

MINUTES

Mendocino College Academic Senate
Thursday, January 31, 2008
12:30pm-1:30pm, Room #1250

- Call to Order*** Leslie Saxon West called the meeting to order at 12:35pm
- Present*** Leslie Saxon West, Barbara French, Reid Edelman, John Koetzner, Jean Stirling, Alan West, Jason Edington
- Absent*** Jessica Morris
- Guests*** Catherine Indermill
- Agenda Approval*** M/S/C (*West/Koetzner*) to approve the agenda of January 31, 2008
- Approval of Minutes*** M/S/C (*Stirling/French*) to approve the minutes of December 6, 2007.
- M/S/C (*Stirling/French*) to approve the minutes of December 18, 2007 as amended. (*Note: Corrected the spelling of the last name of Melissa Hladek and inserted under "Absent" that members were "absent due to teaching or other professional obligations."*)
- Public Comment*** None
- Committee Reports*** **EAP MEETING 12/17/07** (*Written report submitted by Alan West*)
- 1. Staffing Requests**
 - a. Approved the Athletic Director staffing request as presented to fill vacancy left by Gary Garabato
 - b. Approved the Administrative Assistant I - DRC staffing request as a full-time position supported by categorical funds.
 - c. Approved the Administrative Assistant II - Student Services staffing request as presented to fill the vacancy left by Karen Cavanaugh.
 - 2. Educational Master Plan**
 - a. Bond Project Report Draft
 - b. The swing space committee would like an update for their January 7th meeting. BIPC would also like to be updated. Projects have been placed in a timeline to recommend the project order for BIPC. The committee would like to request a one-page spreadsheet to review (like the bond report from Carolyn). Allied Health would have to come back to EAP to approve the program, so any recommendation would first focus on Nursing. The committee may want to make a distinction that it would be two programs sharing a single facility. At this time no planning team exists for Allied Health (would be the Deans to begin). The quad

is expected to be cleared by Spring 2010. The committee made a motion to forward the timeline and request regular updates on the plan. M/S/C (Polak/Spencer) to approve as preliminary proposal with changes and updates as needed.

3. **Information - Transfer Center Report**

- a. The report was reviewed as information by EAP before going to the Board in January. Kurt Combs will become the Articulation Officer (1/2 time) and Lake Counselor (1/2 time). Candie Dickinson (picking up Career and Transfer Center) and Steve Crossman (picking up student athletes) will both be shuffled to accommodate the gaps. The proposed plan was developed by the counselors. The vacant articulation classified position will come to EAP at a later date and may reduce hours or add additional duties. This will not require an increase in the budget. These changes will be monitored to evaluate effectiveness of this plan.

EAP MEETING 1/29/08

1. **Staffing Requests**

No staffing requests were submitted for consideration.

2. **Planning Committee Structure**

EAP discussed the proposed changes in the Planning Committee Structure. The Proposed Planning Committee Structure Chart was provided to EAP for discussion and is attached to this report. Some members of EAP expressed concern that there has not been enough faculty input in the process. EAP is requesting more information about the proposed reorganization of the planning process which includes a full description of the proposed duties of the various planning committees, the proposed membership of the committees, the methods used to arrive at decisions/recommendations in the committees and a plan for better communication between the planning committees and the college community.

3. **Educational Master Plan**

Charles Duffy summarized plans for the development of the Mendocino College Educational Master Plan. Three phases were proposed. Phase 1 will attempt to identify factors which will be influencing Mendocino College during the next five years. Phase 2 will be based on the issues identified in phase 1 and will consider program development, course delivery systems and college facilities to support these directions. Phase 3 will concentrate on identifying resources to support the phase 2 plans.

EAP still needs to decide if the entire EAP committee will work on the EMP or if a subcommittee will outline the plan.

It is the consensus of EAP is that the Educational Master Plan, if used properly, should drive the decisions made by other planning committees including staffing decisions and budget expenditures.

4. **EAP Program Review Staffing Timeline for Spring, 2008**

Please see the proposed timeline attached to this report.

Comments to EAP Report: Barbara French expressed her concern that the sub-committee reports were not accurately reflecting the real issues or requests. Example: It was stated that the Nursing Department may “possibly” need additional space. This is not accurate as it should reflect that Nursing absolutely needs more space. Jean Stirling also commented that the report referencing the re-organization of counselor duties, Articulation Officer duties and the Transfer Center was not totally accurate. Alan West commented on how important this feedback is to make sure the committees are following process.

2. **IMPSC - December 19, 2007**

(Written report submitted by Leslie Saxon West)

- IMPSC approved three replacement positions; Admin. II – Student Services, Athletic Director and Director of Public Information and Marketing.
- Donald Moore explained the reorganization in the Counseling Dept. and Career Center.
- Administrative Asst. I – Disability Resource Center – position was approved with categorical funding. IMPSC acknowledged that this position will last for as long as the funding lasts.
- Planning Committee Structure – Kathy shared a list of prospective members to CPBC (College Planning and Budgeting Committee) which she hopes will eventually combine IMPSC and Budgeting Committee representation. The list presented consisted of 17 representatives; two faculty, two classified plus thirteen directors, deans and the VP’s. Kathy commented that in creating CPBC and the new planning structure she is trying to eliminate the feel of “two sides of the house” competing for funds. Leslie Saxon West commented that she has concerns as the committee is not balanced from a faculty perspective. It was suggested that the directors on the committee act as advisors or resource members instead of voting members. This would create a smaller and more balanced committee and at the same time recognize the expertise of program directors. More discussion will take place in the future.

3. **Professional Development Committee**

(Written report submitted by Leslie Saxon West)

John Koetzner and Leslie Saxon West attended the Professional Development Committee meeting on December 4, 2007. Spring inservice was discussed and John and Leslie emphasized the importance of including a session on emergency preparedness for faculty.

John briefly expressed his interest in establishing an area in the library that would contain materials related to pedagogy. This area might be especially useful to new faculty. John also mentioned the importance of each faculty member having a presence on the MC website and asked if establishing this could be considered a professional development activity for faculty.

The committee discussed specific faculty needs in professional development. John and Leslie will work on developing a faculty survey to determine what faculty need and want relative to professional development. The committee also discussed past attempts to provide training to college personnel. Structured flex workshops, which were generally offered on campus, were at one time offered as a way of providing professional development to MC staff. The committee will discuss this again in the future.

Leslie Saxon West mentioned that there is a critical need to train new faculty. Several years ago new faculty were given flex credit to take workshops that helped orient them to the college. This was a successful activity. This issue will also be discussed in the future.

4. District Planning Retreat – January 24, 2008
(Written report submitted by Leslie Saxon West)

The institutional Mission, Vision and Values were reviewed as well as the five Strategic Goals. Meeting participants broke out into five separate groups (one for each strategic goal) and began to develop a list of SMART objectives for each goal. Most faculty members attending the meeting worked together to develop objectives for Strategic Goal #1 – Become a learner-centered institution by focusing on student success.

President's Report

Leslie welcomed Jason Edington to the Academic Senate. She also wished to thank Mike Glenn for his service to the Senate and especially, his hard work on the Class Cancellation Guidelines. Additionally, Mike attended Board of Trustee meetings last semester in Nancy McLelland's absence as a Senate representative.

Marcus Young was chosen to fill Mike's MPFA vacancy; however, Marcus is the Director of Public Safety, a Management/Confidential position. He also is a part-time ADJ instructor and part-time counselor. Although Leslie felt that Marcus would be an excellent addition to the Academic Senate, the current constitution does not allow a member of management to sit on the committee.

Leslie reported that Verle Anderson had been selected to the Board of Trustees.

It was also reported that the following faculty had volunteered to serve on the following ad-hoc committees to develop or revise criteria for proposals and selections for professional development activities:

- MacMillan Chair and the Great Teachers Seminar
(*Holly Brackmann & Alan West*)
- Professional Development – one time funds
(*Reid Edelman, Tonia Widler, Barbara French, Jessica Morris.*)

Old Business

1. Resolution F07-01, Institutional Requirements (John Koetzner)
M/S/C (*Koetzner/Edelman*) to withdraw Senate Resolution F07-01.
Vote was unanimous.

New Business

1. Tenure Committee – Tascha Whetzel
(*Note: Tascha Whetzel is a F/T instructor who replaced Kathleen Daigle who retired in December, 2007*)
 - Mary Holcomb will serve on committee representing faculty in a like discipline.
 - Greg Hicks was randomly chosen from a hat to serve as member-at-large.
2. Academic Senate Goals and Objectives - 2007/2008
Goals and Objectives were reviewed and the following changes/additions were made:
 - Professional Development - add Barbara French to ad-hoc committee to develop criteria for proposals for one-time professional development money.
 - Communication – add task of updating Academic Senate website on a regular basis. John Koetzner will oversee this task.
3. Resolution S08-01 Institutional Requirements –
First Reading – by John Koetzner
Jessica Morris
John Koetzner
January 31, 2008

Whereas, the Academic Senate recognizes that Mendocino College has adopted Institutional Student Learning Outcomes that supersede Institutional Requirements,

Whereas, general education and transfer requirements include the areas of the Institutional Requirements for an Associate Degree.

Whereas, student success is one of the core values for Mendocino College,

Therefore, be it resolved that the Academic Senate recommend to the Curriculum Committee that it remove the Mendocino College Institutional Requirements for an Associate Degree and identify a list

*of courses that meet Institutional Student Learning Outcomes numbers seven and nine. **

* Institutional Requirements:

#7 - Enhance physical and psychological well being by examining and applying health and wellness concepts.

#9 - Understand yourself and others as members of our diverse global community.

Points of discussion:

- It was recommended that the words “in Health & Cross-Cultural Studies” be added to the wording of the resolution in paragraph 2, after “...*areas of the Institutional Requirements*” and paragraph 4, after “...*Mendocino College Institutional Requirements for.*”
- This resolution would broaden the selection of courses a student could take to fulfill the current HLH/Cross Cultural Studies institutional requirements.
- SLOs are being developed in three stages; course level, program level, and eventually will articulate to students as institutional requirements.
- Recommendation to further discuss to see if the Curriculum Committee should begin the process of identifying courses that would fulfill our ten institutional SLOs to replace current institutional requirements.

John Koetzner will revise the resolution considering the above factors, and bring it back for the Senate to discuss at its next meeting.

Adjournment: Meeting adjourned at 1:30pm.