

**MINUTES**  
Mendocino College Academic Senate  
Thursday, October 27, 2011  
12:30pm-1:30pm, Room #1060

- Call to Order** Steve Hixenbaugh called the meeting to order at 12:35pm.
- Present** Doug Browe, Rachel Donham, Reid Edelman, Jason Edington, Jessica Crofoot, Tammy Cartwright
- Absent** John Koetzner, Leslie Saxon West
- Guests** Kurt Combs
- Agenda Approval** **M/S/C (Crofoot/Edington)** to approve the agenda of October 27, 2011  
Vote: Unanimous
- Approval of Minutes** **M/S/C (Edington/Browe)** to approve the minutes of October 13, 2011 as presented.  
Vote: Unanimous
- Public Comment** Jason Edington reported the following progress being made by the handbook committee (THC):
- Sent information out to committees asking for responses about membership, terms, meeting schedules and time commitment.
  - Information Jason requested regarding FTES over past 2 years from Charlie Duffy may be beneficial to analysis of workload associated with committee assignment. Please let Jason know if you want this information. He will also send to John Koetzner.
- Committee Reports** 1. MPFA (Mendocino College Part Time Faculty Association)  
Jessica Crofoot attended a recent CCA workshop that reported on retirement benefits. She also attended the CTA State Council meeting in Los Angeles in October. She will present information she received on higher education at our next Senate meeting.
- President's Report** John submitted a written report as follows:  
Academic Senate Area B Meeting October 21, 2011  
Thirty-seven people attended the Area B meeting at Santa Rosa Junior college. The areas of discussion were the following:
- Student Success Task Force**  
The RP Group is doing data based on feedback to the Student Success Task Force. We need to go online and respond to it so that we have an impact on it.
- There are archives of meetings that took place with Michele Pilati last week. We should go online and listen to the meetings.
- According to Jane Patton, Chancellor Scott wanted a couple of things in the recommendations:
- Common assessment
  - eTranscript
  - Alignment (K-12 & CCC, as well as within CCC through SB1440)

The college faculty unions (CCA) have come out with a response to the student Success Task Force.

Jane Patton was asked if much of it is “fait accompli” and she answered “Yes.”

Web site to visit: <http://studentsuccess.ideascale.com> to comment on the task force. Give feedback - - suggestions, not just complaints, even edits to paragraphs. We need to show that we are involved and have better ideas to offer. To see the direct report (which was sent out in a previous Senate agenda packet and is on the portal), you can go to this page at the Chancellor’s Office:  
<http://californiacommunitycolleges.cccco.edu/PolicyinAction/StudentSuccessTaskForce.aspx>

The Student Success Task Force meets next on November 9<sup>th</sup>. Comment before then.

### **ASCCC Foundation**

Beth Smith (VP at the state level) talked about the ASCCC Foundation - - it got a grant from the Gates Foundation - - they will use the money to support funding part-time faculty to attend plenary, etc.

Beth Smith also talked about the recent AB684 bill that was passed – veterans stuff, foster children, etc.

### **Miscellaneous**

We need to work with students who have dropped out of classes with a “W” because after three attempts, the college will not get apportionment even for classes attempted in the past. (The college will not get paid after three attempts with the exception for hardships.)

### **Fall 2011 Plenary Resolutions**

We reviewed the resolutions being prepared for fall plenary so far, had some amendments introduced, and a few new resolutions presented. Additionally, the other areas will be submitting other amendments and resolutions that will come forward in the final packet next week (during the week of October 24<sup>th</sup>) and should be voted on by our local senates to give direction to delegates to plenary. (John forwarded the proposed resolutions to all faculty as part of the last Senate agenda packet.)

Some new areas include a rapid response to state or federal initiatives that affect community colleges, a resolution specifically aimed at repeatability of physical amendments to resolved clauses.

### ***Old Business***

#### **1. Student Make-up Testing (*continued discussion*)**

Steve Hixenbaugh reported that he met with Virginia Guleff on October 26 to discuss this issue. Some discussion points included the following:

- Workload issue for Learning Center staff. There is no specific job description that includes proctoring tests. This duty could be interpreted as an unfair labor practice.
- Academic Dishonesty
- Abuse of use (students and faculty)
- 7.10.2 in contract states...”faculty solely responsible for student assessment...” Language in contract would have to change indicating that test proctoring could be assigned to a qualified designee.

DRAFT

- Proctoring make-up exams not specifically addressed in the Ed Code.
- Faculty members can volunteer time to proctor exam – possible flex activity as a “service to the institution?”

Steve Hixenbaugh will take the lead role and continue discussions on this topic.

***New Business***

1. Kurt Combs on Credit/No Credit

Kurt led the discussions on addressing issues involving students that take transfer courses Credit/No Credit and how this can impact them when transferring to a four year college. Other discussion points included the following:

- Labs taken Credit/No Credit cannot transfer.
- UC’s like Davis will not accept transfer courses taken Credit/No Credit for impacted majors on TAG Agreements
- Courses appearing on student transcripts with Credit/No Credit are converted to “C” grades. This could affect a student’s GPA.
- New courses going through curriculum should have justification for allowing a Credit/No Credit grading option and the grading default should be a letter grade. Any course that meets a major requirement for a four year college should only be offered for a letter grade to insure articulation.
- It was suggested that students be required to go to a Counselor or A & R to sign a petition indicating they are aware of the consequences of taking a class Credit/No Credit. Also suggested was a notification that could be included on WebAdvisor.

Kurt advised that he will talk with Debra Polak about this issue and also send notification to faculty for feedback.

2. Plenary directions for delegate to fall plenary – Constituent concerns/Senate Positions

Steve announced that if there was anything Senate members or constituents wanted John to bring up at plenary, to please email John directly.

***Future Agenda Items***

Kurt Combs – Current discussion on SB1440 for an upcoming faculty meeting.

***Adjournment:***

Meeting adjourned at 1:25pm.

**Academic Senate Membership 2010-11**

John Koetzner – President

Steve Hixenbaugh – Vice-President

Leslie Saxon West – Past President

Doug Browe

Rachel Donham

Reid Edelman

Jason Edington

Jessica Crofoot – MPFA

Tammy Cartwright - MPFA