

MINUTES

Mendocino College Academic Senate
Thursday, March 18, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:33pm.
- Present** Jason Edington, John Koetzner, Jessica Morris, Les Pfutzenreuter, Steve Hixenbaugh
- Absent** Lynn Haggitt, Paul Kemp, Jean Stirling
- Agenda Approval** M/S/C (*Koetzner/Edington*) to approve the agenda of March 18, 2010.
- Approval of Minutes** M/S/C (*Edington/Pfutzenreuter*) to approve the minutes of February 23, 2010.
Vote: Unanimous
M/S/C (*Koetzner/Edington*) to approve the minutes of March 4, 2010
Vote: Unanimous
- Public Comment** None
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
Jessica announced an upcoming conference that she will put on the college website to see if anyone would like to attend.
 2. PBC (Planning & Budgeting Committee)
(*A written report was submitted by Leslie Saxon West*)
EAP Program Advisory Teams (PATs) for BOT and Physics/Astronomy/Engineering were presented by Dean Goff and Dean Guleff respectively. This was the first time that the new Guidelines for Program Management/PAT reviews were utilized. BOT and Physics are the two top positions on the prioritized staffing list, and PBC felt that it would be important to know more about these two programs before making a final recommendation to the President/Superintendent about hiring these positions.
Mark Rawitsch, Chair of the Staffing Committee, communicated the Staffing Committee's wishes to have more information about the requested positions, as they work to prioritize. They are also planning to merge the current prioritized list with upcoming vacancies.
Kathy informed PBC that there are two people who may request/are requesting job reduction or job re-classification. One administrator has volunteered to cut his 100% position to 80% and one manager may request to "retreat" to a full time faculty position with reassigned time for overseeing an educational support program. Both of these changes bring savings to the district.
In a budget update, Kathy announced that we have \$70,000 more than we thought due to State adjustments.
There was discussion about reducing 4's and 5's again. Faculty representatives asked that Deans request faculty suggestions for reducing their expenditures. It was also emphasized that we should be careful not to cut too much, as it is imperative that programs have enough money to continue to provide quality services.

Karen Chaty passed out information about our current health benefits program. This information will be shared with constituent groups at budget meetings with Kathy in the near future. The district is looking at ways to cut costs in this area.

3. EAP (Educational Action Planning Committee)

(A written report was submitted by Leslie Saxon West)

EAP spent their entire meeting reviewing the current draft of the Guidelines for Program Management. Although EAP is close to finishing this document, additional revisions, additions and deletions were made. These changes will be incorporated and EAP will review the document again.

From the introduction to the Guidelines for Program Management: “According to the Mendocino College Committee Handbook, the Educational Action Plan Committee has the responsibility to “develop, monitor and evaluate educational programs in accordance with the College’s Mission, Vision, Values, Educational Master Plan and Strategic Plan.” Therefore, EAP has developed the Guidelines for Program Management to serve as a resource for accomplishing these duties.

Specifically, the Guidelines for Program Management assist EAP in its annual summary of instructional program review documents. Additionally, the Guidelines assist in the determination of an assignment of a Program Advisory Team (PAT) to a program. It provides direction for PATs in determining whether a program should be recommended for revitalization or discontinuance as well as in creating action plans for these programs. The guidelines further provide criteria for the development of new programs.”

4. BIPC (Bond Implementation Plan Committee)

(A written report was submitted by John Koetzner)

BIPC – February 28, 2010

1. There was a discussion about possible charging stations for electric vehicles being placed on the East side of the campus off the parking area where the modular buildings are moving. The cost was estimated at \$20,000-25,000. However, the discussion was tabled to a later date.

2. Cash flow for bond projects was briefly discussed and Larry Perryman noted that we would probably need to issue series B bonds in either spring or fall 2011.

3. Bid openings for the modular buildings was to open on March 16th and there will be a special Board meeting on March 18th to award it. (It was noted that costs for the move could come in at around \$1,000,000.

4. Library/Learning Center bids will be next. It is expected that we will get bids accepted by the Board in May (or June at the latest) to get the project moving.

5. There was a note that under other campus infrastructure that there will be a need to replace a main circuit breaker (recloser) that carries 12,000 volts to protect the campus from future power outages. Estimated cost is \$150,000.

6. Mike Adams said that a 20 page report prepared by TLCD architecture that describes work needed to be done at Pt. Arena has arrived but that he needed to work with it to get it down to a summary that would help the Pt. Arena Committee see what could be done with the current amount

budgeted in the bond. He said that he would have it prepared by the next BIPC meeting.

5. Basic Skills

(A written report was submitted by John Koetzner)

1. The Basic Skills Committee met on Monday March 8 and did a recap on the Mini-Conference that brought faculty from Butte College, Santa Rosa Junior College, local high schools and Mendocino College together to look at ways of helping make Basic Skills students succeed. The conference was well attended (about 50 people) and the committee discussed ways it might do more to continue to make efforts to grow the conference in the future.

2. There will be a Teaching Institute on April 16th and in the future it is hoped that people will be able to register online through a new ComEx online registration that is coming.

3. There was discussion of Learning Communities and sample cohorts using English 10 and Math 11 paired with Guidance 10 and a Math 40 lab. There was also a cohort of English 12 and Math 11 paired with Guidance 60 and Math 40. The plan is to try to get students into a cohort and track how they progress in their success in programs.

4. There was discussion that a future Basic Skills meeting (possibly April 12th) would have a presentation on the possibility of forming a consortium of Basic Skills programs in the region.

Next meeting dates: 4/12, 5/10

6. SLO (Student Learning Outcomes)

(A written report was submitted by John Koetzner)

1. SLOT Committee still needs members from the faculty (three openings currently) and it is working with assessing from Institutional Student Learning Outcomes (Number 3 on mathematical principles) from data that the committee got from Charlie Duffy. They are putting together a once a semester newsletter to give us updates on what is happening and to help create a campus-wide dialogue on SLOs.

2. The course level SLOs are almost completed (with the exception of eight classes that are obsolete or have not been taught in three semesters or more.)

3. The in-service worksheets were turned in for the most part, and the committee is working on a matrix for when courses need to be assessed in the future. (Jaime noted that 2012 is not that far away and that we need to be in the assessment cycle.) So, that takes us full circle back to point one that the committee needs some people on it.

President's Report

Leslie announced the following:

- Leslie and John continue to meet with Kathy every other week. Recent discussions include Shared Governance and FT faculty hiring procedure.
- State Academic Senate Spring Plenary Session will be held April 15-17 in San Francisco. Leslie asked for volunteers and stressed how important it is to be represented. Important decisions will be made, especially on the issue of Minimum Qualifications. John Koetzner is only able to attend the Saturday session due to another meeting conflict.
- Area B meeting will be held on March 26th at Merritt College in Oakland. John Koetzner will try to attend.

- April 14th is the Board of Trustees meeting. Leslie has a class and is unable to attend. She asked for a volunteer to attend this meeting and represent Academic Senate.
- Leslie asked Jason to give an update on Datatel issues. Jason reported that he and Lynn met with Kristie Anderson and Karen Christopherson on the concerns of Datatel gathered from FT/PT faculty. Some issues have been resolved and the need for further education was identified.

Old Business

1. Update on Senate Objective #10 - Textbooks (Lynn Haggitt)

Update postponed until next meeting.

2. Update on Objective # 7 – Supervision/mentorship of part- time faculty – (Jessica Morris)

Jessica reported the following:

- The listing of FT faculty mentoring PT faculty has not been received. Jessica to follow-up with Instruction Office about obtaining this list.
- Jessica will request a side letter with the language change addressing this issue from Karen Chaty and copy Leslie on this. After she receives the side letter, she can sign off and move forward to clarify PT supervision process.

3. Update on Objective #3 – Departmental Restructuring of Academic Programs – (Leslie Saxon West and John Koetzner)

Leslie reported that Kathy seemed supportive of this concept and that it is a worthwhile cause that should continue to be explored. It is acknowledged that this restructuring is not likely to be approved during difficult budget times, but because it could make communication stronger and strengthen programs and faculty, it should be considered for its long-term benefit that would help to eliminate some administrative overhead.

New Business

1. Faculty Outreach Survey

Steve Hixenbaugh reported that the outreach survey was completed by 38 FT faculty and 12 PT faculty. Results are being shared with the Marketing/Outreach Committee and they are using it in the development of a marketing plan. The idea of using flex hours to help market programs and support colleagues needing assistance was discussed. Steve will present the survey results and other ideas to increase the involvement of faculty in outreach activities at the next faculty meeting on March 25th.

2. Acknowledging Retiring Faculty

It was suggested to honor retiring faculty during the end of the year faculty meeting luncheon, similar to last year.

Adjournment:

Meeting adjourned at 1:25pm.

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