

## MINUTES

Mendocino College Academic Senate  
Monday, February 10, 2011  
12:30pm-1:30pm, Room #1060

- Call to Order** Steve Hixenbaugh called the meeting to order at 12:30pm.
- Present** Steve Hixenbaugh, Doug Browe, Steve Crossman, Jason Edington, Tammy Cartwright
- Absent** John Koetzner, Leslie Saxon West, Rachel Donham, Jessica Morris
- Guests** Meridith Randall (*arrived @ 1:05pm*)
- Agenda Approval** M/S/C (*Edington/Browe*) to approve the agenda of February 10, 2011 with date correction and consent calendar. Vote: Unanimous
- Consent Calendar: Evaluation teams: Jody Gehrman (*Jaime Cechin & Debra Polak*), Jason Edington (*Roger Ahders & Virginia Guleff*)
- Approval of Minutes** M/S/C (*Browe/Crossman*) to approve the minutes of December 6, 2010. Vote: Unanimous
- Public Comment** None
- Committee Reports** 1. MPFA (*Mendocino College Part Time Faculty Association*)  
No report given
- President's Report** John submitted a written report as follows:
1. Board of Trustees meeting (*February 2, 2011*) The item that all faculty should be aware of, and which is unresolved with the Board, is Policy 321 that would propose prohibiting weapons on campus. A few of the board members do not like the way it is worded and feel that those persons who have a concealed weapons permit as allowed by law should be able to carry a weapon on campus as long as it is concealed. Sheriff Tom Allman spoke to the board and did not advocate one way or the other. The board continued to discuss the issue but decided they would not be able to resolve it yet and that further discussion was going to be necessary in a future meeting.
  2. PBC - We discussed the following issues in PTC (*January 27, 2011*)
    1. It was noted that the most recent CBOC report that shows the past quarter's progress and financial information was released and on the web.
    2. Willits - We are almost there with owning the property. We still have about 30 days before we can actually move forward with closing escrow and owning the property.
    3. Lake Center - We discussed that the costs for Lake will probably be a bit higher than expected, but it is still far below what we had anticipated when we thought the college might get a state match. With the bad state economy, things are moving forward to go out to bid by August 2011 to see if we can capitalize on cost savings like the library, but there are signs that the sluggish economy might be picking up just a bit in construction.
    4. Master plan for facilities is being worked on and will be progressing to PBC.

5. There was a discussion regarding whiteboards and two different ways to approach replacing old chalkboards in classrooms that still needed to be upgraded. This will continue it appears.
6. It was noted that the library project was moving along, but wet weather caused a slight delay (twelve days) when it slipped behind schedule. The request to have those rain days added to the contract was being taken to the BOT.

*Note: I raised a question about the fact that Larry Perryman had mentioned getting back to examining our priorities back in fall 2010, but we have yet to have that conversation. We decided we need to return to our prioritization criteria on how the remaining money is to be distributed amongst projects as a result of the cost savings from the library project. If faculty have input for the bond projects, they should either contact me or Barb French.*

***Old Business***

1. Spring Professional Development & Professional Development Committee M/S/C (Edington/Crossman) to table a formal motion to vote on consolidating Professional Development and Professional Development Leave Committees until next Academic Senate meeting. Vote: Unanimous
2. 50% Law Letter (Letter included in handouts)  
Advisory item - no action taken.

***New Business***

1. Underage students in our classes & gifted students – a beginning discussion. Meridith gave a brief history of how the college instituted a new procedure of approving K-12 student enrollment as a result of research done to complete a State report several years ago and the discovery that many K-12 students of various ages were enrolled in a variety of disciplines. Certain departments had informal restrictions on age. Currently, a student that is over 13 years of age can be approved by instructor discretion; under age 13 requires instructor and Dean approval. The Ed Code states that there has to be an exception rule for gifted students to enroll in classes regardless of age, so the college may have to adopt a policy to address this.

The faculty is being asked to provide input on regulating underage students in the classroom. Some faculty are opposed; others not. Some discussion included examples of how K-12 enrollment in the Arts and Theatre has been quite successful. Other suggestions included using our academic assessment testing to regulate K-12 approvals recognizing that underage students passing the assessment could limit the instructor for content of class.

It was acknowledged that this is a complicated problem and that any rules, guidelines or restrictions to K-12 enrollments should come from the Academic Senate.

2. Accreditation mid-term report draft (included in handouts)  
Meridith advised that we were fully accredited during the last cycle, but there were a few citations that needed to be addressed during the mid-term report. The report is due to the Commission on March 15, 2011 and needs to be approved by the Board of Trustees on March 2, 2011.

The report is fairly complete and was sent out to faculty for review with only one response back. Steve Hixenbaugh will send a reminder out to all faculty for any feedback or concerns with the report they may have and to respond to him by February 16, 2011.

3. 1440 – Faculty need to be active in the process as more areas become part of the degree for transfer for the state. Webinars, etc. are happening throughout the spring.

4. Full-time faculty with part-timers in their department - reminder to put SLOs on syllabi.

After discussion, it was agreed that extra communication should be extended to PT faculty in regards to SLOs, syllabi, procedures and policy in place for academic discipline, and how stating things on the syllabi will offer some type of protection if intervention is needed. A future syllabi workshop was suggested.

5. Professional Development activities – both occurring on campus.

Online Education - February 24, 5:30-9:00pm

Best Practices & Basic Skills Mini-Conference on March 25-26<sup>th</sup>.

6. Senate Objectives – Progress Reports for first spring 2011 meeting.

(Written reports provided by John Koetzner)

1. Communication – Steve Hixenbaugh and John Koetzner have taken steps in fall 2010 to make certain that faculty have as much information about what is going on with committees, etc. by adding the portal team site as a communication tool in addition to sending out information through traditional channels such as email. Faculty were surveyed in fall regarding what in-service activities they desired in the spring semester. That resulted in CurricuNet training and portal training on January 21<sup>st</sup>, 2011.

2. Hiring policy - No new progress has been made on this goal. John and Steve H. will begin working on this and place it on the Senate agenda and PPAC agenda.

3. Departmental Restructuring of Academic Programs -

Progress: I'm sorry to say there has been very little progress on this objective, due to a very busy fall semester. Leslie spoke with Virginia Guleff, who agreed to participate on the ad hoc committee that will facilitate discussion with faculty from like disciplines about their needs. Dean Guleff is very interested in looking at how we can potentially re-structure departments/divisions to facilitate better communication and representation within and among departments. We were hoping to have these meetings on in-service day, but unfortunately this did not happen. This Spring semester is even busier for me, than the fall, so I am not sure I will have time to spearhead this objective.

*Additional Comments: Jason added that when the fiscal environment is better, the ground work has been done on department restructuring and the faculty are interested.*

4. Faculty Participation on Committees/Committee Handbooks – Steve H. and John K. have met with Meridith and discussed the committee handbook. A step-by-step process has not been developed yet. This is still a goal very much in progress.

5. Assisting/mentorship of part-time faculty  
The list of which faculty are assisting/mentoring faculty was released by the Instruction Office in December. We will follow-up with faculty this spring to see what steps need to be completed before the end of the academic year to achieve this goal.

6. Textbooks. No written report.  
*Additional Comments: The Bookstore developed the rental program; eBooks and more required texts are on reserve at the library.*

7. Datatel/Portal Implementation  
While formal in-service did not happen in September to December, there were emails directing faculty to look at features on the portal during fall semester. Formal in-service on the portal took place on the January 21<sup>st</sup> in-service day, and follow-up is expected in February and March, 2011.

8. Policy and Procedure Related to Shared Governance  
The guidelines were adopted by PPAC, but without the recommendations that were suggested by John K. at PPAC. (See PPAC minutes from October 19, 2010 for details.)

9. Professional Development for Faculty  
This goal is moving forward. John K and Virginia Guleff will be working on a new professional development committee structure that will try to incorporate two other committees that deal with professional development for faculty. John K did an initial survey on fall 2011-12 in-service activities on January 27<sup>th</sup>, 2011 and will do a follow-up survey in spring 2011 to further clarify what faculty want for in-service activities.

10. Student Learning Outcomes  
Jaime Cechin presented to faculty at in-service and showed the new SLO newsletter that is meant to help communicate with faculty about SLOs, assessment of SLOs, and more.

11. Basic Skills - Senate continues to participate with the Foundation Skills committee and support its activities by reporting opportunities to faculty about what it is doing. Senate also oversees the budget plan that is put in place and encouraged the committee to apply for an award to the statewide Academic Senate.

12. Outreach and Marketing - No written report.  
*Additional Comments: Steve H. reported that he has worked on the Institutional Marketing plan and that the Outreach and Marketing Committee has recently met. Vanessa Bascareni has been hired as an Outreach Coordinator (temp/hourly) and will be doing outreach in local high schools and will be involved in the upcoming Career Fair in March. Meridith reported that ComEx*

*has been eliminated and Lisa Lunde will be working in the Career & Transfer Center as of March 1, 2011. Christine Mullis will be doing the press releases.*

***Future Agenda Items*** Scheduling of classes not during college hour.

***Adjournment:*** Meeting adjourned at 1:30pm.

**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

Tammy Cartwright - MPFA