

MINUTES

Mendocino College Academic Senate
Thursday, February 24, 2011
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:35pm.
- Present** Doug Browe, Steve Crossman, Jason Edington, Rachel Donham, Jessica Morris
Tammy Cartwright
- Absent** Leslie Saxon West, Steve Hixenbaugh
- Guests** Catherine Indermill
Phil Warf
- Agenda Approval** **M/S/C (Edington/Browe)** to approve the agenda of February 24, 2011 with consent calendar and move Item #2 under New Business "Discussion of College Hour" after President's report. Vote: Unanimous
- Consent Calendar: Evaluation teams: Jody Gehrman (*Jaime Cechin & Debra Polak*), Jason Edington (*Roger Ahders & Virginia Guleff*)
Accepted and approved Accreditation Midterm report.
- Approval of Minutes** **M/S/C (Browe/Crossman)** to approve the minutes of December 6, 2010.
Vote: Unanimous
- Public Comment** Phil Warf stated that he believes we should ban weapons on campus.
- Committee Reports**
1. MPFA (*Mendocino College Part Time Faculty Association*)
 - Jessica reported that she had just attended the winter conference in Palm Springs and announced that the spring conference scheduled for April would be in Newport Beach. She encouraged FT faculty that are teaching overloads to consider attending these worthwhile conferences and expenses will be reimbursed.
 - Jessica also advised that she had just received the Mentoring/Assisting PT faculty update and will report at the next Academic Senate meeting.
- President's Report** John submitted a written report as follows:
Note: John reported that he was out ill when a number of meetings took place. The following report is about the PBC meeting he did attend on February 22, 2011.
1. The Accreditation Mid-term report was sent to all faculty and staff, and it was discussed at PBC. It will soon go to the Board of Trustees at their March 2, 2011 meeting. It is on the Academic Senate consent calendar to accept the report for February 24, 2011. Meredith Randall noted that one area of concern is SLOs, because we are about a year away from needing to show that we have done assessment cycles for SLOs and tied them to our ISLOs (Institutional Student Learning Outcomes.)
 2. Facilities Master Plan - Larry Perryman presented on the Facilities Master Plan that was given assistance through TLC. Larry said that feedback is welcome and that the document is expected to evolve over the next couple of years as we continue to develop and complete more of our bond projects. It is also going to the Board of Trustees at the March 2, 2011 meeting.
 3. Budget Update - Things are still pretty gloomy, but we won't really know anything until March 10th or 11th because that is when we will know if the

governor will get the special election on a June ballot to possibly extend taxes that would make cuts to community colleges less severe. There was also discussion of the 50% law and how the Chancellor's Office said that the district may not get a full exemption for the waiver that was applied for in December 2010. This could hurt the district even more if a full exemption is not given. Kathy Lehner noted that even though Academic Senate, Mendocino College Federation of Teachers and Mendocino Part-time Faculty Association all signed a letter urging the Chancellor's Office to accept the waiver, there was other political pressure . . . More on this as things unfold.

4. Program Financial Data - Kathy Lehner reported that she was gathering data to show programs costs that were associated with revenue based on FTES vs. costs (salaries, supplies, etc) as a way to begin looking at programs.
5. Program Review - Charlie Duffy reported that he planned some upcoming training on doing Program Review, but did not have the dates yet. They will probably take place in March. Program Review is due April 15, 2011. Kathy wants us to tie our programs back to the strategic plan, mission, and goals.
6. Strategic Plan - Kathy said there would be an update in a future meeting.
7. Staffing Update - Kathy said this would be covered in the next meeting.

Old Business

1. Spring Professional Development & Professional Development Committee

John reviewed the list compiled for the Spring 2011 inservice survey results and responses received from faculty regarding faculty development activities and future topics for inservice days. It was noted that there was a wide interest of topics suggested but five responses were received for the topic "Best or Proactive Teaching Practices."

2. Underage students - What does Academic Senate want to do?

Discussion at a faculty meeting disclosed concern that the K-12 process is not always being followed and underage students were being enrolled in courses without obtaining instructor approval. Some other concerns included the liability of young children being on campus at night, safety in lab settings, and limitations on course content. The Arts have had positive experiences with K-12 enrollments.

John and Steve will talk to Meridith regarding these concerns and advise at next meeting.

3. 1440 – Faculty need to be active in the process as more areas become part of the degree for transfer for the state.

- John urged Senators to let their constituents know that there are Webinars regarding SB 1440 taking place right now. He also stressed how important it is to participate in the front end discussions about the best coursework preparation that will guarantee our students a place in the CSU. Community College faculty will be responsible for degree content. If we do not participate, faculty may have to adapt to something that is not flowing like the curriculum and degree they designed.
- Catherine added that the PSY transfer degree was a pilot program that she and Roger Hock did not have an opportunity to be involved in at the start. There are courses that they both feel are critical to our degree program and that prepare our students for transfer that they would have liked to be included. She reiterated that faculty should not wait until they have to change their program to match what is eventually approved as model curriculum for the discipline.

- Communication Studies and Sociology degrees for transfer are being adopted by the Curriculum Committee and will make our next catalog. Others will be approved in the Spring and addendums to the catalog will be in place.
- John will send out web links to the Senators and asked that they be sent to their constituents. Again, John stressed the importance of how our faculty should be encouraged to participate in the statewide response to this bill.

New Business

1. Board Policy 321 from PPA (proposed weapons ban policy) and the BOT discussion.

John advised that the Board of Trustees debated on this subject for about 30 minutes at the February meeting. Some trustees felt that concealed carry permit holders should be able to carry on campus. PPAC developed the policy and wanted to see if the Academic Senate would make a statement to the Board of Trustees for the April meeting on this policy. It was generally agreed that this policy sets a tone for the campus and possible rewording of the policy is further needed.

John will send out a draft policy to the Senators and requested sending this forward to faculty constituents for responses.

2. Discussion of College Hour (Student Life and Academic Life) vs. scheduling classes during college hour.

- It was the general consensus that having a dedicated college hour is a positive thing; can improve student life, ASMC and other club participation, event planning, faculty life, participation in faculty/committee meetings and thus, better communication.
- It was also noted that because we've grown larger with more classes being offered and limited space, we've had to schedule into this time, with the Dean's approval.
- Additional sections of science labs for BIO and CHM require set up and breakdown time during lab tech hours. Closing the labs during college hour may be prohibitive.
- Creative alternatives may need to be explored. John encouraged Senators to talk with constituents and bring back ideas.

Future Agenda Items

- Program Review – John to send out old Program Review and have Senators give input for next meeting on what other things should be included.
- Facilities Master Plan (living document). Important that faculty give some feedback
- Lighting on Campus
- Conclusion: Mentoring/Assisting topic
- Constituents response on 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