

MINUTES

Mendocino College Academic Senate
Thursday, October 9, 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, Jessica Morris, Les Pfutzenreuter, Jason Edington, Lynn Haggitt
- Guests** Debra Polak and Karen Chaty
- Agenda Approval** M/S/C (*Edington/French*) to approve the agenda of October 9, 2008.
- Approval of Minutes** M/S/C (*Brackmann/Morris*) to approve minutes of September 25, 2008.
- Public Comment** None
- Committee Reports**
1. PPAC (President's Policy Advisory Committee)
Written report submitted by Leslie Saxon West dated Sept. 23, 2008.
 - Academic Calendar – The proposed '09-'10 Academic Calendar was reviewed for the second time. Comments from constituents were discussed and minor revisions were made. The '09-'10 Academic Calendar was approved.
 - Policy 317: Political Activity on Campus – This is a new policy that addresses specific laws regarding political activity on campus. The policy will solidify the college's position on this subject. This policy will be sent to faculty for comments.
 - Policy 316: Accreditation; Policy 515: Privacy of Students; Policy 606: Audit Policy will all be sent out to the various constituent groups for comment and will be discussed at a later date.
 2. EAP (Educational Action Plan Committee)
Written report submitted by Leslie Saxon West dated Sept. 30, 2008

This was the first EAP meeting for this academic year. Virginia Guleff, Dean of Instruction (Ukiah) will co-chair this committee with Academic Senate President, Leslie Saxon West.

The job of this committee has changed since the establishment of the newly formed Institutional Staffing Committee. EAP will focus on educational planning instead of spending most of its time deliberating over staffing decisions.

 - Shared Governance Document – Mark Rawitsch presented a document that he and a small committee worked on last spring and during the summer. "Guidelines for Effective Participation in College Governance and Decision Making" is a document that addresses our institutional policies and procedures related to shared governance as well as operating principles, communication principles, and notes for effective participation in shared governance. EAP will assess the document and propose revisions if necessary. Mark is to be commended for his thoroughness and dedication to creating this document.

- Committee Description – EAP will revise its current committee description since the emphasis of the committee has changed.
- Educational Master Plan – Researcher Charlie Duffy has been working on a first draft of the Educational Master Plan with the help of Roger Hock, John Koetzner, Leslie Saxon West, Mark Rawitsch, Meridith Randall and Virginia Guleff. The draft plan was given to EAP members for review. EAP members will begin discussing and revising the plan at its next meeting.

3. BIPC (Bond Implementation Committee)

Written report submitted by John Koetzner with latest updates over the last two weeks for what is happening with Measure W projects and planning:

1. The remodel of 740 is nearing completion. Steve Hixenbaugh and Julie Finnegan have offices there and there is a new classroom as well.
2. The East Cell Block will go through a remodel at the end of the semester, creating a new computer lab out of part of it, although there will still be faculty offices still in the other half. (Note: The total cost for remodel of Room 740 and the East Cell Block, now known as Room 1170, is \$200,531.65.)
3. The Raku roof project engineering is done but it still needs DSA approval.
4. Point Arena Field Station has had a pest assessment done and it needs approximately \$100,000 in repair work. The next assessments to be done there are for asbestos and lead paint.
5. TLCD (the architecture firm) did a presentation on the East Campus concept and showed how the new Maintenance Warehouse will be moved to the south of the most recent proposal due to the topography and the drainage issues.
6. We are still looking at the same piece of property in Lake County, but it is a slow process and the owner is attempting to get it re-zoned.
7. The Library/Learning Center project is continuing in the planning stages with the architects with meetings this past week with all the constituents. No decisions are pending at this time regarding a change in overall planning for it. (That's why the general meeting on September 23 for faculty and staff was cancelled.) Planning will continue into January of 2009 for the next stage of plans.
8. BIPC will also add one additional faculty member to the group and this will be discussed at the next Academic Senate meeting.

John discussed the need for a second faculty member on this committee. Larry Perryman has approved this. It was agreed by Senate members to get volunteers from the FT faculty at large and select a committee member using the criteria developed for the Staffing Committee, revising criteria to read that committee meets every Thursday from 10:30am-12:00 noon.

4. Basic Skills Committee

Debra Polak presented to the Senate for approval a completed State required report using State formatting on Basic Skills. This report highlights a Planned Action and Effective Practice and Strategy matrix and budget detail with the following detailed sections:

- Section A – Organization/Administrative Practices
- Section B – Program Components

- Section C – Faculty and Staff Development
- Section D – Instructional Practices
- ESL/Basic Skills Expenditure Plan Detail Sheets

Debra advised that this was a collaborative effort of many groups coming together to make sure the plan reflects what the Basic Skills goals are and to come up with a well done, clear, and to the point report.

M/S/C (*Koetzner/Haggitt*) to approve the 2008-09 ESL/Basic Skills Report as presented. Vote: Unanimous

Debra was thanked by the Senate members for all her work on this.

President’s Report

No report given.

Consent Calendar

M/S/C (*Brackmann/Pfutzenreuter*) to approve the Consent Calendar. Vote was unanimous.

1. Appointment of Holly Brackmann and Tonia Widler to the Due Process Committee
2. Appointment of full-time faculty evaluation teams as follows:
The following committees are made up of one peer evaluator and Dean of Instruction, Virginia Guleff:

<u>To be evaluated:</u>	<u>Peer Evaluator:</u>
Roger Ahders	Jason Edington
Susan Bell	Jason Edington
Sue Blundell	Alan West
Reid Edelman	Jody Gehrman
Lynn Haggitt	Terri Robertson
Catherine Indermill	Ed Boyle
Dan Jenkins	Lynda Myers
Josh Junker	Alan West
Lynda Myers	Phil Warf
John Parkinson	Les Pfutzenreuter
Les Pfutzenreuter	John Parkinson
Sarah Walsh	Debra Polak
Jim Xerogeanes	Terri Robertson

The following evaluation teams are made up of two peer evaluators:

<u>To be evaluated:</u>	<u>Peer Evaluator:</u>
Bob Alto	Lynn Haggitt and Lynda Myers
Roger Hock	Steve Crossman and Catherine Indermill

Old Business

Academic Senate Objectives (2008-09)

The following objective was discussed and tasks refined:

Objective #9 - Mentoring and Supervision

- Design an automatic process to be followed every year identifying FT faculty assigned to supervise PT faculty.
- Place process on integrated Academic Senate Timeline.
- Information goes to Jessica.
- Leslie will assist with this objective.

Jason requested that the evaluators list be placed on the college intranet. This would enable faculty to know who they are evaluating each semester prior to agreeing to supervise a PT faculty member.

M/S/C (*Brackmann/Koetzner*) to approve the 2008-09 Academic Senate Goals & Objectives. Vote: Unanimous

New Business

1. Select peer evaluators for faculty evaluation teams.

(1 name pulled out of hat for the following faculty)

<u>To be evaluated:</u>	<u>Peer Evaluator:</u>
Steve Cardimona	Reid Edelman
Candie Dickinson	Steve Fowler
Debra Polak	Tonia Widler

(2 names pulled out of hat for the following faculty)

<u>To be evaluated:</u>	<u>Peer Evaluator:</u>
Gerald deBane	Roger Ahders & Penny Walker

M/S/C (*Koetzner/Brackmann*) to approve faculty peer evaluators as selected.
Vote: Unanimous

2. Mendocino College 3-B policy/procedures

Karen Chaty gave a thorough presentation on the history of the credentialing system and our current 3-B policy highlighting the following:

- K-12 system was the credentialing system until 1990.
- AB1725 changed the Ed Code and Personnel policies and practices were amended.
- Size of college and regional base are considerations of equivalency policy and minimum qualifications.
- “3-B” is a district label that we use when referring to qualifying PT instructors for single course equivalency.
- FT faculty member within discipline signs off 3-B application after reviewing documentation of relevant course work or experience.
- AB1725 focused on providing more responsibility to the faculty and this is written into our Policy No. 704
- Per Karen, 10-15% of all PT faculty are hired under the 3-B policy.
- Per Karen, to teach online courses, you have to meet the minimum qualifications.

Senate members agreed that the 3-B policy is in place and is working well and will not be placed on the 2008-09 list of Academic Senate Goals and Objectives.

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