

MINUTES

Mendocino College Academic Senate
Thursday, November 6, 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 Pfitzenreuter, Jason Edington, Lynn Haggitt, Jessica Morris
- Guests** Meridith Randall
- Agenda Approval** M/S/C (*Edington/Haggitt*) to approve the agenda of November 6, 2008.
- Approval of Minutes** Approval of minutes for October 23, 2008 was tabled until the November 20th meeting.
- Public Comment** None
- Committee Reports**
- EAP** (Educational Action Plan Committee)
Written report submitted by Leslie Saxon West of the 10/14/08 meeting distributed.
The Educational Action Plan Committee finalized its committee description. EAP members had been sent chapters 1-4 from the draft document of the Educational Master Plan, and were prepared to discuss suggested revisions. A revised document will be prepared and distributed again, for EAP members to re-assess. Additionally, EAP members will be sent a draft of chapter 5, which will be discussed at the next EAP meeting.
 - PBC** (Planning and Budgeting Committee)
Written report submitted by Leslie Saxon West of the 10/29/08 meeting distributed.
 - Student Survey – Charlie shared the student survey with PBC and asked for feedback. Faculty comments were brought forward, and will be incorporated into the document.
 - A copy of the WASC progress report was presented. PBC looked through the planning summary and identified the responsible parties for overseeing and accomplishing the stated objectives. Faculty and Academic Senate will need to work with the Instruction Office to ensure that these objectives are dealt with. It was noted that some information is needed back to the Instruction Office by December 5th for this report, but those needing to supply that information should have already been notified of what is needed.
 - Staffing Vacancies – Karen Chaty presented PBC with an updated vacancy list of staffing positions. PBC was reminded that we must be very careful when recommending the hiring of vacant positions. ALL positions (new and vacant) must be weighed against each other, as the institution must be conservative when making financial commitments.
 - Evaluating Institutional Effectiveness – A letter from the Accrediting Commission was presented. The document presented a timeline of expected progress in the areas of Program Review, Planning, and Student Learning Outcomes, with rubrics of how to evaluate our progress. It stated that by Fall, 2012, Mendocino College will need to have reached the “Proficiency Level”

rating in the identification, assessment and use for improvements of student learning outcomes.

- Staffing Committee – PBC clarified staffing protocol within the newly established Staffing Committee. Last year’s prioritized EAP staffing list is now defunct. The Staffing Committee will read all Program Reviews and prioritize all institutional staffing requests including newly proposed positions and vacant positions. Clarification was made regarding whether or not all positions requested in Program Reviews would reach the Staffing Committee. The answer is “yes” although before reaching the Staffing Committee the Dean or VP may discuss modifications to the position before sending the request on.

3. Program Review Committee

Written email report by Charles Duffy submitted by Les Pfutzenreuter recapping decisions of 10/22/08 meeting distributed.

President’s Report

Leslie Saxon West reported on the Board of Trustees meeting of November 5, 2008 highlighting the following:

- Mendocino College Gateway Revitalization Project. Projected amount by June 2009 is \$997,322. Proposed project this money would go toward is widening and repair of road between Mendo Mill and Lake Mendocino Drive.
- Board of Trustees were given a list of newly signed legislation pertaining to Community Colleges
- John Parkinson gave a nice presentation on his half year sabbatical leave.
- Faculty members Penny Walker and Susan Bell will be retiring at the end of this year. Deborah White submitted a letter of resignation that will take affect at the end of 2009-10.

Note: It was also announced to Senate that Ed Boyle submitted his letter of intention to retire at the end of 2008-09.

- Discontinuance of offering health benefits to future Board members and possibly giving up benefits that current Board members receive was discussed. More discussion will take place at a future meeting.
- Policies on Accreditation, Political Activity on Campus, Privacy of Students and Audit Policy were approved by the Board of Trustees.

Leslie reminded Senate members that board packets are sent out by email and are also posted to the college website. She encouraged all members to review the packets and attend Board meetings if possible. She also advised members that there are many important issues being discussed at the State Academic Senate level and these reports are posted on their website.

Leslie acknowledged and congratulated Barbara French and the Nursing Program for recently being nationally ranked in the top 10-12% for passing State Boards. Senate members offered their congratulations to Barb as well.

Consent Calendar

1. Allocation of \$919.00 professional development funds to Pat Thygesen. M/S/C (*Brackmann/Koetzner*) to approve allocation of \$919 professional development funds to Pat Thygesen to attend a Child Development conference.
Vote: Unanimous

Old Business

1. Faculty Evaluation team members – at-large faculty members:
At the request of Dean Virginia Guleff, an additional at-large faculty member was drawn from a hat and selected for evaluation teams that could dually act as tenure

committees if these faculty apply and are hired for permanent, tenure-track positions. The following faculty names were drawn from a hat:

- Josh Junker - Fran Laughton
- Sarah Walsh - Roger Ahders

2. Replacement member – evaluation team for Dan Jenkins

Deborah White was drawn from a hat to replace Lynda Myers on Dan's evaluation team.

New Business

1. Outreach Committee – appointment of additional faculty members

Senate agreed that classroom faculty representation on this committee is important. No classroom faculty have volunteered. Leslie to contact faculty that are not currently doing a lot of committee work and ask them to serve.

2. Spring Meeting Times for Academic Senate

The new spring 2009 schedule of meeting dates will be on the next agenda for approval.

3. Spring faculty workshops

- February 10, 2009 – Training/refreshers on faculty web page development to be held during college hour. Suggested faculty mentor with someone after training to complete process.

John Koetzner is working with Karen Christopherson in setting up dates that coincide with Datatel introduction/trainings. Proposed dates as follow:

- March 10, 2009
- April 7, 2009
- May 5, 2009

It was also noted that Charlie Duffy will be doing a workshop on how to read and interpret data in the spring.

4. Minimum age limits of students/children on campus – Meridith Randall

Meridith advised that the State is scrutinizing enrollments of what they consider underage students (12 and under), and recently she had to write a letter of explanation validating our claim of 12 FTES on students 12 years and under in 2007-08. She reported that some colleges don't allow students to register who are under 13. The State may be preparing to come out with some directive on this.

Title V and applicable Ed Code allows K-12 students to request college enrollment; however, age of student and course requirements need to match up (i.e. some courses may require a writing assignment that would not be able to be completed by an 8 year old). Meridith is asking Academic Senate to make a recommendation that the signature of the Dean of Instruction be added to the Advanced Placement Form for K-12 students, age 12 years and under, as a safeguard that insures that student is able to meet course requirements. Currently, only parent, school principal and instructor signatures are required.

It was agreed that this was a faculty issue and that Senate would not take steps or make changes until this was discussed with faculty. Leslie will email all faculty and Senate members will follow-up with their constituents to get feedback and will report back at the next Senate meeting.

Children on Campus

It has been observed that more and more young children are coming on campus and

being left in the library unattended by an adult, especially at night. Meridith suggested calling Security if this happens so they can find out who the child belongs to. This is a liability issue for the college. Discussion to be continued at next meeting.

5. 12 unit requirement for receiving Credit by Exam – Meridith Randall

Meridith advised that there is nothing in the Ed Code that requires a student to have taken 12 units of coursework in order to receive Credit by Exam and suggested that the Academic Senate make a recommendation to change this. This rule may be hindering the Career and Technical Education movement, where vocational programs of study are offered at the high school level that lead into advanced classes and programs at the college. Eliminating this rule would allow students to not have to repeat introductory courses and utilize Credit by Exam.

Leslie will include this issue in her email to faculty and any feedback received from faculty will be discussed at the next meeting.

Adjournment: Meeting adjourned at 1:26pm.

Academic Senate Membership 2008-09

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

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