

MINUTES

Mendocino College Academic Senate
Thursday, February 7, 2008
12:30pm-1:30pm, Room #1060

- Call to Order*** Leslie Saxon West called the meeting to order at 12:32pm
- Present*** John Koetzner, Barbara French, Jason Edington, Jessica Morris, Reid Edelman, Jean Stirling
- Absent*** Alan West – *absent due to field trip*
- Guests*** Meridith Randall, Debra Polak, Catherine Indermill (*arrived at 12:50pm*)
- Agenda Approval*** M/S/C (*Koetzner/French*) to approve the agenda of February 7, 2008.
- Approval of Minutes*** M/S/C (*Edington/Koetzner*) to approve minutes of January 31, 2008
- Public Comment*** None
- Committee Reports***
1. PPAC (*Written report submitted by Leslie Saxon West*)
Policy and Procedure – Distance Education
The proposed policy and administrative procedures for distance education were distributed to the faculty at large in fall '07 and again at the beginning of this spring semester. Several faculty commented on both documents. Generally, faculty are concerned that the proposed policy and procedure focus on online education and do not include other forms of distance education that are currently offered at the college. The wording in the policy was revised slightly to broaden the definition of distance education classes offered at our institution. The procedure will need significant revisions as the current proposed procedures focus almost exclusively on online courses. It was noted that some feel that the institution is moving away from distance education courses other than online and hybrid courses. Faculty on PPAC reminded committee members that a discussion among faculty including input from the Academic Senate and the Curriculum Committee would need to take place before this kind of decision is made. VP Meridith Randall explained the high cost of video courses and the problem with many video courses becoming outdated. Vivian Varela, Distance Ed. Coordinator, will revise the proposed guidelines using models from other institutions as well as feedback from PPAC.
- Policy – Campus Safety
The Campus Safety policy was also sent to faculty for feedback. One suggestion for wording was proposed to the committee and was incorporated into the document.

President's Report

Leslie thanked Reid Edelman and Alan West for taking the lead on the ad-hoc committee for professional development. She also reported on some key points from the four hour long Board of Trustees meeting of February 6, 2008 as follows:

- College was audited recently with minimal negative findings
- Virginia Guleff did a presentation of the Basic Skills Initiative
- Trustee Jerry DeChaine requested that the Academic Senate review the local minimum qualification requirements for instructors. Leslie advised Senate members that these had not been reviewed by Senate since 2002 and it would be good to revisit them. John Koetzner suggested including this review in the Senate goals and objectives for 2008-09.

Old Business

1. Resolution S'08-01 Institutional Requirements (John Koetzner and Jessica Morris)

Senate Resolution #Sp08-01 (revised)

Whereas, the Academic Senate recognizes that Mendocino College has adopted Institutional Student Learning Outcomes that supersede Institutional Requirements for health and cross-cultural studies,

Whereas general education requirements and transfer requirements include the areas of the Institutional Requirements for health and cross-cultural studies for an Associate Degree,

Whereas, student success is one of the core values for Mendocino College,

Therefore, be it resolved that the Academic Senate recommend to the Curriculum Committee that it remove the Mendocino College Institutional Requirements for health and cross-cultural studies for an Associate Degree and identify a list of courses that meet each Institutional Student Learning Outcome.

Discussion followed with the following questions asked:

- Do we want to broaden the course options for the HLH Institutional Requirement or get rid of it?
- Should all Institutional Requirements be eliminated and GE requirements follow CSU/UC GE transfer patterns?
- Will our GE requirements eventually be guided by our Institutional Student Learning Outcomes without the need for Institutional Requirements?

It was recommended that however the resolution is written, it should be general and broad and not prescriptive. The intent is to expand the course options for GE requirements that would allow students to obtain an AA/AS degree as well as transfer to a CSU/UC. It was decided that the resolution as written was not quite ready.

M/S/C (Koetzner/Morris) to withdraw resolution Sp '08-01. Vote was unanimous.

Jessica Morris & Jean Stirling, with assistance from Catherine Indermill and Debra Polak, offered to write another resolution on Institutional Requirements and bring this back to the Senate at a future date.

New Business 1. **Professional Development for faculty (Senate Objective #3)**

- **Survey – professional development needs for faculty**

John Koetzner presented a draft of a survey he is developing for faculty to complete using a SharePoint site. This survey would help determine professional development needs for faculty and allow responses to be submitted electronically. Survey questions would include input on what faculty would like to see happen at inservice, workshops that would be helpful to have, or ideas on having individual faculty or departments conducting their own staff development.

- **Faculty workshops** – hands on professional development activities for faculty.

John and Leslie led the discussion and the following ideas were discussed:

- Continued “Hot Topic” meetings as needed
- Schedule faculty workshops to work on faculty websites, finishing SLOs, or any other topics that would be of interest.
- Develop inservice activities that would engage faculty

Note: Leslie encouraged Senate members to contact her if they had any issues they wanted placed on the next Senate agenda.

Adjournment: Meeting adjourned at 1:28pm.

Academic Senate Membership 2007-08

Leslie Saxon West - President
John Koetzner – Vice-President
Reid Edelman
Jason Edington
Barbara French

Jessica Morris - MPFA
Jean Stirling
Alan West