

MINUTES

Mendocino College Academic Senate
Thursday, January 29, 2009
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm
- Present** John Koetzner, Holly Brackmann, Barbara French, Paul Kemp, Les Pfitzenreuter, Lynn Haggitt, Jessica Morris, Jason Edington
- Agenda Approval** M/S/C (*Edington/Brackmann*) to approve the agenda of January 29, 2009.
- Approval of Minutes** M/S/C (*Brackmann/Haggitt*) to approve minutes for December 4, 2008 as amended.
- Public Comment** None
- Committee Reports**
- Professional Development Committee**
(*Handouts included the 2007-08 Professional Development Activities Report; Professional development fund recipients*)
John Koetzner reported on some workshops being planned for this spring that include the following topics:
 - SharePoint – facilitated by Dave Bushway
 - Audio/Visual and media topics – facilitated by Steve Oliveria

John will be sending out notifications for the February workshop.
- President's Report** Leslie Saxon West submitted the following written report on the December 10, 2008 Board of Trustees meeting:
- **Public Comment** – Many community members attended the meeting to encourage the Board of Trustees to re-hire the position vacated by Marcus. Several community physicians were there to recognize our EMT/Paramedic programs, commenting that they are outstanding and are a vital community asset. They also encouraged the college to expand our Fire Science and EMS programs. Additionally, they said that “the nursing program has been a salvation to the local hospitals.”
 - **BOT Leadership** - Janet Chanot is the new Board President and Jerry DeChaine is the new Board Vice President.
 - **Audit Report** – Mendocino College received the highest level possible on our most recent audit. No significant deficiencies in internal reporting or State and Federal compliance were found. Larry Perryman noted that in his 35 years as a business manager at the Community College level, he has never seen such a “clean” audit. He mostly credits Eileen Cichocki.
 - **Lake County Building Site** – The College continues to pursue the property in Lake County as the hopeful MC Lake County Center, as it is felt that it is a very good site for our campus.
 - **Mendocino College Foundation** is going to increase their fundraising activities.
- Leslie reported that she will not be able to attend the April 8th Board of Trustees meeting and Barbara French volunteered to attend. She also advised that she could not attend the State Academic Senate Spring Plenary Session being held on April 16-18th at the Weston Hotel in San Francisco and commented that participating in this planning session is very worthwhile as you meet dynamic faculty from around the state, hear about current

legislation, and State Resolutions are presented and discussed. She encouraged members to let her know as soon as possible if they can attend.

Leslie also requested Senate members to talk with their constituent groups about volunteering for committee work. The list of committees that includes current faculty members participating, as well as open positions needing to be filled, is being updated on the Intranet by Jenny in the Instruction Office and should be available soon.

Consent Calendar

M/S/C (Pfutzenreuter/Koetzner) to approve final allocation of professional development funds. Vote: Unanimous with Paul Kemp abstaining.

Old Business

1. Campus Cleanliness Resolution – progress update

Leslie advised that a final meeting was held in January 2009 to review progress to date and to sign off the Mutual Agreement. She commented that things are generally cleaner and better maintained and the resolution helped with this shift as well as a change in personnel; a custodial supervisor was hired. Other positive results include the development of a custodial cleaning handbook (*that already has been revised*), and a work order system is now in place.

2. Minors in classes – discuss revised form

Meridith Randall drafted a revised K-12 Special Admission Application that was presented for review. Three changes made and discussed were as follow:

- The addition of Step 5 “*Students under age 13 must receive approval from the Dean of Instruction, with signature line and date.*”
- Under “Application Procedures” on the back of the form, the additional sentence “*In addition, any student under the age of 13 at the time of enrollment must obtain the approval of the Dean of Instruction*” was added.
- “Notice to Minor Students and Their Parents/Guardians” was added with discussion of the following sentence included under this section: “*Students may be exposed to vulgar language and a variety of adults outside of the classroom.*” Members discussed how it could be better worded and made the following change: “Instructors do not have control of the environment outside of the classroom. Students may be exposed to adult language and situations on campus.”

M/S/C (Brackmann/Haggitt) to approve the revisions made to the K-12 Special Admission Application as noted above with the change recommended under “Notice to Minor Students and Their Parents/Guardians.” Vote: Unanimous

3. Academic Senate Objectives – ’08-’09 – Updates

(Written report including Update #2 dated January 29, 2009 was submitted as follows. Discussion/action of specific objectives noted after each.)

- Hiring Policy and Practices for Full Time Faculty at Mendocino College
Update #2: Alan West has agreed to take the lead on this objective. Alan plans to form a small ad hoc committee to work with him. This committee will submit their findings and recommendations at our next Senate meeting.
- Department Restructuring of Academic Programs
Update #2: Thirteen colleges of like size to Mendocino College, were contacted regarding their departmental organizational structure; five responded to our questions; Taft, Imperial, Gavilan, Copper Mountain, and Feather River. Virginia Guleff also shared documents from a community college in San Diego. All colleges that we heard from maintain either department chairs or division chairs. Duties for chairs include working with faculty on scheduling, attendance at planning committee and other shared governance meetings, coordinating

program reviews, budget oversight, and sometimes oversight of faculty evaluations. All chairs receive reassigned time for their work. With the help of Dean Guleff, a preliminary list of positive and negative aspects of re-structuring our academic programs is in the process of being developed. Thus far, the list includes the following:

POSITIVE

- With department/division chairs, the first step in solving an issue (with students, with scheduling, with personnel issues) takes place on a faculty-to-faculty level, rather than jumping immediately to a supervisory level.
- Department/division chairs can form a committee of their own and can be proactive regarding various campus/curricular issues (like possible cuts in class offerings/scheduling issues).
- Department/division chairs can coordinate with part time faculty to better involve them in activities like SLO's and Program Reviews.
- With department/division chairs there is one clear contact person for that area.
- With department/division chairs there is more balanced representation on planning and governance committees.
- With department/division chairs, the majority of faculty can focus on their teaching instead of administration.
- Ultimately, this structure ends up being more cost effective and generates more FTES.

NEGATIVE

- Reassigned time is always more hours than the chair is released for.
- Reassigned time is costly for the college, but the benefits that would probably outweigh the costs would include greater program consistency which would lead to greater persistence/retention.

Discussion: It was agreed that before any more work is done on this objective, it should be presented to faculty and then eventually SUECo (*Senate Union Executive Committee*) if faculty approves moving forward with this. Leslie, Les, Paul and Jason will arrange to meet with Virginia Guleff to come up with structuring ideas and positive scenarios on how this could work, email this information out to faculty for review, and then present it at a faculty meeting for a vote. Jessica and Paul advised that they want to be kept informed of the meetings so they can represent the PT Faculty.

- Academic Rank Procedure

Update #2: Leslie updated this document during winter break and will present it to the Academic Senate for comments and approval.

Action: **M/S/C** (*Brackmann/Koetzner*) to approve the revised Academic Rank Procedure and Academic Title Request and Verification Form as presented.

Vote: Unanimous

- Supervision of Part-time Faculty

Update #2: Virginia Guleff is going to join the group to discuss this issue. We are in the process of finding a meeting time that will work for all of us.

- Review Sabbatical Procedures

Update #2: Rose Bell is in the process of setting up a meeting with all committee members plus Leslie. All committee members have been asked to read the State Academic Senate materials and have expressed their interest in improving the process.

- Full-Time Faculty Participation on Committees
Update #2: Leslie updated the Committee Handbook over the winter break. Additionally, all full time faculty have updated their committee participation forms, so we now know who is and who is not participating on committees. Next week, Leslie will begin recruiting faculty members for next year, to join committees. Names of faculty members, who are not fulfilling their committee responsibilities, were sent to the dean at the beginning of the year. We asked that this be noted on the evaluations of these faculty.
- Academic Senate Constitution/Academic Senate Bylaws
Update #2: Leslie contacted many community colleges and received their bylaws and constitutions. These were forwarded to Jason Edington, who is going to work on revising our constitution and developing bylaws for our Academic Senate.
- Retention and Growth
Update #2: Jason Edington led a brief discussion with faculty at in-service. Faculty had a variety of ideas about how to retain students. Faculty expressed interest in meeting more frequently to brainstorm pedagogy and other strategies to assist with retention. Bob Alto and Sarah Walsh have agreed to create a one page list of student support services. Once this list is complete, it will be sent to all faculty (full-time and part-time), encouraging them to add the document to their syllabi.
- Professional Development/Flex
Update #2: Lynn Haggitt and Bob Alto discussed flex activities with faculty at our in-service meeting. They clarified what flex is, how it came about and the importance and credibility of flex activities. It seemed that faculty came away from the meeting with a deeper understanding of the expectations related to flex activities.

New Business

1. Faculty Survey – topics for future inservice days

It was agreed that changes need to be made to the current formats of both the PT Orientation and Faculty Inservice. More group and interactive activities were discussed as well as the possibility of having “division meetings” if department restructuring of academic programs goes forward. John Koetzner is developing a survey that will be going out to all faculty to complete to help plan for future inservice days. Jessica voiced that she would like to help with inservice and PT orientation planning as well.

Special Note: Future agenda items will include BIPC (*Bond Implementation Planning Committee*) report; Professional Development Workshops/Flex for the rest of the semester; Yvonne Sligh book distribution/methodology; Swing-Space Committee report.

Adjournment:

Meeting adjourned at 1:30pm.

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