

ACADEMIC SENATE OBJECTIVES 2008-09

OBJECTIVE	TASKS	DUE DATE	RESPONSIBLE FOR OVERSIGHT
1. Hiring Policy and Practices for Full Time Faculty at Mendocino College			
<i>Identify concerns related to current hiring policy of new full time faculty, and recommend revisions to policy to PPAC if necessary.</i>	<ul style="list-style-type: none"> • Review current hiring policies and procedures at MC. • Identify faculty concerns related to hiring procedures. • Survey other Community Colleges to determine their practices related to the hiring of new full time faculty. • Develop a plan to revise MC policy if necessary. • Take proposal to PPAC. 	<p>Oct. 2008</p> <p>Oct. 2008</p> <p>Oct. 2008</p> <p>Nov-Feb. 2009 March-May 2009</p>	<p>Dan Jenkins Alan West Leslie Saxon West</p>
2. Professional Development for Faculty/Flex			
<p><i>Develop a series of professional development activities and better define flex activities for faculty.</i></p> <p><i>Resources:</i> Professional Development Committee (J. Koetzner) Flex Committee (Lynn Haggitt)</p>	<ul style="list-style-type: none"> • Begin surveying faculty regarding their interests in specific activities connected to professional development such as faculty web sites, Basic Skills, SLOs, etc. • Begin a faculty discussion on flex activities • Offer workshops during college hour for identified professional development areas. • Revise flex agreement to reflect examples of acceptable professional activities. • Survey faculty regarding 2009-10 academic year professional development activities. 	<p>Oct-Nov 2008</p> <p>Nov-Dec 2008 Dec-May 2009</p> <p>March 2009</p> <p>April-May 2009</p>	<p>John Koetzner Lynn Haggitt</p>
3. Departmental Restructuring of Academic Programs			
<i>Explore departmental restructuring of academic programs and determine faculty interest.</i>	<ul style="list-style-type: none"> • Survey other colleges that are similar in size and enrollment number and determine their department/division structure, responsible individuals, responsibilities and compensation for oversight. • Develop a list of possible scenarios for department/division organization. • Develop a list of pros and cons related to restructuring of departments • Solicit feedback from faculty 	<p>Oct 2008</p> <p>Nov 2008</p> <p>Nov 2008 Dec-Feb 2009</p>	<p>Les Pfitzenreuter Jason Edington Leslie Saxon West</p>

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4. Full-time Faculty Participation on Committees			
<i>Increase full time faculty participation on institutional committees.</i>	<ul style="list-style-type: none"> • Investigate ways to ensure that full time faculty fulfill their contract obligation to participate on institutional committees. • Discuss the issue with SUECo and work with union if necessary, to ensure that faculty fulfill this obligation. • Discuss the issue with administrative representatives and work with them to ensure that full time faculty participate on committees • Solicit ideas from faculty as to how we might gain more full time faculty participation on committees • Consider tying committee participation to the criteria for selecting individuals for sabbaticals. • Consider tying committee participation to the faculty evaluation process, noting successful participation on committees as part of our professional obligation. • Clarify expectations of committee participation with new full time faculty members. • Consider creating a point system for faculty committee participation or, though it may be unpopular, establishing a monetary amount that would be deducted from the pay of faculty that choose not to adequately participate on committees. 	<p>Jan-Feb 2009</p> <p>Oct 2008</p> <p>Dec 2008</p>	Leslie Saxon West
5. Academic Senate Constitution/Academic Senate Bylaws.			
<i>Revise Academic Senate Constitution and consider developing Academic Senate Bylaws.</i>	<ul style="list-style-type: none"> • Request copies of constitutions and bylaws from other Academic Senates. • Identify “good practices” for writing Academic Senate constitutions and bylaws. • Review existing Senate Constitution and identify areas that need to be revised. • Decide if bylaws are necessary. • Revise Senate constitution. 	<p>Oct-Dec 2008</p> <p>Jan-Feb 2009</p> <p>Oct-Nov 2008</p> <p>Dec 2008</p> <p>March 2009</p>	Leslie Saxon West Jason Edington

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	<ul style="list-style-type: none"> • Solicit faculty input on revised document • Senate approval of revised/new Constitution and Bylaws 	<p>April 2009 April-May 2009</p>	
6. Academic Rank Procedure			
<i>Review and revise Academic Rank Procedure for Faculty</i>	<ul style="list-style-type: none"> • Review existing procedure. • Identify areas that need to be revised. • Make preliminary revisions. • Solicit faculty input. • Senate approve revised document. 	<p>Nov 2008 Nov 2008 Nov 2008 Dec 2008 Feb 2009</p>	Leslie Saxon West
7. Student Learning Outcomes			
<i>Continue to reinforce and support the timeline for development of course and program level SLOs and assessment of methods.</i> <i>Resources:</i> <i>SLO Committee (Steve Cardimona)</i>	Senate representative on SLO Committee to provide monthly progress reports to the Academic Senate.	Ongoing	John Koetzner
8. Basic Skills			
<i>Support the development and implementation of a Basic Skills plan at Mendocino College</i> <i>Resources:</i> <i>Basic Skills Committee (Debra Polak)</i>	Senate representative on Basic Skills Committee to provide monthly progress reports to the Academic Senate.	Ongoing	John Koetzner
9. Supervision of P-T Faculty			
<i>Develop a clear and set process to inform part time faculty of their full time faculty supervisor and the responsibilities of that full time faculty supervisor.</i>	<p>Work with VPES to insure that:</p> <ul style="list-style-type: none"> • All full time faculty supervisors are aware of their supervisory responsibilities each semester. • Part time faculty are aware of the name of their full time faculty supervisor each semester. • Part time faculty receive a description of the full time faculty supervisor responsibilities. • A list of scenarios that clarify who a part time faculty members should contact for various issues and concerns is distributed to all part time faculty. 	Spring, 2009	<p>Jessica Morris Paul Kemp Leslie Saxon West</p>
10. Review Sabbatical Procedures			
<i>Review policy and procedures related to sabbaticals for</i>	<ul style="list-style-type: none"> • Review current policy and procedures. 	Oct-Nov 2008	Les Pfitzenreuter

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<i>full time faculty and recommend revisions if necessary.</i>	<ul style="list-style-type: none"> • Review State Academic Senate paper on sabbaticals. • Survey other colleges to determine their policy and practices related to sabbaticals. • Identify revisions to current policies and practice if needed. • Make preliminary revisions. • Solicit faculty input. • Senate approve revised document. • Take revised document to PPAC for consideration. 	<p>Oct-Nov 2008</p> <p>Oct-Nov 2008</p> <p>Feb 2009</p> <p>Feb 2009</p> <p>March 2009</p> <p>March 2009</p> <p>April 2009</p>	Leslie Saxon West
11. Retention & Growth			
<p><u>Resources:</u> <i>Institutional Researcher (Charlie Duffy)</i> <i>Outreach Committee (Meridith Randall)</i> <i>Marketing Advisory Committee (Kathy Lehner)</i> <i>Matriculation Committee (Dean of Student Services)</i></p>	<ul style="list-style-type: none"> • Talk to our constituents about what techniques are helping and what policies are hurting retention and growth. • Gather information on current and historic retention and growth rates. • Present information to Academic Senate and develop a plan to implement suggested findings. 	<p>Dec 2008 <i>(Hot Topic)</i></p> <p>Feb 2009</p> <p>April 2009</p>	Barbara French Jason Edington Jessica Morris
12. Outreach			
<p><u>Resources:</u> <i>Institutional Researcher (Charlie Duffy)</i> <i>Outreach Committee (Meridith Randall)</i> <i>Marketing Advisory Committee (Kathy Lehner)</i> <i>Matriculation Committee (Dean of Student Services)</i></p>	<ul style="list-style-type: none"> • Research ways to improve available communication between students, departments, programs, and community. • Find out what outreach is currently occurring and categorize these efforts to search for areas that could be more fully addressed. • Present information to Academic Senate and develop a plan to implement suggested findings. 	<p>Oct 2008</p> <p>Nov 2008</p> <p>Dec 2008</p>	Barbara French Jason Edington Jessica Morris
13. Textbooks			
<i>Identify potential ways and methods to reduce the cost of textbooks for Mendocino College students.</i>	<ul style="list-style-type: none"> • Review current textbook pricing policies in the bookstore. • Identify ways to lessen the costs of textbooks for students. • Solicit input from faculty for ideas on lessening the costs of textbooks. • Identify alternate methods of delivering textbook 	<p>Nov 2008</p> <p>Dec 2008</p> <p>Dec 2008</p> <p>March 2009</p>	Holly Brackmann Jason Edington Lynn Haggitt John Koetzner

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	information to the students.		
14. Online Education			
<p><i>Assess current online offerings, potential areas of need in the area of online courses, and resources that would increase success for instructors and students utilizing the medium of online education.</i></p> <p><u>Resources:</u> <i>Distance Education Committee (Vivian Varela)</i> <i>Director of Distance Education (Vivian Varela)</i></p>	<ul style="list-style-type: none"> • Develop a grid of historical online offerings at Mendocino College including attrition rates of these courses in comparison to their on-campus offerings. • Speak to constituents about their needs/plans/concerns on offering online education courses. • Try and obtain information on “hot” online courses from other schools. • Develop an online success tutorial which can be viewed online which may increase student success in online courses. • Develop a reading list for faculty and students on online courses (<i>purchase books via library funds if available</i>). • Conduct a Hot Topics meeting with faculty about online course issues. • Work with the union and the Director of Distance Education to develop a faculty evaluation instrument for instructors who teach online classes. 	<p>Nov 2008</p> <p>Nov 2008</p> <p>Nov 2008</p> <p>Dec 2008</p> <p>Dec 2008</p> <p>Spring 2009</p> <p>Spring 2009</p>	<p>Barbara French Lynn Haggitt John Koetzner</p>