

MINUTES

Mendocino College Academic Senate
Thursday, March 4, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm.
- Present** Jason Edington, Lynn Haggitt, Paul Kemp, John Koetzner, Jessica Morris, Les Pfutzenreuter, Jean Stirling
- Absent** Steve Hixenbaugh
- Guests:** Candie Dickinson, Alan West
- Agenda Approval** M/S/C (*Koetzner/Edington*) to approve the agenda of March 4, 2010.
- Approval of Minutes** M/S/C (*Koetzner/Stirling*) to approve the minutes of December 3, 2009.
Vote: Unanimous
M/S/C (*Stirling/Pfutzenreuter*) to approve the minutes of February 4, 2010 adding the following notation: Jessica Morris was absent from the Academic Senate meeting because she was attending a State Conference. Vote: Unanimous
M/S/C (*Edington/Haggitt*) to approve the minutes of February 18, 2010.
Vote: Unanimous with John Koetzner abstaining as he was absent from this meeting.
- Public Comment** Candie Dickinson announced that the Career Fair will be held on Tuesday, March 9th, 10:00am- 1:00pm. A total of 630 high school and middle school students are expected to attend. Over 70 exhibitors including former Mendocino College students are participating. She encouraged Senate members and their students to attend.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
 - Paul reported that responses he received from Datatel on retention have been collated and have been forwarded to Jean and Jason.
 - Jessica requested that the update for the objective addressing PT Mentoring and Supervision be placed on the next agenda.
 2. OffCom (Office Space Committee`)
 - A listing of the PT office assignments for Spring 2010 was distributed.
 - Any proposals for change should initially go to Terri Robertson for committee review and eventual recommendation to Academic Senate.
 3. Educational Action Planning Committee (EAP)
(A written report was submitted by John Koetzner dated 2-11-10)
 1. We looked at a new degree proposal for HUS paraprofessional. While it was very detailed in many respects, it still raised questions about the process for bringing forward such proposals. Process and Curriculum Committee were just a couple of the considerations that were brought up. At a time when we are reviewing programs for PATs, and looking at what programs will be maintained, sustained or discontinued, we need to be clear about how such proposals will come to EAP.
 2. It was noted that the Board of Trustees approved the Educational Master Plan at the February 3, 2010 meeting.

3. We reviewed the cost/benefit analysis of the Automotive Program and Nursing Program that were presented at PBC. This raised a number of questions about what else we should consider in looking at programs. This then led into our discussion of Guidelines for Program Management.
4. The remainder of the meeting was devoted to looking at the Guidelines for Program Management, specifically discussing the criteria for qualitative and quantitative factors. Several models such as a Solano College document and an Academic Senate document were discussed for criteria that we should consider. After creating a list that reflected the group's ideas for both qualitative factors and quantitative factors, Virginia Guleff said she would prepare an updated list to take to PBC and to bring back to the group.

(A written report was submitted by Leslie Saxon West dated 2-25-10)

EAP members reviewed two PAT (Program Assessment Team) reports, one for Business and Office Technology (BOT) and one for Physics/Astronomy and Engineering. PAT reports were requested by PBC to gain information that might lead to the hiring of a full time faculty member in each of these disciplines. As a way of determining need for these positions, in this time of budget questionability, PBC requested more information related to qualitative and quantitative information as well as data related to enrollment trends, FTES, etc. Additionally, for EAP purposes, these were test cases to assess EAP's new *Guidelines for Program Management*. These two faculty positions are currently at the top of the Staffing Committee's prioritized staffing list. It was noted that faculty in the Business Dept. (Steve and Julie) should be consulted about the BOT position before this report goes to PBC, in case they have recommendations about the BOT program as it relates to the instructional program of Business as a whole. After Dean Goff consults with them, and makes a few additional changes to the PAT report, it will be forwarded to PBC. Additionally, some additions will be made to the Physics PAT report and it will then be forwarded to PBC.

The newest draft of the *Guidelines for Program Management* was discussed and with some minor revisions, it will be accepted and also presented to PBC.

President's Report

Leslie announced the following:

- Newly tenured faculty were approved and acknowledged by the Board of Trustees at the March 3, 2010 meeting. Congratulations to Jaime Cechin, Rachel Donham, Julie Finnegan, Rebecca Montes and Karen Wilson.
- Leslie will collect additional information about a proposal allowing Community Colleges to grant BA/BS degrees to help relieve impacted enrollment at the CSU level. Our Board of Trustees is not in support of this concept. Leslie will get feedback from faculty before a resolution is drafted from Mendocino College.
- Senate members were asked to contact their constituents to reply to Jean's survey regarding retention.
- Leslie requested that all written reports be submitted to her by Tuesday at noon prior to an Academic Senate meeting in order to get meeting materials out in a timely manner.

(Written updates were submitted on the following objectives)

Objective #2 Professional Development – *Develop a series of professional development activities and better define flex activities for faculty.*

- Lynn Haggitt reviewed flex activities at a faculty meeting and distinguished between acceptable and unacceptable flex activities.
- David Bushway & John Koetzner offered opportunities for professional development on SharePoint (faculty web sites in the fall) and will be offering more this spring.
- Jaime Cechin has offered to help any faculty who need help with SLOs to meet individually to make certain that they are on track for assessing SLOs.
- Debra Polak organized a Mini-Conference on Basic Skills Instruction that invited colleges from all over Northern California and local high school instructors to attend. It ran February 26 & 27. Faculty from Mendocino College as well as Butte College, SRJC, and local high schools such as Ukiah High were represented.

Objective # 5 – Student Learning Outcomes - *Continue to reinforce and support the timeline for development of course and program level SLOs and assessment of methods.*

- Jaime Cechin has developed forms for getting faculty to report assessment efforts for SLOs during in-service and has continued to reinforce the timeline of spring 2012 for getting all active courses through the assessment cycle. We will work with him to re-assess any changes to the timeline or documents to support the efforts of getting all course-level SLOs.

Objective #6 - Basic Skills - *Continue to support the development and implementation of a Basic Skills plan at Mendocino College.*

- The Foundation Skills Committee has submitted a plan for spending Basic Skills funds at Mendocino College and for activities connected to professional development and for staff to support Basic Skills instruction. Academic Senate approved the plan and has had reports directly from Debra Polak at an Academic Senate meeting to report on Basic Skills.

New Business

1. Transfer Degree – local requirements-State topic

Candie Dickinson gave a presentation on the “Student Transfer Preparation Act” and distributed a copy of Senate Bill AB1440. The following concerns were discussed:

- AB1440 eliminates Institutional Requirements where students only complete 18 units of major emphasis plus GE requirements. Takes away local control and allows legislators to dictate what is required.
- If Transfer is the core requirement for community colleges, students may not get AA/AS degrees, may never go on to complete a BA/BS degree and may not be eligible for awards, scholarships or jobs without any degree.
- 18 units required in the area of emphasis may be a great impediment. Transfer degree is misleading.

Leslie will send out a summary of the issues on the “Student Transfer Preparation Act” that addresses intent and concerns and send out to faculty for review and request input from them. She encouraged Senators to talk with their constituent groups about this. John advised there are four resolutions pending on this topic and action may be

requested before the Spring Plenary session. Important to let the Executive Board of the State Academic Senate know our feelings as soon as possible.

2. Evaluation Team members for Barbara French and Fran Laughton

- Both need a member on their evaluation team due to retirements and requested to be on each other's team.

M/S/C (*Stirling/Koetzner*) for Barbara French to be appointed to Fran Laughton's evaluation team and Fran Laughton to be on Barbara French's evaluation team.

Vote: Unanimous

3. Recap – faculty meeting/discussion on budget

- When programs are being evaluated, the results will be shared with all faculty including the cost analysis.
- Leslie encouraged continued discussions at faculty meetings about budget updates and getting feedback from faculty on what is important to them.
- It was suggested that there only be one or two topics discussed at faculty meetings or lead off with the most important. Difficult to manage time with many issues to address.
- Plan for Hot Topic meetings to cover such topics as transfer degree – local requirements and other current issues.

5. Future agenda items

- Leslie requested Senate members to email her with any items they want placed on the agenda.

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