

MINUTES

Mendocino College Academic Senate
Monday, December 6, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:30pm.
- Present** Steve Hixenbaugh, Rachel Donham, Doug Browe, Leslie Saxon West, Steve Crossman, Jason Edington, Jessica Morris, Tammy Cartwright
Note: John advised that Bob Harper has resigned from Senate. Tammy Cartwright is the new MPFA representative.
- Guests** Paul Kemp (*left @ 12:45pm*)
- Agenda Approval** M/S/C (*Crossman/Donham*) to approve the agenda of December 6, 2010
Vote: Unanimous
- Approval of Minutes** M/S/C (*Cartwright/Morris*) to approve the minutes of November 29, 2010 with date correction. Vote: Unanimous
- Public Comment** Paul Kemp, Secretary for MPFA, reported that MPFA is in the midst of a grievance process that has gone to arbitration regarding one member that was not hired back. Paul also advised Senate that some members have voiced their displeasure on receiving the simple “check box” letters indicating they will not be hired back next semester, but “untruths” have been said about them (*stated in writing and verbally*) by supervisors or administrators. Paul wanted to bring out these facts and let Senate know how these members are being treated.
- Committee Reports** 1. MPFA (*Mendocino College Part Time Faculty Association*)
- President’s Report** John submitted a written report dated 12/6/10 as follows:
PBC (Planning & Budgeting Committee)
- Karen Christopherson presented a draft of the Technology plan which had previously been reviewed by the Board of Trustees on November 6th. PBC accepted this draft and acknowledged that there was more to be added to the plan. (*The draft Technology Plan will be posted under our Shared Documents at the Academic Senate portal team site.*)
 - The Facilities Committee made the following recommendations for PBC consideration: 1) Facilities Planning Office should be moved to the new M & O Building. 2) Voc Tech Building be designated as “Instructional Space” and a task force should be created to make final recommendation on how vacated space will be utilized. 3) Existing M & O Building be designated as “Instructional Space” once the department has been moved to the new building. A Task Force should be created to make final recommendations on how the vacated space will be utilized. 4) It is further recommended that the Ag Department is in immediate need of additional space and an area in the existing M & O Building be designated for its use as soon as possible. PBC accepted the recommendations and expects a report from the Facilities Committee in spring semester about more specific recommendations.

- Karen Chaty reported that the full-time faculty obligation number is 41.63% (by SB 1725 it was legislated to be 75%, but it never has been around the state). The actual number of full-time faculty who are not categorically funded is 49.
- Sue Goff presented the summary details of the new program proposal and the Program Advisory Team recommendations for a Sustainable Technologies program. Since EAP had given it the green light (*CTE grant funding would allow the program to move forward*), PBC gave it the go ahead to proceed in moving forward with developing classes.
- Meridith Randall presented a summary by EAP's activities for reviewing all the Program Reviews from 2009-2010. It essentially said that better data was needed from part one of Program Review to better assess program needs and it noted that programs without full-time faculty are ones that were often identified as needing Program Advisory Teams assigned and also needed help with Student Learning Outcomes.
- Kathy Lehner addressed the topic of Community Extension and said that the number of offerings was going to be cut back because the college did not recover all the costs for such courses. She also noted that Community Extension was not one of the areas that the Chancellor's Office had directed colleges to spend their budgets on in these tough economic times.

Foundation Skills Teaching & Learning Community –

- Debra Polak announced that she had gotten the Exemplary Award application into the Academic Senate for California Community Colleges and that we should find out before break whether we are going to get an award for the work of this committee.
- Title III grant is moving forward. It is not due until next June, so we are working early in the process to attempt to get this grant that would help support other aspects of the Basic Skills instruction, professional development, etc. (*There was also additional discussion of other possible grants for Basic Skills support.*)
- WREAD (*Writing and Reading*) and Student Success Workshops have had slightly less attendance than in past semesters. Students need to be surveyed about which areas they have an interest in attending.
- The Teacher Institute had twenty people attend.
- Learning Communities – We're adding an English 80 Learning Community in spring that will be paired with a College Success class. (*However, Meridith pointed out that the Chancellor's Office says that we must offer a stand-alone class for courses that are paired. That's no problem for English 80 as there are plenty of other sections, but it could be a problem for College Success in the future.*)
- The spring Mini Conference call for proposals was discussed. It is being called ***Teachers on Teaching: From Reflection to Action- Incorporating Research Into Classroom Practice*** and will take place on March 25-26, 2011 here at the main campus. Different members of the committee are taking responsibility for helping get the word out for publicity.

BIPC (Bond Implementation & Planning Committee) – The meeting for December 2, 2010 was cancelled. There is concern about communication since there has been no meeting for 6 weeks. John will email Carolyn Pryor for any updates that he can bring back to Senate.

Old Business

1. Academic Senate for CCC Diversity Award – Nomination (Criteria, Rubric, etc. from ASCCC attached to agenda packet)

M/S/C (*Crossman/Browe*) to table the nomination for Academic Senate for CCC Diversity Award. Vote: Unanimous

Discussion: It was agreed that nominations should extend to the faculty-at-large and Senate should send out the criteria and guidelines early in the fall semester for consideration so we are better prepared to meet the January nomination deadline.

2. Student Survey questions (Samples attached to agenda packet)

After some discussion, suggestions were made for survey questions. Some examples were as follows:

- If you plan to transfer to a 4-yr program, where do you plan to attend?
- If you are not preparing to attend a 4-yr college, what is your educational objective?
- Have you ever felt physically or emotionally intimidated by other students on the campus or in class?
- Would a campus newsletter be a valuable tool for you?
- How do you normally hear about upcoming campus events/
- Are there any clubs or groups that you would find of interest, useful, or helpful that we don't currently have?
- Why are you attending Mendocino College?

John will forward three questions to Charles Duffy to incorporate into the Spring 2011 Student Survey.

3. Spring Professional Development Topics & Professional Development Committee

Approximately 24 votes indicating topic preferences were received from FT Faculty. The top three topics are as follows:

- Basic Skills
- AV/Smart classroom
- CurricUnet/Datatel/Portal Training

If the 4% salary reduction is reinstated, this will increase the flex hour obligation for inservice to 8 hours with 2 hours being devoted to semester preparation.

4. Bullying update from Counselors work group (Jessica Morris report)

Jessica reported that she, Jean Stirling and Shannon McCulley, representing counselors from all three centers, have formed an adhoc committee on "Bullying." They will be compiling information obtained from other colleges on faculty training tools to recognize crisis that you foresee with students and institutional policies developed. Jessica would like a Senate member to be on this committee.

5. MCFT response to Committee Work Evaluations & Tenure Review Teams

John reported that the executive committee for MCFT was receptive to taking on equity and workload tasks for Senate such as appointments for committee work and tenure review teams.

New Business

1. Meeting Schedule for Spring 2011

M/S/C (Saxon West/Hixenbaugh) to approve Spring 2011 schedule.

Note: Academic Senate will be meeting on Thursdays and faculty meetings are being changed to Tuesdays, both scheduled 12:30-1:30pm during college hour.

Future Agenda Items

1. Senate Objectives – Progress Reports for first Spring 2011 meeting.

John asked Senate members to be prepared to report updates on their Senate Goals and Objectives at the first spring Academic Senate meeting on February 10, 2011.

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

Jason Edington

Steve Crossman

Jessica Morris – MPFA

Tammy Cartwright - MPFA