

MINUTES

Mendocino College Academic Senate
Monday, November 29, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:33pm.
- Present** Steve Hixenbaugh, Rachel Donham, Jessica Morris, Bob Harper
- Absent** Steve Crossman, Leslie Saxon West, Doug Browe, Jason Edington
- Guests** Paul Ubelhart, Board of Trustee, Area 1- Willits
Meridith Randall (*left @ 12:45*)
- Agenda Approval** **M/S/C** (*Donham/Morris*) to approve the agenda of November 29, 2010 which included a Consent Calendar. Vote: Unanimous
- Consent Calendar** Approved the following faculty hiring committee volunteers:
1. Math - Deborah White, Jason Edington, Roger Ahders, Aeron Ives
 2. Music - Les Pfitzenreuter, Leslie Saxon West, John Koetzner, Paula Gray
 3. Business Office Technology - Steve Hixenbaugh, Conan McKay, Vivian Varela, Tascha Whetzel
 4. Culinary Arts - Jaime Cechin, Bob Alto, Fran Laughton, Doug Boswell, Dan Jenkins, Greg Hicks
- Approval of Minutes** **M/S/C** (*Donham/Morris*) to approve the minutes of November 15, 2010 as presented. Vote: Unanimous
- Public Comment** John introduced Board of Trustee Paul Ubelhart who was welcomed by Senate members. Trustee Ubelhart spoke to the Senate stating that he was a graduate of Mendocino College, has been a trustee for the past six years, and how proud he was to be part of the college.
- Meridith Randall advised that the mid-term accreditation report was due in March 2011. She requested that a faculty representative assist her in the initial stages of the report development. This entailed planning, determining who needed to be involved, what to address, what documents to produce and generally oversee that what she is writing is in line with what the faculty wants. This faculty member would act as a consultant to Meridith and a liaison between her and the Academic Senate.
- Steve Hixenbaugh volunteered to fill this role with a consensus approval vote by Senate members.
- Committee Reports** 1. MPFA (*Mendocino College Part Time Faculty Association*)
Jessica Morris advised there was nothing to report.
- President's Report** John submitted a written report dated 11/29/10 as follows:
EAP - We reviewed a Program Advisory Team Summary of a Sustainable Technologies Program proposal and we are forwarding that to PBC that it be given consideration because it could be started with grant monies from the CTE area. We also reviewed all the Program Review Summaries that were done by EAP members that had not yet been reviewed and discussed our findings about assigning Program Advisory Teams (PATS). Dan Jenkins also presented on the Physical Therapy

Assistant program proposal and it was discussed that we should assign a PAT to it. Meridith shared a drafted summary of what EAP has found in reviewing all the Program Reviews (parts 1 & 2) for programs and services on the campus that was to be delivered to PBC for its next meeting. After getting feedback from the committee, she revised it and sent it to Kathy Lehner. One of the themes that emerged was that programs without full-time faculty assigned usually needed help in a variety of ways and often needed help with SLOs.

PPAC - We did the first reading of revisions to Board Policy 502 (Admission, Enrollment, & Attendance) and Board Policy 703 (Employment/Termination of Short-Term Substitute Employees) which I'm attaching to the Senate agenda. We need feedback from our constituents.

PBC - The focus for this meeting was a discussion of possibly adding two more hires for next fall. After looking at data, listening to recommendations by the deans, and discussing facilities use, the voting members of PBC recommended that we hire two new faculty in the areas of Music (including a hire that would work with the remodeled recording studio) and a Culinary Arts instructor. Both recommendations were unanimous by the six voting members of PBC.

Old Business

1. Discussion of potential sharing/shift of Senate work to MCFT based on contract language. Tenure evaluation teams, Committee work, Flex?

There was continued discussion on shifting tenure evaluation team and committee appointments to MCFT. As an example, the Professional Development Committee should be a faculty driven committee with MCFT and Senate having joint authority; union responsible for contractual part of committee assignments and Senate responsible for professional development for inservice workshops and for faculty. Senate members present were in favor of this.

M/S/C (Morris/Harper) to give John approval to begin discussions with Catherine Indermill, MCFT President.

2. Student Survey questions

It was reported that there was no reply back from faculty constituents yet. John requested that Senators send him question suggestions and he will also send another reminder email to faculty.

3. Bullying Discussion - Article regarding bullying in Community Colleges & Counseling Task Force.

Discussion about student and workplace bullying was discussed. Jessica advised that at the last counselors staff meeting, the Code of Conduct was reviewed and it was recommended by several that a separate bullying policy be adopted that covered both student to faculty and employee to employee. This would be a new policy that would have to go through Kathy Lehner for recommendation.

Jessica will be presenting a bullying workshop at a State function in the spring and will keep the Senate updated on this ongoing issue. It was suggested that a question regarding bullying be part of the student survey as well.

New Business

1. Basic Skills Budget Plan

M/S/C (*Harper/Hixenbaugh*) to approve the 2010-11 ESL/ Basic Skills Expenditure Plan as presented.

Discussion: A Senate member inquired if the expenditure under "Category D. Supplemental Instruction and Tutoring" in the amount of \$4,000 included tutoring in the Willits and Lake Centers? John will advise at the next Senate meeting.

Vote: Unanimous

2. Academic Senate for CCC Diversity Award - Nomination

The application for nomination of this diversity award will be available December 1, 2010 and due early January, 2011. Two programs that bring good diversity to the campus were recommended. Further discussion and final program nomination will be voted on at the next Senate meeting.

3. Spring Professional Development Topics

John advised that 16 faculty responses were received from the survey. Some suggestions were as follows:

- AV Smart Carts in classroom
- Curricunet (Interface of Program Review)
- Datatel/Portal
- Basic Skills
- Classroom management - facing issues related to SLOs, retention

John will send out a list of topics to faculty asking them to rate their two top areas of interest for professional development workshops to be held during spring inservice.

4. Board Policy Revisions BP 502 & 703

No concerns were expressed at Senate regarding proposed revisions to BP 502 (Admission, Enrollment, & Attendance) and Board Policy 703 (Employment/Termination of Short-Term Substitute Employees).

Adjournment: Meeting adjourned at 1:25pm.

Academic Senate Membership 2010-11

John Koetzner – President
Steve Hixenbaugh – Vice-President
Leslie Saxon West – Past President
Doug Browe
Rachel Donham
Jason Edington
Steve Crossman
Jessica Morris – MPFA
Bob Harper - MPFA