

# Mendocino College Academic Senate Meeting

## AGENDA

October 11, 2018

12:30 - 2:00pm

LLRC Room 4210

### I. Call to Order

### II. Approval of the Agenda

### III. Approval of the Minutes

A. September 27, 2018

### IV. 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.

### V. Old Business

#### A. Curriculum Committee Decision-Making Process for Implementation of AB705 - *Action*

(Time Certain 12:35 pm)

(15 minutes)

Recommended sanction of the Curriculum Committee proposed decision-making process for the implementation of AB 705.

#### B. Committee Appointments - *Action*

(5 minutes)

Recommendations to be presented and/or attached

#### C. Committee Appointments - *Discussion*

(10 minutes)

Continued (from May, 2018) discussion and review of MCFT Survey results within the purview of the Academic Senate and committee alignment

### VI. Standing Items

(20 minutes)

#### A. Guided Pathways

1. Summary Guided Pathways / Integrated Planning Leadership Team
2. ASCCC Academic Academy: *Navigating New Frontiers: Faculty Leadership in Guided Pathways* <https://asccc.org/events/2018-09-14-160000-2018-09-15-210000/2018-academic-academy>
3. ASCCC Guided Pathways Liaison <https://asccc.org/guided-pathways-liaison>
4. ASCCC Web Page: <https://asccc.org/guided-pathways>

#### B. Accreditation

1. September 24, 2018 meeting report

2. ACCJC Standards <https://accjc.org/eligibility-requirements-standards-policies/#accreditation-standards>

**VII. Senate Reports**

(20 minutes)

- A. **Senator Petti** (September 27)
- B. **Senator Cannon** (September 27)
- C. **President Indermill** (September 27 and October 11)
- D. **Other**

**VIII. Open Forum**

Members of the public, as well as senators, may address the senate with comments that are within the purview of the Academic Senate. The total amount of time allotted will be determined and announced by the chair based upon the scheduled adjournment time.

**IX. Adjournment**

---

## Academic Senate Meeting October 11, 2018

### V. B.

The following committee continue to have vacancies, recommendations are noted:

**Accreditation Steering:** One FT Faculty At-Large

●

**Educational Action Planning:** (EAP): SLOT Chair\*

●

**Foundational Skills:** 2 FT Faculty

●

**Staffing:** One FT Faculty

- Tim Beck

**Student Learning Outcomes Faculty Chair (SLOT):** One FT Faculty\*

●

## Academic Senate Meeting October 11, 2018

### V. C.

Last Spring (March 1 and May 3) the Academic Senate addressed the Mendocino College Federation of Teachers Climate Survey as it relates to the “10+1”. It was decided to continue to continue discussion about our role and follow up. Each of the survey items that relate to the Academic Senate purview were aligned with the committees that should be addressing those and related issues. Edington and Indermill discussed these with VPAA Polak, requesting time during the Fall Committee Chairs meeting to share.

Excerpt from Academic Senate Minutes, March 1, 2018:

- Phil Warf explained that the data shows overwhelming attitudes towards sub-groups based on the various questions in the survey.
- The discussion was about whether this topic could be placed on a future agenda so the Senate can look at these areas further and decide what we can and should do with this information.
- Warf’s Academic Senate Report:  
To: Academic Senate  
From: Phil Warf, MCFT President  
Date: March 1, 2018  
Re: Union Membership Climate Survey

---

Near the end of the Fall 2017 semester, the Mendocino College Federation of Teachers conducted a survey of members about the “climate” on campus. A number of questions explored attitudes about participatory governance. After consultation, union and senate leaders agreed that several specific survey items

relate directly to the 10+1 and are appropriate for review by the Academic Senate. Of particular interest were the members' evaluations of their colleagues and the administration in the following areas:

- Level of support for faculty in doing their job effectively
- Level of support for personally designed professional development
- Responsiveness to suggestions for improvement by faculty
- Valuing input by faculty in making staffing decisions
- Valuing input by faculty when considering adding or eliminating programs
- Observing participatory governance and creating internal processes for inclusive practices

I have already shared these results with the Board of Trustees and President Reyes. Below is some information about the survey.

*About the survey:*

The questionnaire was written by a committee of union members utilizing questions that have appeared in climate surveys done by other CCC's as well as private consulting firms. The population for the study was all full-time faculty union members as of Fall 2017. We implemented the survey using the Survey Monkey online tool. It was open for responses from October 26 to November 10, 2017. Overall, 28 faculty completed the survey

Additional supporting documents to be proved at the meeting and can be found on the Academic Senate website: [https://www.mendocino.edu/sites/default/files/as\\_minutes\\_3-1-2018\\_approved.docx.pdf](https://www.mendocino.edu/sites/default/files/as_minutes_3-1-2018_approved.docx.pdf)

Excerpt from Academic Senate Minutes, March 1, 2018:

**1. Full-Time Faculty Climate Survey:** Discussion of survey items with Senate. **(Attachment 2)**

The suggested committees were looked at to address the concerns from the Mendocino College Federation of Teachers (MCFT) campus climate survey. It was discussed that committees would be the place to work on the issues. The following points were made in helping committees to do address these issues:

1. The senate must work with the committee chairs to ensure they understand the concerns raised by the survey,
2. Faculty members on committees should be mindful of those survey issues as they work on their committee
3. There should be another column for VP's to be checked and question 4 should have President and VP's checked.

Discussion of strategically placing senators on these committees so that these ideas are continually kept in the fore-front. We need to

encourage all faculty to speak up. It was acknowledged that not all faculty may feel that they have the ability to speak up.

Indermill asked, "Is this how you (the senate) feel we need to move forward?" There was general affirmation of this and the following points were made during the discussion:

1. Strategies to empower faculty to be a "committee member" and how to address the issues in committees.
2. Change cannot happen until we have some ownership of the information. We need to meet with all parties and see how members feel about this information. Since the survey came from the union, the meeting must come from union leadership. When the District's survey results come out then a meeting with all parties may be a better time. Senate involvement is integral to this discussion.
3. This should be at the faculty meeting during Fall In Service as it has the largest attendance.
4. These results demonstrate a shared faculty experience. People do not move forward when they do not feel empowered - when they don't feel they have a voice.
5. We only have 50% (now) of the data.
6. The part-time constituency have spoken about these issues also.

The question was raised about the status of District's recent survey. "Have they surveyed the students yet?" There was an ad-hoc committee made up of Deans, VP's, Students and an invited faculty member to make up the student survey.

**Conclusion:** It was decided to bring this discussion back early next fall so that the senate can discuss this more thoroughly. Also a discussion with the whole college at the fall in-service. Empowerment training at in-service for full and part-time faculty meeting (in the fall).

**Academic Senate Meeting October 11, 2018**

**VII. A.**

**Nicholas Petti  
Senator's Report  
9/20/2018**

Vincent Poturica submitted a potential Flex opportunity from Butte College, a series of webinars devoted to OER. I forwarded the information to the Flex Committee to make sure it would be an approved flex activity for Mendocino College. The Flex Committee approved it and I sent it out to the Faculty at large.

**Academic Senate Meeting October 11, 2018**

**VII. B.**

**Part Time Faculty, Taylor Cannon: Senator's Report for 9/27/18**

Item # 1:

I received an interesting email request from the non-profit group [Immigrants Rising \(formerly EF4C or Educators for Fair Education\)](#), most likely since I am on their listserv. The email was sent from Nancy Jodaitis, Director of Higher Education Initiatives for the organization. Given the information concerning statewide resolutions coming out of the Chancellor's Office ([Background information](#), [2.8-Attachment-Board-Resolution-Undocumented-Student-Action-Week](#) & [2.8-Board-Resolution-Undocumented-Student-Week](#)), I thought it might be of consideration for the academic senate to possibly pass a resolution in support of this initiative at our own college. I forwarded the email to academic senate president Catherine Indermill since I did not feel qualified to complete the survey. Indermill then confirmed with the college president Arturo that the survey was completed and asked that the results of the survey be shared with college faculty and staff.

Here is the information from the email:

The Chancellor's Office of the California Community Colleges has joined with Immigrants Rising (formerly E4FC), and the CCC Foundation to **conduct a statewide survey regarding current services offered to undocumented students**. Because of an ever-shifting legal and political landscape, it is critical that the Chancellor's Office has a clear, data-driven understanding of how the colleges currently serve these students and what the Chancellor's Office can do to reinforce and bolster your college's efforts.

**PLEASE read the email below and complete the survey** (link below in RED) or forward this to the proper person on your campus. The Chancellor sent it to all the CEOs yesterday and asked us to forward it to all of you to ensure frontline faculty and staff are also involved!

The Chancellor's Office will be participating in ***Undocumented Student Week of Action, October 15-19, 2018***, coordinating a number of activities related to supporting our undocumented student populations.

Here is the email information that was sent out by the Chancellor's office to college presidents and staff. Of importance for the academic senate concerning a possible resolution is the information highlighted in yellow:

Dear Colleagues,

When undocumented young people are able to pursue education and careers, they can create new, brighter futures for themselves, their families, and their communities. The California Community Colleges serve the largest number of undocumented students within our state's public educational system. I know that, for many years, individual colleges have provided a variety of supports to the undocumented young people who trust us with their educational goals.

The Chancellor's Office has sought to reassure students that our campuses will remain safe and welcoming places for people of all backgrounds to learn. As a system, the California Community Colleges have also advocated to our federal leaders on behalf of our undocumented population.

Next week, the Board of Governors will vote on [Board Resolution No. 2018-05](#) declaring October 15-19, 2018, as "***Undocumented Student Week of Action***". The Chancellor's Office, in partnership with the Student Senate, the Community College League of California and other organizations, will be releasing a series of tools and resources for colleges and students to use during and after the *Week of Action* to enhance awareness and support for undocumented students as well as to advocate to our federal leaders.

More information about *Undocumented Student Week of Action* will be released in the coming weeks. Right now, I am asking you to take three specific actions to support our planning efforts:

1. **Declare "Undocumented Student Week of Action" on your college and provide the Chancellor's Office with a point person for planning purposes. This individual would be responsible receiving and**

disseminating electronic and mailed materials to support activities that would occur on your college during the Week of Action. Please email the name and contact information of this person to [rdeanda@cccco.edu](mailto:rdeanda@cccco.edu)

2. **Complete the Chancellor's Office survey regarding current services offered to undocumented students on your college.** Because of an ever-shifting legal and political landscape, it is critical that the Chancellor's Office has a clear, data-driven understanding of how the colleges currently serve these students and what the Chancellor's Office can do to reinforce and bolster your college's efforts. That is why we have joined with [Immigrants Rising](#) (formerly E4FC), and the [Foundation for California Community Colleges](#) to survey colleges about what services are currently offered for DACA and undocumented students, how they are administered, when they were established, and what educational access challenges these students are facing.

### **COMPLETE THE SURVEY**

The information you share is essential to best serve this growing and vulnerable population. The survey should take no longer than 15 - 20 minutes and we ask you to complete the survey by Friday, September 21, 2018. If you have any questions, please email [rdeanda@cccco.edu](mailto:rdeanda@cccco.edu). Responses will be routed to Nancy Jodaitis, Director of Higher Education Initiatives at Immigrants Rising.

3. **Encourage your college to participate in the Week of Action informational webinar on Wednesday, September 19 from 1:00pm to 2:00pm.** This webinar, co-hosted by the League and the Chancellor's Office, will provide additional details regarding the activities planned during the Week of Action. Please participate at <https://cccconfer.zoom.us/j/127398956>.

Thank you for helping to increase educational opportunities for all of our students.

Sincerely,  
Eloy Ortiz Oakley  
Chancellor, California Community Colleges

Item # 2:

I attended the recent College Professional Development Opportunity on Friday 9/21/18 from 3:00pm to 4:00pm, which included a presentation on *Closing the Opportunity Gap in Higher Education* by Michele Siqueiros, President of the Campaign for College Opportunity. The discussion was on access and equity within higher education, with a focus on the importance of diversity and representation within institutions.



Representation of faculty, administrators and academic senators demographics in relation the composition of higher education demographics were discussed.

## **Academic Senate Meeting October 11, 2018**

### **VII. C.**

#### **Academic Senate President's Report 9/27/2018**

##### President's Policy Advisory Council

Last month BP 4220 / AP 4233.1 and BP 6505/AP 6505.1 were discussed and I have sent them out to the full- and part-time faculty for input. I anticipate these will be on the agenda for the 9/28/2018 meeting. I have received some feedback primarily related to academic freedom and the faculty responsibility in determining grading policies.

The proposed Academic Calendar for 2018-2019 was discussed. Phil Warf, MCFT President, sent out two options for the faculty to consider. It is significant that for the first time in a number of years there is more than one option to consider.

##### Planning and Budgeting Committee

A new categorically funded faculty position was approved - Director of Clinical Education, which is required by the accrediting agency for the Physical Therapy Assistant Program.

##### Guided Pathways

I continue to work with VPAA Debra Polak and Classified Senate Past President Chris Olsen on planning and preparing for the Guided Pathways / Integrated Planning Leadership Team work. The first Leadership Team meeting of the year was held 9/20 We confirmed our core principles:

- Visible, Accessible and Clear Information
- Integrated Services
- Educational Sound Practices

And we established our vision statement: Create a student - ready college and establish social justice and equity for the entire college community. The point of the principles is to ensure that every decision that is made surrounding GP is grounded in these fundamental ideals. The vision statement is to help us maintain a broad perspective of our work.

We divided into three groups to *review* the 5 Key Elements identified (March 2018) as priorities for this first year of planning to confirm it is still relevant and a priority; *determine tasks to be completed* - including *recommendation* for a new work group or

assigning the task to an existing group to coordinate efforts (without duplication). We will continue to work on these in the upcoming weeks and I will share more detailed information after I review our notes and plans with the Tri-Chairs.

Ginny Buccelli (Foundational skills Chair and member of the GP/IP Leadership Team) and I attended the ASCCC Academy: *Navigating New Frontiers: Faculty Leadership in Guided Pathways*. Ginny attended the pre-academy GP Liaison Training and has some important information to share that will be on an upcoming agenda. Most significantly, is that I have been thinking we do not need to have a faculty member designated as the GP Liaison, but Ginny learned some important information that indicates we should, in fact, have a liaison.

I have begun discussing the importance of every key-decision making committee folding the key elements into their committee descriptions and annual goals as appropriate. The point is the GP implementation is not selected to a few committees - it is District-wide and all committees should be working towards meeting these elements. I ask each Senator to review the key elements and determine which align with the committee you serve on, bring these up during your regular meetings.

#### Educational Planning Committee

Reviewed last year's work including Program Advisor Teams and discussed the need to have decisions "looped back" to EAP to ensure progress is made on the recommendations we make (for example if course modifications are recommended Curriculum Committee should report when they've been made and the action taken). We discussed tasks that need to be completed this year, including a comprehensive revision of the Educational Master Plan.

#### Accreditation Steering Committee

The first ASC meeting is scheduled for Monday, 9/24 and we are schedule each month thereafter. Our agenda includes review of the timeline, review of and discussion of the ACCJC Standards, including the development of the Standard Teams.

#### **Academic Senate President's Report 10/11/2018**

#### Planning and Budgeting Committee (PBC)

At the monthly September meeting PBC were presented with budget information, an update on current hiring and reviewed the recommendations from the Staffing Committee.

Currently there are five active recruits: FYI Counselor, Automotive (one semester, long-term temporary), Director of Clinical Education (PTA faculty), Program Analyst,

Alternative Media Technician. A replacement for a Maintenance Technician was approved.

The Staffing Committee analyzed all staffing requests from the most recent round of requests in Program Review.. In all there were close to 50 requests.. 3 from management, 26 from classified and 19 faculty positions. Ultimately some of these were eliminated, as they were previously moved forward by PBC as needing to be replaced immediately or they were filled in another manner. This brought the list for PBC to consider down to 43 (2 management, 24 classified and 17 faculty). All of the members of PBC were directed to rank the top 10 position requests from each of the constituent groups. There is a additional meeting scheduled for Thursday, 10/11, if needed to discuss these rankings further.

The budget news is better than was predicted last Spring. As a reminder the new Funding Formula includes allocations based on student success in addition to FTES (as was the sole criteria in the past). Over the next three years the new formula will be phased in:

- 2018 - 2019: 70% based on FTES / 20% on Supplemental (Pell Grant, AB 540 & Promise Grant) / 10% on Student Success (including: ADTs, Degrees, Certificates, Transfer level math and English)
- 2019 - 2020: 65% / 20% / 15%
- 2020 - 2021: 60% / 20% / 20%

### **Accreditation Steering Committee**

At the first Accreditation Steering Committee this year we discussed the makeup of the committee, subcommittees and the timeline until our ACCJC visit in Spring of 2020, including the general work that needs to be completed.

Overall there is no change from last year's committee membership, except the addition of the Academic Senate President as the Co-Chair along with VPAA Polak. The committee is short one full-time faculty member. Weose that should be included on each of the Standard subcommittees:

- Standard I: Mission, Academic Quality and Institutional Effectiveness and Integrity (Minerva, Debra, Conan, Jody, Isabel, Dennis, Mary)
- Standard II: Student Learning Programs and Support Services (Rebecca, Ulises, Rhea, Tascha, Anasia, Kurt, Toni, Cyndi, Janet, Doug Boswell)
- Standard III: Resources (Eileen, Annette Loria, Jeana, Karen Christopherson, Mac, David Wolf, Rodney, Cardimona, Phil, Ginger)
- Standard IV: Leadership and Governance (Minerva, Debra, Catherine, Novelli, Lamb,, Browe, Nicholas, Reid, Bart, Kim)

Each of these individuals have to be contacted to ensure their availability. I send the names of faculty to the senators via email last week. Others will be asked to provide documentation and/or participate, but may not be part of a formal subcommittee.

The next scheduled meeting is Monday, 10/15. I have attempted to organize the Standard IV Team on 10/12, but this is not set yet. I have reviewed the detail of the four standards and think we need to have increased senate representation on Standard I. There are many areas that cross into committees that the Academic Senate President serves on and/or co-chairs. I will discuss this with VPAA Polak and ASVP Gehrman about this within the next few days.

\*\*\*\*\*