

MINUTES

Mendocino College Academic Senate

Thursday, October 8, 2009

12:30pm-2:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm
- Present** John Koetzner, Jean Stirling, Steve Hixenbaugh, Les Pfitzenreuter, Jason Edington, Jessica Morris, Lynn Haggitt, Paul Kemp
- Guests** Terri Robertson, Meridith Randall, Catherine Indermill, Greg Hicks
- Agenda Approval** M/S/C (*Koetzner/French*) to approve the agenda of October 8, 2009.
- Approval of Minutes** M/S/C (*Stirling/Edington*) to approve the minutes of September 10, 2009.
- Public Comment** John Koetzner announced that author Josh Buzzell was doing a reading on Thursday, October 15, and encouraged Senate members to attend.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
No report given.
 2. EAP (Educational Action Plan)
(*Written report submitted by Leslie Saxon West dated 9-16-09*)
EAP continues to work on final revisions to the Educational Master Plan. It was noted that many changes have taken place over the past few months, related to the State budget and State mandates. These changes will undoubtedly eventually come into play in future revisions of this document. A set of guidelines specifying how one should review this document, as well as a timeline will be completed and sent to faculty to review the plan. EAP will be selecting three programs to take through the Program Management Guidelines procedure (Program-at-Risk) as a way of testing the partially revised procedure. Issues relating to this procedure which did not appear to work in the past have been identified and a revised procedure was developed.

(*Written report submitted by Leslie Saxon West dated 9-30-09*)
The timeline to review the Educational Master Plan (EMP) was reviewed and approved. Leslie will send a request to faculty leaders, asking them to review and comment on the current draft of the EMP. Guidelines of how to review this document will be sent with this request. Feedback from faculty is due back to EAP by the end of October.

The Institutional Planning Timeline was also discussed in the context of the new duties of EAP. A timeline for the early review of the EMP was added to this timeline.
EAP is in the midst of discussing the Program Management Guidelines that were developed many years ago in EAP. These guidelines will be revised and used to assess programs that are in need of revitalization and possibly

discontinuation. EAP will continue its work to revise this document and will use the Computer Science program as a test program to run through our process. The intent of this process is to ensure that programs get assistance if they are at risk. Built into this process is the PAT (Program Advisory Team) which convenes to assist faculty in the identified at-risk discipline to assist in developing a plan for revitalization or discontinuance. The Program Management Guidelines also addresses how new programs will be developed.

3. PBC (Planning & Budgeting Committee)

(Written report submitted by Leslie Saxon West dated 9-24-09)

PBC briefly reviewed the Strategic Action Plan that was developed at the Institutional Strategic Planning Workshop. Kathy will circulate this document to workshop participants for feedback.

PBC reviewed a recent report from the Staffing Committee containing the prioritized list of new positions and the prioritized list of vacant positions not yet filled. No positions will be filled at this time. Kathy will send this prioritized list out to the faculty-at -large to keep people informed.

It was noted that the Institutional Integrated Timeline may need some revisions since the Program Review cycle has changed.

Eileen Cichocki went through the latest budget. At this point our reserves are in good shape, however it was noted that they will decrease rapidly if the institution does not take steps to cut costs. Since cuts have already been made to program budgets and temp. hourly funds, workload reduction is imminent, especially in the area of part time instructors/course offerings. There is no financial reason why the district would offer classes beyond our FTES capacity. The State has clearly articulated that the priority in funding is CTE, transferable classes and basic skills. "Recreational" classes, which are being looked at as secondary in importance, will have the option of continuing under Community Extension. "Recreational" has not been clearly defined by the State and districts have been given flexibility in making this determination on their own. Meridith Randall also noted that 100 and 200 level transferable classes, which are not associated with a particular degree or area of study, may also be cut.

4. PPAC (President's Policy Advisory Committee)

(Written report submitted by Leslie Saxon West)

The 2010-2011 Academic Calendar was approved by PPAC. The revised version of Board Policy 530: "Course Repeatability" was also approved.

A first reading took place to review several revised policies. These policies/procedures will be sent to constituent groups for comment:

- BP 305/AP305.1 – Tobacco Use
- BP 319 – Visitors on Campus
- BP321/AP 321.1 – Weapons on Campus

Leslie asked Senate members if there were any questions/comments regarding the written committee reports and there were none.

5. OffCom (Office Space Committee)

Terri Robertson, Chair of the Office Space Committee, presented a draft of proposed Resolution #F'09-01, Full-Time and Part-Time Faculty Offices. She gave a brief history and rationale behind this resolution, requests to use office space for non-faculty, and our approximate 200 part-time faculty on the Ukiah campus that currently have only 5 designated work areas; two areas which need keys to access and have older computers.

Leslie advised that this was only a committee report today intended to give members some background on why it's being initiated. It will be on the next agenda for a formal first reading and then sent out to faculty-at-large for feedback.

Leslie thanked Terri for the report.

President's Report

Leslie reported on the following:

- Educational Master Plan – encourage all members to review carefully and give feedback by October 16. Leadership committees are also reviewing. Leslie also sent this document draft out to all faculty-at-large inviting comments.
- FT Faculty Committee Participation List – this is a document in process and only distributed for review. Leslie advised this was not on the agenda so no discussion will take place. This was a compilation of information from the faculty questionnaire handed out at the fall inservice. This document will eventually be sent out to all faculty when completed.

Old Business

1. Academic Senate Annual Summary of Accomplishments – 2008-09
M/S/C (Haggitt/Koetzner) to approve as presented. Vote: Unanimous

2. Academic Senate Objectives – 2009-10

- Objective #7 – Supervision/Mentoring Part-Time Faculty.
The wording for this is still being worked out. It was suggested that the objective language match that of the FT contract wording. Jessica and Leslie will work on this.
- Objective #14 – Institutional Policy/Procedure regarding Shared Governance was added to the list.

New Business

1. Basic Skills Report

(Written handout of Action Plan and Expenditure Plan Information made available)

M/S/C (Stirling/Koetzner) to approve report as presented. Vote: Unanimous

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

Leslie began discussions by advising that she sent out an email to faculty asking how cuts will affect individual programs. It is important that faculty be involved in a close way on how the cuts are being decided.

Meridith Randall was asked to come to the Academic Senate meeting to discuss the global view of program cuts. She advised that at the beginning of the academic year, it was clear that substantial cuts needed to be made. While other colleges made drastic cuts to their fall offerings, Mendocino College chose to honor our fall schedule and follow the class cancellation guidelines.

Courses within Career & Technical Education, Basic Skills and transfer courses will be preserved, possibly with fewer sections offered of each. Recreational classes will try and be accommodated through the Community Extension (ComEx). Deadline to request a class through ComEx will be November 6.

It was suggested by both Meridith and Senate members that an Enrollment Management Committee comprised of faculty and institutional management should be formed as soon as possible to look at future schedules, come up with criteria and help develop guidelines for deans to follow when making program cuts.

Leslie will send an email to all faculty asking for volunteers to serve on this committee and also for input on revising the current committee description. This will be on the next meeting agenda.

Adjournment: Meeting adjourned at 1:33pm.

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