

MINUTES

Mendocino College Academic Senate
Thursday, May 1, 2008
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm
- Present** John Koetzner, Barbara French, Jason Edington, Jessica Morris, Reid Edelman, Jean Stirling, Alan West, Paul Kemp
- Guests** Gerald DeBane' (FT Professor, Astronomy/Physics)
- Agenda Approval** M/S/C (*Stirling/Kemp*) to approve the agenda of May 1, 2008 with the following change: Item No. 2 on Consent Calendar was moved to New Business.
- Approval of Minutes** M/S/C (*West/Koetzner*) to approve minutes of April 17, 2008
- Public Comment** None
- Committee Reports** 1. Educational Action Plan – EAP (*Written committee meeting report submitted by Alan West dated 4-15-08*)
1. Staffing Requests
A & R Specialist II replacement position was approved.
 2. Position Vacancy List
Karen Chaty will provide the list to EAP and PBC soon.
 3. Spring Staffing Process and Direction from PBC
As of today's meeting, EAP has not received direction from PBC on staffing. EAP may proceed with the ABC ranking for new positions during its last two meetings of the year. The new staffing committee would then handle the final steps of the staffing process. It is unclear if EAP should proceed.
 4. At-Risk Programs Updates
 - a. Human Services Worker—Due to revisions of the program, this program is no longer at risk.
 - b. Chemistry—The organic/biochemistry program is still at risk due to the lack of an organic chemist. The item remains tabled
 - c. Dance- Program remains at risk. This item remains tabled.

EAP will draft new criteria for the determination of at risk programs. This work will carry into the next academic year.
 5. PBC Report and Referrals from EAP
The last PBC meeting discussed the composition of the staffing committee.
 6. Future Agenda Items
Update on shared governance document that is being worked on by faculty and administrators.

2. Planning & Budgeting Committee – PBC (Written report submitted by John Koetzner dated 4/23/08))

While there were a good number of items on the agenda, the main discussion was on the first items connected to the PBC and the Staffing Committee descriptions. After much discussion, the final decision was to have a committee with a minimum of five faculty members on the Staffing Committee. Leslie SaxonWest reported that through Academic Senate meetings, Hot Topics and Faculty meetings, faculty had expressed a desire to have a minimum of five faculty members on the committee, somewhat in line with EAP participation in the past. Both Classified Senate President and Vice-President expressed a need for a minimum of two members as part of the composition of the committee. The composition as shown in Kathy Lehner’s latest draft of the committee after the meeting is as follows:

COMMITTEE COMPOSITION:

Employee Group	Number of Members
Voting Members:	
Faculty (Full and/or Part-Time)	5
Management/Supervisory/Confidential	4
Classified Staff	2
Total Number of Voting Members	11
Resource Members (Non-Voting):	
Director of Institutional Research	
Director of Human Resources	

CHAIR DESIGNATED BY COLLEGE POSITION: No

The Committee Chair may be a member of any of the employee groups and will be included in the count of participants from his/her respective employee group (see “Number of Members” above).

CHAIR CHOSEN / APPOINTED BY: Superintendent/President

MEMBERS CHOSEN / APPOINTED BY:

Committee Chair: Appointed by S/P

Faculty: Appointed by Academic Senate

Management/Supervisory/Confidential: Appointed by M/S/C Group

Classified Staff: Appointed by Classified Senate

TERM LENGTH OF COMMITTEE MEMBERS: 3 Years (staggered)

Kathy Lehner noted that she has not done a new integrated timeline yet, because she needs to add a couple things, one is a time for reporting back on Program Review.

Larry Perryman discussed the latest news on budget which is that it is not looking good and he handed out the April revise to the budget that was given to the Board of Trustees. One handout showed that the \$18,730,619.00 went to salaries and fringe benefits out of the \$25,391,000.00 total budget. Additionally, a handout that showed budget augmentations that totaled \$596,432.00 had been granted for 2007/08. He also passed around what was called a BARF (Budget Augmentation Request Form) to show how Deans could submit such requests to the VPs and Kathy.

Mark Rawitsch passed out a sample Shared Governance Guideline that he found online from another CCC. He will be working with Leslie SaxonWest and John Koetzner to create a new Shared Governance Handbook that will help in defining some guidelines for our campus. Mark will also help in the development of a PBC handbook.

There was one staffing request that had been approved by EAP and submitted to the PBC for approval. It was a replacement for the Admissions and Records Specialist II (a replacement position) so that Admissions and Records can get someone trained prior to two departures from that department. PBC approved the request.

Discussion: Jessica Morris requested a change in wording under Committee Composition Voting Members “Faculty” to indicate a “minimum number of PT faculty” voting members instead of “Full and/or PT Faculty”.

3. Student Learning Outcomes – SLO (*Report by John Koetzner*)

John reported the following:

- According to the WASC report, not enough SLOs had been completed
- SLO website indicates SLOs not completed to date
- Some PT Faculty responsible for SLOs in certain disciplines

President’s Report

Leslie reported on the Spring 2008 State Academic Plenary Session she attended with some key points as follows:

- Protect shared governance and advocate for it
- More involvement by faculty when hiring FT faculty
- Build good relationships with groups outside of the institution

Leslie acknowledged retiring Senate members Jean Stirling, Alan West and Reid Edelman. She expressed her thanks to each of them for being such a tremendous asset to the Senate and that the faculty and administration were very appreciative of their hard work and dedication.

Consent Calendar

1. Committee Appointments

(The following list of faculty volunteering for committee appointments was distributed)

EAP – Deborah White
Distance Ed. Committee – Susan Janssen and Roger Hock
Technology Committee – Roger Ahders
Professional Development Committee – Susan Janssen
Academic Review – Dan Jenkins and Roger Ahders
Curriculum Committee Chair – Debra Polak
Curriculum Committee – Mary Holcomb

Discussion: Faculty involvement in committee work is not good. The Senate will be working with Union on this issue to insure that not just a handful of faculty is doing the work. There were no faculty volunteers for the Student Learning Outcomes Committee. EAP needs committee members from Academic Senate and Curriculum Committee.

M/S/C (*Stirling/Koetzner*) to approve the list of new committee members. Vote was unanimous.

New Business

1. Office Committee Recommendations –

No formal recommendation came from OffCom regarding the request of Gerald DeBane’ to move his office to another. After some discussion, and in the spirit of collegiality, it was agreed that senior faculty members have a right to request office space if it is available.

M/S/C (Koetzner/Stirling) to grant an office location change for Gerald DeBane'.
Vote was unanimous.

Note: Gerald thanked the Senate for their time and consideration.

Old Business

1. MacMillan Endowed Chair

Alan reported that the Foundation approached the Administration about making this award more prestigious, increasing the amount to \$5,000 and awarding it every two years. The criterion used to determine who should be awarded was revised and enhanced. Meredith Randall, Holly Brackmann and Alan West met to edit the requirements.

During the selection process, it was determined that not an adequate job of explaining the new criteria to colleagues had been done based on review of the applications. It was decided to delay the award until October 2008 and Alan and Holly would conduct a fall workshop with interested faculty and also encourage more to apply.

2. Reorganization of institutional planning committees/Staffing Committee (Draft #2 document of Staffing Committee was distributed)

Key points of discussion included the following:

- Biggest change has to do with committee composition and appointments
- Experience and knowledge requirements for membership
- Academic and Classified Senates appoint their committee representatives
- PT Faculty will be represented on Staffing Committee by virtue of Academic Senate having own criteria for approving members.

M/S/C (Koetzner/Stirling) to endorse the Staffing Committee draft document.
Vote was unanimous.

4. Updates on 2007-08 Senate Objectives:

Objective # 1 - Academic Senate Integrated Timeline

- Next year expand to include activities of the FT faculty and PT faculty associations. Add to 2008-09 objectives list.

Objective #2 – Basic Skills (*no updates*)

Objective #3 – Professional Development (*no updates*)

Objective #4 – Mentoring/Supervising PT Faculty

- Jessica will obtain mentor list for 2008-09 for follow up

Objective #5 – Communication (*no updates*)

Objective # 6 - Hiring Policies and Practices (*no updates*)

Objective #7 - Student Learning Outcomes (*no updates*)

Adjournment: Meeting adjourned at 1:35pm.

Academic Senate Membership 2007-08

Leslie Saxon West - President

John Koetzner – Vice-President

Jessica Morris - MPFA

Reid Edelman

Jason Edington

Barbara French

Paul Kemp

Jean Stirling

Alan West