

MINUTES
Mendocino College Academic Senate
Thursday, December 4, 2008
12:15pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:15pm
- Present** John Koetzner, Holly Brackmann, Barbara French, Paul Kemp, Les Pfutzenreuter, Lynn Haggitt, Jessica Morris, Jason Edington
- Guests** Meridith Randall (arrived at 12:40pm)
- Agenda Approval** M/S/C (*Brackmann/Koetzner*) to approve the agenda of December 4, 2008.
- Approval of Minutes** M/S/C (*Haggitt/Koetzner*) to approve minutes for November 20, 2008.
- Public Comment** None
- Committee Reports**
1. EAP (Educational Action Plan Committee)
Leslie reported that members of EAP continue to work on reviewing of the Educational Master Plan.
 2. BIPC (Bond Implementation Planning Committee)
John reported that Barbara French has joined the BIPC Committee. He also reported that a special meeting has been called for faculty and staff on December 10th, 3:30-4:30pm to discuss possible changes to the bond funding originally proposed. John also summarized the following BIPC discussions:
 - Solar Energy Project – 2 scenarios (7M project/2.1M from bond, 44% reduction in energy costs; 10M project/3.7M from bond, 51% reduction in energy costs). College would partner with solar energy vendor Siemens who would fund the base energy project and retain ownership of system to take advantage of tax breaks. College could buy back after 7 years.
 - CDV acoustical ceiling (\$14,200)
 - Sub-panel for new graphics lab (\$5,000)
 - ADA need new doors (\$5,000/door)
 - UPS and generator for back-up of computing services – going to Phase 1 projects
 - Reviewed plan of maintenance warehouse & East Campus (quad modulars would move to make room for new library.)
 - Willits site appraisal (did not get to it)
 - Offer on Lake Center - Parallel Drive site offer be based on October 2008 appraisal or will consider eminent domain to obtain property.
- President's Report** Leslie Saxon West advised of the following:
- Credit By Exam – Leslie has talked with Kristie Anderson in Admissions and Records about CBE and is still in the process of fact finding.
 - Program Review Committee – Leslie asked Les P. to report. The first phase of Program Review revisions is done and will be going to the Planning & Budget Committee for approval. The committee will begin working on the second phase in the spring.
 - Hot Topics/Faculty Meetings/Spring Inservice – Leslie suggested Retention and Growth as a topic. She further recommended that Senate

Objectives could be introduced as part of the faculty meeting, and then as part of this, Jason and Barbara could facilitate this topic discussion.

Leslie thanked all the Senate members and expressed her appreciation for their consistent attendance and service in communicating Senate issues to faculty.

Old Business

1. Minors on Campus – follow up discussion

Discussion reconvened on whether to revise the K-12 Special Admission Application to include a Dean's signature or to leave the form as is. Faculty comments on this issue were also reviewed and discussed. The following recommendations were made:

- Revise the K-12 Special Admission Application form to include Dean's signature for students 12 years of age and under
- Revise form so that faculty member signs before Dean
- Make sure that PT and FT faculty are educated in process and decision of allowing K-12 students in their classes
- Allow Willits/Lake Center Supervisors to sign off for Dean

Meridith Randall agreed to revise the K-12 Special Admission Application form to incorporate the signature line for Dean and faculty signature line prior to Dean's sign-off and bring the revised form back to Senate for approval.

2. Progress Reports – Academic Senate Objectives

(Written report on Academic Senate Objective Updates – Fall 2008 dated 12/4/2008 was submitted by Leslie)

Hiring Policy and Practices for Full Time Faculty at Mendocino College

(Dan Jenkins, Leslie Saxon West, Alan West)

Update: Leslie collected a lot of information on this topic from other institutions. Unfortunately, Dan Jenkins is unable to work on this objective at this time, so Leslie will work with Alan West during the break, to review documents from other institutions, to review current MC hiring policies and procedures and to identify faculty concerns related to this issue.

Department Restructuring of Academic Programs

(Les Pfitzenreuter, Jason Edington, Leslie Saxon West)

Update: Les P. researched department structures at other community colleges on the internet. Karen Chaty provided us with a list of 13 California community colleges that are about the same size as ours. Leslie wrote to Academic Senate presidents at all of these institutions, inquiring about their department organizational structures. At this point we have heard back from three institutions. Les briefly spoke with Virginia Guleff about our research, and she was very enthusiastic. Les, Leslie and Virginia are meeting for lunch on 12/5/08, to discuss the issue. Jason, please come if you can!

Academic Rank Procedure *(Leslie Saxon West)*

Update: Leslie has not dealt with this objective but will plan to review the process during the break. In the meantime, Catherine Indermill, on behalf of the union, asked to see the current procedure. This may mean that the union may wish to help us with this objective!

Supervision of Part-time Faculty (*Jessica Morris, Paul Kemp, Leslie Saxon West*)

Update: Leslie clarified the issue with Jessica. Leslie and John spoke with Meridith Randall, VPES, and she is agreeable to working to improve our current procedure. Mark Rawitsch volunteered to help with this project. Leslie will contact Mark in the early spring, to set up a time to work on this objective.

Review Sabbatical Procedures (*Les Pfitzenreuter and Leslie Saxon West*)

Update: Leslie reviewed the State Academic Senate paper on sabbaticals and gave copies of this document to the members of the Professional Development Leave Committee. The committee has been asked to review the document and be prepared to discuss weaknesses to our procedure and possible ways to revise our current policy and procedure. Les obtained the policy for faculty sabbaticals from SRJC. Leslie and John briefly mentioned these issues to Meridith Randall, and she agreed that our policy and procedure need to be reviewed and revised. Leslie will set up a meeting with the Professional Development Leave Committee to discuss their insights.

Full-Time Faculty Participation on Committees (*Leslie Saxon West*)

Update: Leslie, John and Jason met with union representatives (SUECo) to discuss their involvement with ensuring that faculty participate on institutional committees as part of our contract. SUECo supports the issue but has said that they do not want to be involved with this Senate objective at this time. John and Leslie spoke with Meridith Randall about this issue, asking if there was some way that administrators could help in the process. Leslie also received forms back from faculty, specifying the committees that they are participating on, which has been helpful in recruiting faculty to participate. This objective needs to be carried over into the spring.

Academic Senate Constitution/Academic Senate Bylaws

(*Leslie Saxon West and Jason Edington*)

Update: Nothing has been done.

Outreach (*Barbara French, Jason Edington, Jessica Morris*)

Update: The committee has clarified the tasks and established due dates. An e-mail has been sent to Meridith Randall, as a representative of the Outreach Committee, to establish what efforts are in place through this committee. An initial response has been received and Barbara French will meet with her further to discuss. The Outreach sub-committee will be discussing findings in early Spring '09 to clarify our direction from here.

Online Education (*Barbara French, Lynn Haggitt, John Koetzner*)

Update: The committee has developed tasks and tentative due dates. A posting was placed on the FT faculty folder to ask about faculty needs, plans, and concerns regarding online education in the FT faculty member's respective discipline. An e-mail was sent to Charles Duffy and Vivian Varela to obtain information regarding course offerings on campus compared to online in regards to enrollment and attrition as well as asking if there are "hot" online course offerings at other colleges. A need has been identified to develop/revise an online evaluation tool.

Retention and Growth

(*Barbara French, Jason Edington, Jessica Morris*)

Update: Tasks have been defined with approximate due dates. A posting to the full-time faculty has been sent to start a dialogue on what techniques are helping and what policies are hurting retention and growth. A summary of these responses is being compiled by Barbara French. A hot topics meeting is tentatively scheduled for December, 2008.

(Written report on Academic Senate Objective Updates #2 & 13 – Fall 2008 was submitted by John Koetzner)

Professional Development for Faculty/Flex (John Koetzner, Lynn Haggitt)

Update: Although we did not get a new survey out to faculty, last spring a survey showed that some faculty were very interested in some technology workshops, a few were interested in Basic Skills, and others were interested in departmental activities. A new survey will be developed for spring semester and plans are moving ahead to offer four workshops in the spring. A few might be devoted to Datatel implementation, one will be on developing Sharepoint sites (used for faculty web pages) since Datatel uses Sharepoint as the basis for the faculty web portion of the interface. Work will be done in spring semester on updating the flex activities.

Textbooks (Holly Brackmann, Jason Edington, Lynn Haggitt, John Koetzner)

Update: We've talked with Jim Mastin regarding pricing policies and learned that the bookstore loses money despite the prices it currently charges. Since Jim addressed this issue for us at a faculty meeting, the college is still moving toward outsourcing (also known as contract management) the bookstore in order to work with vendors who may be able to give deeper discounts. This will be decided by early April.

In the meantime, the group presented to faculty and opened a discussion this fall about ways that used books, public domain books/works, eBooks, and other resources could be searched for to help reduce the cost of expensive texts that students have to pay. We will continue the discussion into spring and try to work with faculty to help inform students as more of these practices become a part of our campus culture.

New Business

1. Academic Calendar – faculty involvement in the process of developing the Academic Calendar.

Senate members questioned why the college and Ukiah Unified School District schedule different spring breaks and holiday days off. It was acknowledged that this impacts a lot of our students who are parents when school holidays are not similar. It was recommended that coordination between the college and local school district administrators to develop a master academic calendar would be beneficial. Leslie will discuss this with Kathy Lehner. Faculty will also have a chance to comment when proposals go out.

2. MPFA – Announcements regarding upcoming activities.

Jessica announced that on Thursday, December 11th, the MPFA is hosting a holiday social at Ukiah Garden Café, 6:30pm. This is a good way to connect with others. Leslie also encouraged everyone to attend.

Adjournment:

Meeting adjourned at 1:25pm.

Academic Senate Membership 2008-09

Leslie Saxon West – President
John Koetzner – Vice-President
Holly Brackmann
Jason Edington
Barbara French

Lynn Haggitt
Les Pfutzenreuter
Paul Kemp - MPFA
Jessica Morris - MPFA