

Agenda
Mendocino College Academic Senate
Thursday, February 26, 2015
Room 4210 (Library Classroom) 12:30-2 PM

Approval of Agenda
Consent Calendar:

Approval of Minutes – Minutes of February 12, 2014

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.

Committee Reports

- **Part-Time Faculty Report –**
- **President’s Report – see attached**

Old Business:

1. Discuss proposal from C. Indermill & others on revising faculty evaluation documents (10 minutes). {8}
2. Repeatability Report for Spring Plenary (Doug & Jason) (5 minutes) {1 & 4}
3. Update on Equivalency Committee planning & processes; PPAC report (10 minutes) {6, 11}
4. How to follow-up on part-time pay equity resolution passed 2/12 (10 minutes) {11}

New Business:

1. Check in on goals & objectives (Reid) {1, 2, 4, 5, 6, 7, 8, 9, 10} (10 minutes)
2. Textbook ordering process (Steve Cardimona) (10 minutes) {11}
3. Online management system: possible change from Etudes to Canvas (John Koetzner & Vivian Varella) {1 & 4} (10 minutes)
4. Resolution from Jessica Crofoot on fair accreditation (10 minutes) {7 & 11}
5. Discuss topics for upcoming faculty meeting on March 19 (5 minutes) {11}:
(Food by Jody Gehrman & English, Library & Languages areas)
- Forum with College President Arturo Reyes on any matters of concern to faculty
-other topics?

Future Agenda Items? Next Meeting March 12, 2015

- Review and discuss proposed draft of **Substantive Change Document** regarding expansion of services to Mendocino {1,4,5,7, & 10} (first reading 3/12; 2nd reading 3/26)
- Review academic rank procedures & process
- Committee staffing & senate elections check-in (March 26 & possible added April meeting)
- College smoking policy query from Classified Group
- CTE curriculum review cycle (Rebecca Montes) (scheduled for March 26 meeting)
- Discussion of enrollment management issues (Jason) (scheduled for April 23 meeting)
- Check in on dual enrollment classes and best practices (invite Sue Blondell & Debra Polak for March 26 meeting?)

Academic Senate Membership 2014-15

Reid Edelman – President

Jason Edington – Vice-president / Math

Doug Browe (CVPA)
Jessica Crofoot – MPFA
Dan Jenkins (CTE)
Sarah Walsh (Social Sciences)

Steve Cardimona (Science)
Jody Gehrman (English, Library & Languages)
Catherine McKay – MPFA
Tascha Whetzel (Student Services, Learning Skills & Counseling)

MINUTES

Mendocino College Academic Senate
Thursday, February 12, 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* Doug Browe, Catherine McKay, Jessica Crofoot, Jason Edington, Sarah Walsh, Steve Cardimona, and Jody Gehrman
- Absent* Dan Jenkins and Tascha Whetzel
- Agenda Approval* M/S/C (*Edington/Cardimona*) to approve the Agenda of February 12, 2015.
- Minutes Approval* M/S/C (*Browe/Edington*) to approve the Minutes of January 29, 2015.
- Edington moved the Consent Calendar to New Business.
- Public Comment* Koetzner mentioned that the State has announced they are interested in using the Canvas software. Canvas is a course management platform that is currently being used by more than 1,000 colleges, universities and school districts across the country. This would provide state-wide shopping for students to take online classes that are needed and/or not offered.
<http://ccctechedge.org/news/miscellaneous/508-canvas-chosen-for-course-management>
- Edelman mentioned support for Koetzner to serve as the representative on the Board of Governor’s committee and would appreciate his nomination.
- Koetzner mentioned his Leadership Experience: Library & Learning Resources Advisory Committee, Academic Senate President (Mendocino College – 2 Terms), Council of Chief Librarians – Vice President, Academic Senate Counseling & Library Faculty Issues Committee, Telecommunications & Technology Advisory Committee (TTAC), Academic Senate – Vice President, and Council of Chief Librarians – Northwest Representative.
- Koetzner mentioned that the application process requires an endorsement of the Academic Senate. Two faculty representatives currently serve on the Board of Governor’s committee. Koetzner has represented the college twice during meetings to the BOG.

Edington is in support of Koetzner serving on this committee. He will bring the perspective of the smaller rural colleges. He is glad to hear that Koetzner is interested in serving in this capacity.

Crofoot mentioned that she would like to continue to have mutual respect with regards to the numerous “hats we wear,” sometimes those roles may be more or less assertive. We all have common goals.

Committee Reports

Part-Time Faculty Report

Crofoot provided handouts for the following: 2014/15 MPFA Bargaining/Negotiations Update; An article regarding “Solano part-time faculty steps up activity”; an article from AFT – “National Adjunct Action Week”; and an article from California Community Colleges – “First California Community College Bachelor’s Degree Programs Receive Initial Approval from Board of Governors”.

Crofoot asked that the Resolution on part-time pay equity be placed on the Agenda for a second read. She has a new Resolution (on fair accreditation) that she would like to have placed on the Agenda for a first-reading as well.

Edelman mentioned that he will review the Agendas for the next couple of meetings to determine the best time for this review.

President’s Report

Edelman provided a written report in which the following information was included: VP/Deans/Senate Meeting (1/13/15); BOT Meeting (1/14/15); and PBC Meeting (1/20/15)

Edelman mentioned concern regarding a dual enrollment issue. The issues being raised will be addressed. He suggested a discussion with faculty regarding dual enrollment take place.

An item for future discussion will be Fort Bragg, Willits and Ukiah High School, a bridge from high school to Mendocino College.

Gehrman asked for clarification regarding students taking classes at the area high schools and receiving college credit.

Edelman mentioned that classes would take place at the area high schools and students will receive credit hours.

Cardimona asked if there was a limit to the number of classes being offered.

Edelman mentioned that the discipline faculty will be involved if further classes are created. He mentioned that this topic will be discussed at a later meeting.

Crofoot spoke about concerns regarding the cross-over of classes and credit offered.

Old Business

Review & Discuss AS Bylaws

Follow-up language regarding the nominating process of adjunct faculty – It is the Senate that should appoint faculty to all committees. Article 2, section 2 in coordination with faculty unions, The President and Vice President will provide nominations to the Senate for review and selection.

Crofoot mentioned, during the next round of negotiations, the team will look at the language and CBA, so that they match.

Second Reading – Part-Time Pay Equity Resolution

Crofoot has the original Resolution. She talked with the representatives that were here from the State Senate. They mentioned that the part-time faculty hours becomes a 10+1 issue. They suggested that the original resolution should stay as is.

Crofoot then asked for a second reading the Resolution.

Edelman asked if the Resolution was different from last time. He mentioned that normally our resolutions commit us to a process of collegial consultation with our administration, but that in this case we would be asking for no administrative action.

Edington reiterated that in the proposed resolution, we, as a Senate, are not asking our Administration to do anything. All we are doing is showing support that the Governor do something about the issue. It is a show of support and to become another college senate that adds support.

Crofoot suggested removing the amounts, but later realized that the amounts should stay because it is a 10+1 issue.

Edelman mentioned that this is not a Senate issue. Our role as a senate should be limited to curriculum and faculty issues. If we do proceed with the resolution, he feels the amounts should be removed.

Edington suggested supporting the authors of the Resolution and to sign onto it.

While Edelman strongly supports pay equity for adjunct faculty, he does not support the resolution because he does not believe it falls within our role as a senate. However, he recognizes that he is not a voting member of the senate

M/S/C (*Edington/Browe*) to accept this Resolution as presented with the numbers as stated. Cardimona abstained

Edelman suggested that Crofoot communicate back to Warf that the Resolution has been accepted.

New Business

M/S/C (*Edington/????*) to approve the volunteers to serve on committees with recognition of part-time faculty to be added to the list and to approve Koetzner John to serve on the Board of Governors.

Approve the names – though recognizing that having part-time faculty is often beneficial on hiring committees. May be additional names coming forward. Article 2, Section 1 of the Bylaws states that the President will request volunteers. In the future, request will be sent to all faculty, including part-time, whenever appropriate.

Edelman suggested to Crofoot that she ask for part-time faculty that are interested in serving on any or all of these committees and to inform him of those that may be interested in serving.

Review & Discuss – Accreditation Follow-Up Report

Review the Follow-Up Report and the Committee Handbook.

List of suggested changes:

- There currently is no title for Patti Gulyas
- Page 2 – Under analysis – second paragraph. ---- list the evaluation evidence what were the (please see....later section/page of the document)
- How planning and implementation is taking place ---information regarding planning retreat at Ukiah Unified should be included.

- Should be... concerns that have been brought forward have been addressed.

- Review and evaluation mechanism.....it has been noticed and this is how it is being addressed...

- We have requested feedback and are providing the necessary information and feedback.....

- General comments regarding planning process..... request and received and have addressed.

- Planning committees....although Mendocino College has already done this we are now...

- Graphic there are some typos that need to be corrected.

Recommendation #3

Regarding SLO's and other professional responsibilities, the team has stated that we assess SLO's. The Senate agreed this was a good idea. A specific statement regarding the completion of SLO's as required, this needs to be part of the negotiated contract.

In this report we have not been able to do this, because it has not yet been negotiated.

Change language to... “inclusion of SLOs in faculty evaluation has been approved by our college Academic Senate and is pending completion of the collective bargaining process with our faculty union.”

Edington mentioned - this has not been addressed at another college and they were given a warning. He stated this will increase workload. He understands the motivation to use this as a bargaining chip, but does not agree with it.

Crofoot mentioned that because of negotiations, she tentatively agrees with the language and the use of SLO's and their need to be completed.

Edelman mentioned that he is in support of it and it is in process.

Edington agreed with the statement, that this is being negotiated.

McKay asked about the necessary signatures on the document.

Edelman mentioned that he will sign on behalf of the Senate.

M/C/S (*Edington/Crofoot*) to approve the follow up report with suggested changes.

Committee Handbook

A Committee Handbook is necessary for Accreditation purposes.

Suggested changes:

Page 3 and in chart view on page 6

Committees in 2 places

Academic senate/faculty office space and EAP – arrow at bottom

Planning Committees....connection in information regarding reporting and how the planning moves forward.

The senate appoints faculty to all committees ---- how the committees are staffed.

Page 4 has the list of all committees

Cardimona mentioned the information flow and decision making process, do connections refer to information or decision.

All flow to EAP and PPAC – all report back to President and then to the Board.

No committee has decision making authority only recommendation authority.

M/S/C – (*Browe/Crofoot*) to approve the Committee Handbook with the suggested changes and concerns.

Discuss Proposal from C. Indermill & Others

Edington mentioned concern from some faculty about the questions about class consistency, an unannounced class visit, mentors, and teaching philosophy. He would like to have further review of this proposal.

Edington moved to table the proposal and to bring it back for discussion at a later date.

Edelman mentioned that the Senate has other priorities that need to be dealt with right now. The Substantive Change document needs to move forward, etc. He suggested that Senate members talk to constituent groups and gather information. The proposal will be dealt with in the fall semester.

Repeatability Report for Spring Plenary

Browe mentioned the possibility of a Resolution. Both he and Jason are working on it and to keep the topic on the Agenda for next meeting.

Topics – Faculty Meeting (February 19th)

Food by LRC – Arturo has been rescheduled to a March faculty meeting.

- Update on new minimum qualification procedure.
- Catherine proposal – Evaluations
- Administrative /President Relations.

Future Agenda Items

First Reading – Substantive Change Report
Textbook Ordering Process
Equivalency Committee Planning & Processes
Check-In – Goals & Objectives
Review Academic Rank Procedures & Process

Next Meeting

Thursday, February 26, 2015

Adjournment

The meeting adjourned at 1:57 p.m.

Academic Senate Membership 2014/2015

Reid Edelman – President
Jason Edington – Vice President
Tascha Whetzel
Jody Gehrman
Dan Jenkins

Steve Cardimona
Jessica Crofoot – MPFA
Catherine McKay – MPFA
Sarah Walsh
Doug Browe

PRESIDENT'S REPORT, for 2/26/15 AS Meeting

Respectfully submitted by Reid Edelman, Academic Senate President, 2/20/15

PBC Meeting **2/10/15, 2 PM room 4210**

1. **Enrollment Management:** Committee is working on an *Enrollment Management Plan*. This will include class cancellation guidelines as well as planning guidelines. One issue is that our classes currently run at 12, but break-even point is much higher (16 is a more accurate break-even point, balancing FT and PT costs). EMC is looking at this number.

Scheduling is also a key part of this. Ginna and deans and Eileen are looking at this. Things are looking better for Spring. However, we have a major problem with being VERY over-budget on part-time salary costs (currently over by \$755,000). Aiming for a summer of 415, which may go as low as 383 on a budget of \$560,000.

Aiming for a productivity target of 325 (WSCH/FTEF). Larger colleges have productivity of 500, but that is not reasonable for us. Ginna believes that a target of 325 is doable for us. Recently, our productivity has hovered around 310.

Faculty need to be involved in this quest for both enrollment and efficiency. One option is an FTES target and FTEF budget assigned to each department / discipline.

2. **2014-15 Budget Update:** Eileen presented a budget update. Realistic enrollment for year is 2960. 3043 seems very possible. With better than budgeted revenue and higher than budgeted salary costs for PT faculty, use of reserves is estimated at \$386,945 in current revised budget.
3. **Instructional Equipment Allocation:** Ginna reported on 5 year equipment plan which was reported to the Chancellor's Office.
4. **Institutional Effectiveness & Governance Report:** Minerva reported on this year's activities in this area. This is important both for accreditation evidence and also for our own institutional improvement.
5. **Staffing & Recruitment Update:** Interim HR director Meyer reported on 9 hiring committees that are in process. 2 are moving forward and 7 are awaiting committee member appointments.
6. **Policy Review Cycle Report:** President Reyes reported on extensive work of PPAC in reviewing policies. Spreadsheet shows almost half of our policies have been reviewed recently, representing a huge effort by PPAC and constituent groups.
7. **Accreditation Follow-Up Report:** VPES Ginna Guleff reported on almost final draft of Follow-Up Report. Follow-up visit has been proposed for March 26 or 27 or April 6-10
8. **Substantive Change Update:** current agreement in the works to take us through 2017. Following the conclusion of that agreement, we would be positioned to permanently redistrict but not obligated to do so.
9. **Other / future items:** none.

VP / Deans / Senate Meeting **2/10/15, 4 PM room 4210**

1. **K-12 / Special Admit Students:** Anastasia and Ginna presented on new policy. Some issues have recently arisen this semester with students under the age of 13 whose parents have been unhappy with their child being denied placement in college a college class. Ed Code does allow us to restrict based on age. Deans would like to work with senate on this issue. We will request that this policy be reviewed soon at PPAC. Debra will attend the faculty meeting on April 30 to discuss this topic as well.

2. Dual Enrollment Update: This was already on the agenda prior to receiving faculty concerns. This opportunity came up quickly. However, to allay some concerns, Debra informed us that all instructors have submitted applications and Jean Stirling was involved in screening process and gave her approval for each. All faculty must meet minimum qualifications and will go through our regular hiring process. They will also be evaluated through our regular process, and involving our usual full-time faculty role in this process. Further the Fort Bragg School Board will pass a motion declaring their campus an open campus at the times of the class and any person can sign up for these courses. Enrolment is not restricted to high school students and the courses are in our course schedule / electronic catalogue. We can only collect apportionment if the class is open to all, and we will only offer the course if the classes are open without restriction. Classes in Willits and Ukiah are also in the works; we are pursuing this at any and all schools.

3. Cohort Loan Default Rates: we have been informed that we may have an issue with our default rate. We are required to have a default rate of 30% or less to maintain our ability to provide financial aid. A consultant has informed us that our projected possible default rate may exceed 30%. We need to do a better job educating students about fiscal literacy. One possibility is to provide a third-party service to offer services to keep our students from defaulting. The cost for this service is high (\$6/student per month / \$12,600 for 175 students for a year). We need to do our own independent assessment of these projections and determine if a consultant would be beneficial.

4. Department Involvement at the Centers: the Math department has asked to have this issue discussed. A concern was raised about a second Fort Bragg math lab that was opened without Math Department involvement. Debra reported that there was some discussion via e-mail with Math faculty about the instructor involved. Also, either of both of these labs may still need to be cancelled if enrollment is insufficient.

BOT Meeting 2/11/15, 5 PM

Jack Tomkins called the meeting to order at 5 PM.

Shane Huff presented a very inspiring and positive report on the soccer program. He was accompanied by his very successful athletes.

At 5:25 the BOT went into closed session for one hour.

I returned at 6:25 and found that the BOT had returned to open session prior to the expected time. Unfortunately, I missed the public comment session which included a statement by MCFT negotiator Bart Rawlinson regarding contract negotiations and the issue of placing SLOs in faculty evaluations. The BOT had some discussion about the possibility of sanctions as a result of this, but discussion was curtailed due to restrictions on discussing matters from Public Comment that are not on the agenda. Bart's comment will be in the BOT meeting minutes.

President Reyes then discussed PPAC proposal of designating Arturo as the BOT delegate in the Minimum Qualification equivalency process. The BOT was supportive of this approach.

The fiscal report was accepted and various action items were considered.

At 6:45 I had to leave the meeting to attend a rehearsal. The remaining items to be addressed were informational reports. My report was submitted in writing.

Old Business, item # 4: Next Steps for PT pay equity resolution:

Resolution to Improve Student Success and Retention by virtue of Securing Adequate Funding for Pay Equity and Paid Office Hours for Temporary Faculty, and the Conversion of Existing Temporary Faculty to Full-Time Permanent Status.

Whereas, the California State Budget is the strongest it has been in years; and

Whereas, many categorical programs that benefit temporary faculty and contribute to student success and retention have been cut or eliminated during the Great Recession and have yet to be restored; and

Whereas, temporary faculty now comprise 75 percent of higher education instructors in the United States; and

Whereas, temporary part-time faculty are required to hold the same academic qualifications and credentials as their full-time colleagues; and

Whereas, at most colleges full-time instructors are paid significantly more than part-time faculty for the same duties of preparation, teaching, and grading/assessment; and

Whereas, many colleges do not fund or underfund office hours for temporary faculty; and

Whereas, due to poor prospects for career advancement and inadequate pay many qualified temporary faculty leave the profession annually; and

Whereas, the retention of qualified instructors supports institutional viability and directly contributes to student success; and

Whereas, most temporary instructors are not compensated for, yet are essential to the task of realigning courses and programs to meet the needs of a changing economy; and

Whereas, recent studies have shown that a well-paid, stable faculty workforce contributes to student success and retention; and

Whereas, student access to faculty outside of the classroom and during office hours is an important contributor to student success; and

Whereas, current full-time faculty are already overworked and overburdened with many of the responsibilities of shared governance and serving student needs;

Therefore, be it resolved, that the Mendocino College Academic Senate requests that the Governor and the Department of Finance allocate additional funds for the categorical line items in the state budget that currently exist for parity/equity compensation and paid office hours for part-time temporary faculty in the California Community College system in the amount of \$30 million for paid office hours, and \$50 million for parity/equity compensation ; and

Therefore, be it further resolved, that the Mendocino College Academic Senate requests that the Governor, State Legislators, and the Department of Finance allocate \$100 million for the conversion of existing part-time temporary faculty to full-time faculty status.

Passed by the Mendocino College Academic Senate on February 12, 2015.

Senate Goals for 2014-15

For Senate review, New Business # 1

High Priority Goals for 2014-2015

1. Review committees & membership (consider streamlining) {4,5,6,7,8,9 & 10}
2. Finalize AP on Min Qualifications & submit to PPAC {6 & 7}
3. Study & recommend action on Fort Bragg / coast campus {1,3 & 10}
4. Study & recommend action on Field Institute {1,3 & 10}
5. Participate in decision-making regarding Pt. Arena {1,3, 5 & 10}

Ongoing matters requiring Senate Involvement and Action:

1. Inform senators and faculty about issues relating to Student Success Act and Repeatability. {1, 2, 3, 4, 5, & 6}
2. Work with faculty union on responding to accreditation issue relating to inclusion of SLO assessment in faculty evaluation process {7}
3. Improve communication (e-mail, portal, representative area reports...) {6 & 9}
4. Update academic rankings {11}
5. Coordinate with faculty union (MCFT) on issues of mutual responsibility. {6, 7 & 11}

Long Range Matters on Horizon for Future:

1. Review Constitution &/or Bylaws {11 & all}
2. Increase representation & involvement of our local AS at statewide level {8 & 10}
3. Consider revising criteria for academic rank advancement. {11}

Proposed Resolution in Support of Fair Accreditation for California Community Colleges

For Senate first reading: New Business # 4

Whereas the U.S. system of regional accreditation continues a long tradition of providing essential guarantees of quality in America's post-secondary institutions; a spirit of collaboration and mutual respect between the regional commissions and their member institutions is essential to the success of the system of accreditation; and a shared focus on the needs and interests of students is primary and vital to preserve, and

Whereas over the last decade, the relationship in the Western Region between the Accrediting Commission for Community and Junior Colleges (ACCJC) and California's 112 community colleges has changed from one of constructive collegiality to one in which the member colleges increasingly report antagonism, intimidation and fear, and

Whereas the ACCJC levels sanctions against California community colleges at a rate that is 400% of the sanction levels seen in other regions and in four-year California institutions,

Whereas concerns about the changed nature of the relationship between the ACCJC and many of its member institutions have been documented by resolutions, articles and complaints prepared and approved by leading statewide organizations of professional educators, including the Community College Council of the California Federation of Teachers (CCC-CFT), the Community College Association of the California Teachers Association (CCA-CTA), the California Community College Independents (CCCI), the Faculty Association of the California Community Colleges (FACCC) and the Academic Senate for the California Community Colleges (ASCCC), and

Whereas the growing concerns regarding the ACCJC have led to a review of the ACCJC's financial impact on community colleges by the CA Legislature's Joint Legislative Audit Committee, creation of two separate Task Forces by the California State Chancellor's office, filing of three lawsuits against the ACCJC, and multiple public statements of concern from members of California's Congressional delegation as well as state legislators, and

Whereas the ACCJC's frequent sanctions based on the legitimate activities of trustees of Community College District Boards have raised serious concerns regarding the free speech rights of elected officials and the rights of voters to representation by duly elected officials, and

Whereas areas of non-compliance found during the ACCJC's regular review by the U.S. Department of Education prompted the DOE to continue its recognition of the ACCJC as an accrediting body for only a one-year period – in which it must demonstrate compliance – instead of the standard five-year period for renewal of recognition, and

Whereas the ACCJC's actions at City College of San Francisco have brought to light numerous and serious legal and ethical concerns regarding the ACCJC, its processes and procedures, biases, conflicts of interest, leadership, and interpretations of its charge, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's actions at CCSF and elsewhere have undermined the trust and constructive relationships necessary for wide acceptance of the ACCJC's ability to fairly administer the accreditation process in California; now, therefore,

Be it resolved, that our organization hereby joins with our colleagues throughout the state to express deep concern over the adversarial relationships fostered by the ACCJC, which pose a threat to fair accreditation and access to public higher education in California, and

Be it further resolved, that this body stands in strong support of the City College of San Francisco and its vital role in providing accessible public education in the San Francisco area; that we support efforts underway to prevent CCSF's mandated closure, provide financial resources needed to address the enrollment and fiscal crises created by the ACCJC's actions, and re-instate CCSF's elected Board of Trustees, and

Be it further resolved, that this body urges support for state legislation that would increase the accountability, transparency, and ethics of the accreditation process and create an option for a choice of accrediting bodies in the California community college system, and that would protect the free speech rights of community college district trustees and preserve the rights of the people of California to a public community college system overseen by duly elected trustees, and

Be it finally resolved, that this body urges the USDOE to carefully scrutinize ACCJC's work as a regional accreditor, and further urges the USDOE to note that the ACCJC's standards, policies, procedures, and decisions to grant or deny accreditation are no longer widely accepted among educators and educational institutions.

Date _____

Officer's Name and Association