

MINUTES

Mendocino College Academic Senate
Thursday, September 10, 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
- Absent** Paul Kemp
- Agenda Approval** M/S/C (*Stirling/Morris*) to approve the agenda of September 10, 2009.
- Approval of Minutes** M/S/C (*Edington/Koetzner*) to approve the minutes of August 27, 2009.
- Public Comment** VPES Meridith Randall attended the meeting to speak briefly about plans and preparations related to the upcoming flu season. Since this issue was on the agenda, Senate members agreed to combine her comments with this agenda item in order to discuss it in more depth.

Meridith explained that a small committee made up of college staff had been meeting to discuss how to deal with the upcoming flu season. She reported the following:

- We have ordered wall-mounted dispensers for hand sanitizing for the Ukiah campus and centers. These will be located at building entrance points, computer labs and some classrooms. Instructors will be asked to encourage students to use this solution.
- If students contact instructors about being sick (or their children being sick), direct them not to attend class until they are completely well. If they inform you they have a confirmed case of swine flu, please notify Meridith's office IMMEDIATELY.
- In preparation for a number of students being absent, instructors are encouraged to put assignments, etc., online or gather student emails in case students need to receive this information electronically.
- All instructors are being asked to take a few moments in their classes to talk about swine flu symptoms and prevention. Screening tools in English and Spanish are posted on District Announcements.

Jason Edington reminded the Senate that information from the CDC had come to us via Public Email several weeks ago, and that it might be wise to remind faculty to share this information with their students. Meridith agreed to send this information out again.

This issue will be discussed at the upcoming faculty meeting also.

Committee Reports 1. EAP (Educational Action Plan)

Leslie reported that EAP is in the final stages of developing a final draft of the Educational Master Plan. EAP has also developed a list of guidelines for evaluating the draft as well as a timeline. Specific faculty members, including members of the Academic Senate, will be asked to review this document and give feedback to EAP.

President's Report Leslie Saxon West suggested that the topic of department re-structuring be introduced at the upcoming faculty meeting, and Senate members agreed. Leslie, Les Pfitzenreuter, Jason Edington and Dean Virginia Guleff will make this presentation.

Old Business

1. Updates – Senate Objectives 2008-09
A draft of the Academic Senate '08-'09 Annual Summary of Accomplishments relating to last year's Senate Objectives was reviewed. Final additions and revisions will be added to this document and it will be presented for approval at the next Academic Senate meeting.

New Business

1. Senate Objectives 2009-10
As Senate members reviewed last year's objective accomplishments, a new document, specifying objectives for this year, began to emerge. Many of last year's objectives were not fully accomplished, and these objectives will carry over into this year. Additionally, one new objective was added to the list. The faculty at large has been encouraged to communicate with Senate constituent leaders about their thoughts and ideas related to this year's objectives. The first draft of the Academic Senate '09-'10 Objectives will be reviewed at the next Senate meeting.

2. Emergency Preparedness – preparing for flu season on campus
(See discussion notes above under Public Comment)

Adjournment: Meeting adjourned at 2:30pm.

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