

MINUTES

Mendocino College Academic Senate
Thursday, November 1, 2007
12:30pm – 1:30pm, Room #1060

- Call to Order** Nancy McLelland called the meeting to order at 12:30pm.
- Present** Leslie Saxon West, Reid Edelman, John Koetzner, Jessica Morris, Jean Stirling, Mike Glenn
- Absent** Alan West, Barbara French
- Guests** None
- Agenda Approval** M/S/C (*Glenn/L. Saxon West*) to approve the agenda of November 1, 2007.
- Approval of Minutes** M/S/C (*Morris/Edelman*) to approve the minutes of October 18, 2007 as amended.
- Consent Calendar** M/S/C (*Stirling/Glenn*) by unanimous vote to approve the Class Cancellation Procedure Guidelines. *Note: Nancy McLelland congratulated all those who worked so long and hard with the administration to develop these guidelines. "It is a genuine contribution to instructional policy here at Mendocino College," Nancy stated.*
- Committee Reports** No reports given.
- President's Report** No report given.
- Old Business** **Refining our 2007-08 goals and objectives.**
1. Campus Cleanliness Resolution (*Nancy/Leslie*)
 - Senate has not officially signed off of this resolution
 - Senate has met with Larry Wise, the new Director of Facilities. Issues are being addressed and everything is moving in the right direction.
 - This resolution will be reviewed at the end of this academic year.
 2. Integrated Timeline of Academic Senate Duties and Responsibilities – (*Jean/Leslie*)
 - Goal is key to organized communication, feed-back and follow-up among the Senate, faculty and administration.
 - Timeline will coordinate with the Institutional Integrated Timeline and be helpful to future Academic Senate Presidents and members.
 - Leslie had previously developed an Academic Senate timeline that will serve as a starting point.
 3. Basic Skills – (*John/Jean*)

To support the development of the Basic Skills Initiative at Mendocino College

 - John or Jean will give regular committee reports at Academic Senate or provide minutes from the Basic Skills committee meetings.
 - Arrange for Basic Skills committee reports at faculty meetings at least once a semester
 4. Professional Development - (*Nancy*)

5. PT Faculty Mentoring – (Jessica)

Clarify what constitutes supervising and mentoring PT faculty

- Review current PT mentoring system procedure to assure accountability and responsibility
- Review PT supervisory procedure to assure accountability and responsibility
- Review and possibly revise mentoring procedure to allow PT Faculty to mentor other PT Faculty and receive same compensation if no FT Faculty is available.

6. Review of policies and practices related to hiring at Mendocino College – (Nancy & Leslie)

- Gather input from FT Faculty to get a sense of what the issues are.
- Work with AFT to review hiring practices and make suggestions.
- Work together with SUEco to define tasks.
- Review hiring procedures/communications that affect PT faculty assignments for each semester.

7. Communication

Clarify and define issues relating to communication, accountability and responsibility.

- a. Continue to develop and define the relationship of MCFT in areas of mutual concern
- b. Continue to have open communication between the following:
 - i. Academic Senate and Administration
 - ii. FT and PT Faculty
 - iii. Union to Faculty
 - iv. Interpersonal Communication

8. Student Learning Outcomes – (John)

- Report from SLO committee to Academic Senate in timely fashion
- Report to faculty once a semester about SLO
- Make certain faculty has clear and reinforced timelines of professional duties for completing SLO tasks.

9. Faculty Evaluations -

Note: Faculty Evaluations and Professional Development goals and objectives will be placed on the next Academic Senate agenda for discussion.

Adjournment

Meeting adjourned at 1:35pm