

MINUTES

Mendocino College Academic Senate
Thursday, November 5, 2009
12:30pm-1:30pm, Room #1060

- Call to Order*** Leslie Saxon West called the meeting to order at 12:33pm
- Present*** John Koetzner, Jean Stirling, Steve Hixenbaugh, Les Pfitzenreuter, Jason Edington, Jessica Morris, Lynn Haggitt, Paul Kemp
- Guests*** Catherine Indermill (*arrived at 1:05pm*)
- Agenda Approval*** **M/S/C** (*Edington/Koetzner*) to approve the agenda of November 5, 2009.
Vote: Unanimous
- Approval of Minutes*** **M/S/C** (*Koetzner/Pfitzenreuter*) to approve the minutes of October 22, 2009.
Vote: Unanimous
- Public Comment*** None
- Committee Reports***
1. MPFA (Mendocino Part-time Faculty Association)
No formal report given.
 2. Program Review Committee
(*Written report submitted by Les Pfitzenreuter*)
The Program Review Task Force has spent the last 18 months undertaking a thorough review and revision of the Program Review process at Mendocino College. They have examined our previous process and processes at other schools. The end result has been the creation of new forms which better align Program Review with the College's committee structure. Part II of Program Review has been transformed into a multi-year cycle, where programs will likely submit Part II documentation every fourth year. The list of all programs, academic and non-academic, was split into three groups, one for each year. The fourth year of the cycle is devoted to a major review of the Educational Master Plan. This month, the Task Force will be working with the vendor for CurricuNet on transforming our paper documents into a web based application.
 3. EAP (Educational Action Plan)
(*Written report submitted by Leslie Saxon West*)
EAP met on October 28th. Quite a few faculty have reviewed the Educational Master Plan and their feedback is currently being considered. Virginia Guleff is in the process of reviewing the feedback and incorporating it, when relevant, into the final document. The final document will be reviewed at the next EAP meeting.
- Note: Eight (8) faculty members representing a fairly good cross-section of disciplines gave input regarding the Educational Master Plan. These recommendations have been incorporated into the most recent version. Leslie*

encouraged Senate members to review this. It is hoped that the Educational Master Plan will be finalized in December and be placed on the Board agenda in January 2010 for approval.

President's Report

Leslie reported the following:

- Attended the Board of Trustee's meeting on November 4th. Trustees Hancock and Anderson will be retiring from the Board. Joel Clark, Jack Tompkins and Ed Haynes are the newly elected Trustees.
- Leslie presented the template of the Academic Senate 2009-10 Goals and Objectives to the Board of Trustees. They asked Leslie to convey to the Senate that they are impressed with the work that the Senate does and for keeping the Board informed.
- Leslie and John continue to have discussions with Kathy regarding the importance of the shared governance process within PBC (*Planning & Budgeting Committee*).
- Leslie and John met with Meridith and Kathy regarding the Academic Senate budget and they continue to advocate for money for a member to attend State Academic Senate plenary sessions and have clerical support.
- John will be presenting at the Fall Plenary session. Discussions about minimum qualifications will take place. It is important that Mendocino College be represented at this meeting in order to give input to this important issue.

Old Business

1. Office Committee (OffCom)-follow-up report

Five (5) faculty members were present at the OffCom meeting. The committee's action plan is summarized as follows:

- Identify all designated FT faculty offices campus-wide that are not being used by FT faculty.
- Working with Jessica and Paul, determine best way to reach PT faculty and identify those that use office space on campus.
- Review MPFA contract language regarding PT office space.
- Consider assigning PT faculty specific office space; issuing keys; working in building within area of discipline when possible.
- Develop a fair, equitable and consistent process in assigning faculty offices.

2. Debriefing – Faculty Meeting on Program Restructuring/Dept/Division Chairs

Leslie reported that good discussion about the pros and cons of program restructuring and assignment of Department/Division Chairs took place at the October faculty meeting. The Fine and Performing Arts Department will be doing a "test case" on how this concept could work/not work and will bring their findings back to the faculty.

3. Update – Cuts to Programs – report regarding how various institutional programs have been affected by cuts.

A list of Career and Technical Education (CTE) classes that are not being scheduled in the Spring 2010 was received from Dean Sue Goff. Leslie advised that she also has a list of classes not scheduled by the Centers from Mark Rawitsch and is expecting one soon from Virginia Guleff.

Jason reported that the Enrollment Management Team (EMT) is in the formation stage and met for a short, preliminary meeting to discuss what they will be doing. EMT will meet again on 11/6 and Jason will give us an update at the next Senate meeting.

New Business

1. Committee Appointments:

Enrollment Management Team

Two (2) additional members needed. Phil Warf (representing Humanities) and Jim Xerogeanes (representing Agriculture/Career and Technical Education) have volunteered.

M/S/C (Koetzner/Edington) to appoint Phil Warf and Jim Xerogeanes.

Vote: Unanimous

Academic Review Committee

Four (4) additional members needed. Steve Crossman, Alan West, Deborah White and Catherine Indermill have volunteered.

M/S/C (Koetzner/Haggitt) to appoint Steve Crossman, Alan West, Deborah White and Catherine Indermill. Vote: Unanimous

2. Future Agenda Items

- Web Task Force
- Educational Master Plan
- Textbook – FT/PT faculty issue of reserved textbooks
- BIPC report
- Objective Updates

Adjournment: Meeting adjourned at 1:23pm.

Academic Senate Membership 2009-10

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

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