OEI and Online Platform Choice {4}
6. Recommend revisions to new College Web-Site {4 & 11}
7. Review criteria and process for academic rankings {11}
8. Support continued representation & involvement of our local AS at statewide level {8 & 10}
9. Participate in planning and discussions with regard to SSSP (Student Success & Support Programs) & Student Equity priorities{1, 2, 3, 4, 5 & 6}
 - Participate in planning / assessing priorities with regard to potential future collaboration with CUE (Center for Urban Education). Do we wish to embark on the Equity Scorecard process with CUE?
10. Investigate and recommend actions with regard to administrative workload of faculty (do we want to revisit division chairs?) {6, 7 & 10}

Ongoing matters:

1. Continue to support effective communication & collaboration between faculty & administration / management. Identify potential points of friction and possible solutions. Communicate faculty support for administration as applicable. {11}
2. Review state-of-the-college with regard to SLOs, PSLOs & ISLOs {1, 3, 4, 5, 7, 9, 10}
3. Review Constitution &/or Bylaws (annually) {11 & all}
4. Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees

Proposed Revisions to Academic Senate Bylaws:

From Constitution:

ARTICLE IX.

COMMITTEES

Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate. Only those faculty appointments thus made shall be considered to represent the faculty on those committees. See The Committee Handbook for a list of the standing committees which have faculty membership. That list will be updated as needed by Senate action.

Bylaws:

BYLAWS

of the

MENDOCINO COLLEGE ACADEMIC SENATE

May 2013

ARTICLE I: Senate Membership & Elections

Section 1: Membership

Membership, elections, terms, and qualifications are addressed in Article III, section 1 of the Mendocino College Academic Senate Constitution.

Section 2: Composition

The Academic Senate shall be comprised of ten senators, including eight full-time and two part-time faculty representatives and including officers (President & Vice President). The Academic Senate Past President may elect to serve as a non-voting eleventh senator.

Section 3: Part-Time Faculty Representation

The terms of the two part-time faculty senators shall be staggered to provide continuity. Any part-time faculty member serving on the senate must teach at least two units (or equated hours for part-time counselors and librarians) per academic year during his/her term. If he/she does not teach at all during a semester, and consequently is not an employee of the District, he/she must be replaced.

Section 4: Full-Time Faculty Representation

As defined in Article VI, section 1 of the constitution, senators may be self-nominated or nominated by another faculty member. The senate shall encourage nominations of faculty representing different curricular areas. Further, to the extent that is possible, the senate shall make an effort to ensure that the senate includes a full-time faculty member drawn from each of the following discipline areas:

- i. Library, English & Languages
- ii. Learning Skills & Student Support Services

- iii. Career & Technical Education
- iv. Fine & Performing Arts
- v. Social Sciences
- vi. Science
- vii. Math

Section 5: To provide the best communication possible, the Academic Senate President will assign constituents to Full-time Senate members according to the discipline areas defined in Section 4 above. If a discipline area is not represented on the senate, the Senate President shall assign a senator from another area to represent the discipline. Part-time senators shall represent part-time faculty in various disciplines. When necessary, constituent input will be solicited on major issues and reported back to the senate during relevant discussions.

Section 6: Elections will be scheduled as needed for expiring Senate terms and for any President and Vice President vacancies. The election procedures shall be:

- i. The President shall send an announcement of vacancies **for full time faculty seats** and a request for nominations to the full-time faculty. This announcement shall also specify if any discipline areas from Section 4 are not currently represented.
- ii. Nominees shall be contacted to verify their willingness to run.
- iii. When a presidential term expires, the current Vice-President's name shall be included on the ballot for the full-time faculty to confirm as the next President. If the Vice President is not confirmed by faculty vote as the next President, or if the Vice President chooses not to advance to the position of President, a special election to replace the President shall be scheduled.
- iv. Elections **for Full time faculty seats** shall be held over a two-day period. A ballot box shall be placed at the voting location with a list of full-time faculty and signature spaces. Two full-time faculty members (usually the Senate President and Vice President) shall count ballots and verify the number against the sign-in sheet. If the numbers do not match, the election is declared invalid and is rescheduled. In the event that the President or Vice President is on the ballot, other Senate members or full-time faculty volunteers shall be asked to count ballots.
- v. ~~Part-time representation on the Academic Senate is brought forth by the Part Time Faculty Union President, upon approval by the Part Time Faculty Union Executive Board, and forwarded to the Academic Senate to confirm committee membership. The~~ President shall send an announcement of vacancies **for Part time faculty seats** and a request for nominations to the Part-time faculty. **Elections for Part time faculty seats shall be held electronically over a two-day period. All part-time faculty meeting the eligibility requirements described in Article I, section 3 (above) shall be eligible to vote.**

ARTICLE II: Academic Senate Committees & Appointments

Section 1: Hiring Committees

Requests for full-time and part-time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office. If the position to be hired is related to a specific discipline area, the President will request volunteers from that group first. If the position is unaffiliated with a

specific discipline area, a request shall be sent to all faculty. A list of faculty who have served on hiring committees shall be maintained by the President to ensure that the workload is reasonably equitable and that all faculty have an equal chance to participate in the hiring process.

Section 2: Committees

The Academic Senate, **in coordination with the faculty unions**, is responsible for all faculty appointments to college standing and special committees, except those that have a separate status. The President and Vice President shall present nominations to the body as a whole for ratification. Policy for term limitations is set by Resolution S'01.03, Committee Terms.

- i. The Academic Senate, **in coordination with the administration**, shall maintain a Committee Handbook which shall contain an accurate list of all Academic Senate subcommittees as well as all committees to which the Academic Senate appoints faculty.
- ii. The Committee Handbook shall include the following information for each committee: composition, responsibilities, current membership, and terms.
- iii. The Academic Senate shall strive to staff all committees by the end of each spring semester (for the next academic year), but the following committees must be staffed by the end of the spring semester:
 - a. Curriculum Committee
 - b. Education Action Plan (EAP)
 - c. Enrollment Management Committee (EMC)
 - d. Staffing Committee
 - e. Student Learning Outcome Team (SLOT)

ARTICLE III: Academic Senate Meetings

Section 1: Agendas

Agendas for Senate meetings are developed by the Senate President and Vice President. The Past President may be included, if available. Each semester the Senate President will post the deadline for submission of agenda items, depending upon the meeting schedule. The agenda shall be posted a minimum of seventy-two clock hours prior to any regularly scheduled meeting. The agenda shall be sent to all faculty, administrators, and the Associate Students of Mendocino College (ASMC). Additionally, it shall be posted on the Academic Senate website.

Section 2: Meeting Procedures

- a) Resolutions** may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from constituents during the time between the first and second readings. Resolutions passed by the Academic Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College

President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the College President/Superintendent's secretary and a copy filed in the Academic Senate Resolutions Binder.

- b) *Motions*** may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.
- c) *Consensus*** may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda also signifies approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.
- d) *Proxy votes*** are not permitted and shall not be used.

Section 3: Meeting Schedule

The meeting schedule shall be determined each Spring for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The President shall reserve a meeting space at the beginning of each semester and notify the college community via public e-mail, and shall post the meeting schedule on the Academic Senate website.

Section 4: Meeting Minutes

The Academic Senate Administrative Assistant shall record minutes of all regular Senate meetings and special meetings covered by the Brown Act. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes shall be sent (via e-mail or web-link) to everyone listed on the mailing list for agendas and shall be kept in Senate files indefinitely.

ARTICLE IV: Faculty Meetings

Regular faculty meetings are scheduled each semester. Faculty meetings are not subject to the Brown Act.

ARTICLE V: Academic Rank

Periodically, at least once every two years in Fall of even years, the Academic Senate shall send out a reminder notice to all faculty that their academic rank can be updated. To ensure maximum participation by part-time faculty, an informational notice shall be sent to the president of Mendocino College Part-Time Faculty Association (MPFA). It is the responsibility of any faculty member interested in modifying their academic rank to verify his/her years of service with Human Resources and forward the

appropriate documentation to the Senate President or Vice President. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Senate for approval.

ARTICLE VI: State Academic Senate

Mendocino College Academic Senate pays dues to the Statewide Academic Senate based upon the yearly FTES figure reported by the college.

ARTICLE VII: Emeritus Faculty

Emeritus faculty are entitled to a list of privileges per Board Policy #724 and Administrative Procedure # 724.1. The Senate president serves as emeritus secretary.

ARTICLE VIII: Year End Report

The Academic Senate shall draft a summary report at the end of each academic year with a list of issues discussed, and actions taken, during that year. Any minority reports articulating contrasting viewpoints are accepted as well. This summary report shall be completed by the next in-service in order to be presented to the Academic Senate for approval early in the new academic year. Once approved, the year-end report shall be posted to the Academic Senate website. A cumulative history of year-end reports shall be available in the Academic Senate binder.

Approved by Academic Senate May 2, 2013

Submitted resolution from Coastal Field Station Committee

Whereas, the Department of Education (DOE) granted Mendocino College sole ownership of the Mendocino College Coastal Field Station in August 2011, and

Whereas, Mendocino College is currently in negotiation with the Bureau of Land Management to sell a Conservation Easement of the said property, and

Whereas, the Mendocino College Coastal Field Station Management Committee is currently in the process of completing a Master Plan through funding from the NSF to set priorities for repairs, remodeling and renovation, and

Whereas, monies from the sale of the Conservation Easement are not designated for specific funding purposes;

Therefore, the Academic Senate of Mendocino College supports the designation of monies obtained through the sale of the Mendocino College Coastal Field Station Conservation Easement to be used for funding repairs, remodeling and renovations identified through the NSF-funded Mendocino College Coastal Field Station Master Plan.