

MINUTES
Mendocino College Academic Senate
Thursday, December 3, 2009
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:35pm.
- Present** Steve Hixenbaugh, Jason Edington, Les Pfutzenreuter, Lynn Haggitt, Paul Kemp, John Koetzner
- Absent** Jessica Morris, Jean Stirling
- Guests:** Meridith Randall (*left meeting at 12:40pm*)
- Agenda Approval** M/S/C (*Edington/Haggitt*) to approve the agenda of December 3, 2009 with the following correction: under New Business, 2. Student Conduct Policy should read JessicaMorris as Senate member presenter instead of Lynn Haggitt.
- Approval of Minutes** M/S/C (*Pfutzenreuter/Kemp*) to approve the minutes of November 19, 2009.
- Public Comment** Meridith Randall addressed the Senate with the following:
- Enrollment Management – requested what is discussed at committee be communicated to faculty through Senate. Meridith was concerned that the committee was not listed on the Senate agenda. (*Leslie advised that Jason and Paul are on the Enrollment Management Committee and their reports are included in Senate minutes that are sent out to all faculty*).
 - Minimum Qualifications – Meridith advised she will be attending CIO (*Chief Instructional Officers*) Board meeting on January 20, 2010 and if the Senate has a statement, she would be in a position to communicate this as a member representing the northern region which consists of a lot of smaller colleges.
 - Office Space Committee – requested that resolution concerning office space use not be so restrictive. Some FT faculty positions are not being replaced and having a couple of “safety valves” within the resolution would allow empty offices to be utilized, if needed.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
No report given.
 2. EAP (Educational Action Plan)
Leslie reported on the 12/2/09 as follows:
 - Educational Master Plan being finalized.
 - Creating an appendix that included program objectives was discussed.
 - Defining what a “program” is for EAP purposes and having this formal definition be documented in the Educational Master Plan was discussed.
 - Guidelines for program management are being revised this year and will come to Senate for review once the draft is completed.
- President’s Report** Leslie announced that the Classified staff was having a silent auction fundraiser to raise money for scholarships on December 9th. She also announced that the Senate Rostrum was distributed this week in faculty mailboxes and encouraged members to read the different perspectives on current issues such as Basic Skills and updating faculty role on planning and budgeting.

Consent Calendar

1. Committee Appointment – Web Task Force - Barbara French & John Koetzner.
2. Spring 2010 Senate and faculty meeting schedule

M/S/C (*Koetzner/ Pfutzenreuter*) to approve Consent Calendar.

Vote: Unanimous

Old Business

1. Office Committee (OffCom) follow-up report – preliminary list of offices that are designated faculty offices that are not being used by full-time faculty.
(*Handout of current designated part-time office space was distributed*)

It was agreed that it is important to follow protocol when assigning office space. This preliminary list of what offices are currently available and designated as PT faculty offices specific to buildings on campus is very helpful for making future PT faculty office/workroom assignments. It was recognized that PT faculty have the benefit of requesting office space and hours and should have the opportunity to do this.

Paul Kemp will follow-up on a letter that will be going out with the Spring 2010 contracts in January asking PT faculty to indicate whether they will need office space, have assigned office hours and where on campus their teaching assignment is to better identify office/workroom availability.

2. Objective #9 – Outreach and Marketing – review revised survey form (*Jean Stirling and Steve Hixenbaugh*)

Steve went over various points of the Faculty Survey for Spring 2010 In-Service (*draft #2 dated 11/19/09*). Steve summarized that enrollment caps may influence marketing, but gathering this data now will be good information to have when doing outreach planning.

A couple of changes were suggested and will be incorporated into the survey. The revised draft will be emailed to Senate members for input.

New Business

1. Report from the State Academic Senate Plenary Session/Minimum Qualifications
(*Submitted by John Koetzner summarizing the Plenary Session that he attended*)

One of the sessions that I attended at the fall 2009 Academic Senate Plenary Session was on having an A.A. Degree equivalency. Since this could affect many courses that fall under CTE, I went on the mission to protect local control over a statewide effort to make having an A.A. degree mandatory no matter what the subject matter was. Thanks to some input from Stephen Fowler, I was able to go to the session and give a bit of rural college perspective at the meeting. His points that vocational programs have been gutted in California at four-year schools, that many people in vocational areas may go to trade schools that don't offer A.A. degrees, and that many instructors who are nearing retirement could not be replaced anytime soon with such stringent guidelines and would result in many programs being shut down at some colleges were ideas that I conveyed at the session.

However, I was not alone. Some colleges in Southern California had up to four or five representatives to give input on the subject. There were people for the area of surveying (which requires a very tough state exam, but does not have a degree), emergency medical programs, etc. all there to let Academic Senate know that there are issues with trying to take away local control over this issue.

While there was not a resolution written on the topic, it is expected that the folks who brought the idea forward in the fall will be at the spring Academic Senate Plenary session with one for a vote. To see the PowerPoint that was presented at the Statewide Academic Senate Plenary session, go to: <http://www.asccc.org/Events/sessions/fall2009/program/html> (Note: all the PowerPoint presentations for fall Plenary 2009 are linked on this page.)

Another session I attended on Thursday had to do with cuts to categorical programs and the impact it was having on EOPS, Care/CalWorks, DSPS, Matriculation, and Financial Aid. It was a very informative session that detailed how devastating the cuts are this academic year to categorical programs, and what they look like for next year if there is no additional federal stimulus help. It reminded me that we all need a broader picture of how these cuts are directly impacting our students who have some of the greatest needs.

I also attend a session on Senate Resources, a couple general sessions (one dealt with academic freedom and another one with Jan Patton, Scott Lay and Jonathan Lightman), and then I presented on Friday for the Counseling and Library Faculty Issues Committee on an outline for a Library Standards paper.

Discussion: After John's presentation, it was agreed by Senate that Minimum Qualifications is a very important issue and FT faculty within their specific disciplines, should be able to decide whether someone has an equivalency, especially in our rural community. Leslie suggested that she structure this discussion at a faculty meeting and get a faculty consensus that our representative can take to the State Academic Senate Spring Plenary session when it will be voted on.

2. Student Conduct Policy (Jessica Morris)

Discussion postponed due to Jessica's absence.

Adjournment: Meeting adjourned at 1:30pm.

Academic Senate Membership 2009-10

Leslie Saxon West – President
John Koetzner – Vice-President
Jason Edington
Lynn Haggitt
Steve Hixenbaugh

Les Pfitzenreuter
Jean Stirling
Paul Kemp - MPFA
Jessica Morris – MPFA