

MINUTES

Mendocino College Academic Senate

Thursday, October 4, 2007

12:30pm – 1:30pm, Room #1060

- Call to Order** Nancy McLelland called the meeting to order at 12:33pm.
- Present** Nancy McLelland, Leslie Saxon West, Jessica Morris, Mike Glenn, Jean Stirling, Reid Edelman, Alan West, Barbara French
- Absent** John Koetzner
- Guests** Catherine Indermill, Meridith Randall
- Agenda Approval** **M/S/C** (*West/Saxon West*) to approve the agenda of October 4, 2007 as amended. Jessica Morris abstained as she was not present during discussion.
- Approval of Minutes** **M/S/C** (*Edelman/Stirling/*) to approve minutes of September 14, 2007. Mike Glenn abstained as he was not present at meeting.
- M/S/C** (*West/Morris/*) to approve minutes of September 20, 2007.
- Public Comment** Catherine Indermill urged current Senate members that are not continuing with another term to make this decision known to other faculty as soon as possible. This will allow more faculty to consider serving on the Senate and plan their schedules accordingly.
- Committee Reports**
- EAP** – Written report of 9/24/07 EAP meeting submitted by Alan West
Actions
 - The EAP Staff Ranking Report to IMPSC was discussed and approved. The report has been sent to IMPSC.
 - Plans for planning the Educational Master Plan were briefly discussed. Issues that were discussed are listed below.
 - Mark Rawitsch is using the Los Medanos Educational Master Plan document as a place to begin the discussion of the Mendocino College Master Plan development process.
 - EAP should make use of the current Mendocino College EMP as a reference document.
 - The MCEMP should address issues related to UC transfer programs.
 - Demographic studies related to growth should be addressed.
 - Bond projects prioritization issues need to be addressed.

Members of EAP expressed the hope that the MCEMP will be a living document that will be useful in establishing realistic goals and directions for the college.
 - IMPSC** - Written report summary of 9/25/07 meeting submitted by Nancy McLelland
 - Recommended replacement staffing on two positions: Financial Aid Coordinator (*retirement of Marie Torango*)
 - Chemistry faculty (*in the advent of the retirement of G. DeChaine.*)
 - Staffing Priorities: IMPSC has begun the process of prioritizing the staffing recommendations brought forward by EAP, ASMPC, and the Superintendent/President's Office. Kathy Lehner stressed her desire to see that budget information is integrated into the decision-making process.

- The annual Planning Retreat will take place on October 5. Approx. 50 faculty and staff are invited. IMPSC discussed the invitee list; what the retreat is expected to accomplish; how to create follow-up.
 - Discussion continued on the revision of program reviews, especially how to incorporate data from institutional research into individual program reviews.
 - Ongoing discussion of the integrated planning timeline and organizational models, i.e. defining the planning committees and their relationships to one another and to the planning processes at Mendocino College.
3. **PPAC** - Written report submitted by Nancy McLelland
Meeting summary, September 25, 2007
- The Academic Calendar for 2008-09 was approved to go forward.
 - Administrative Regulation 710.1, Distribution/Posting of Materials on Campus will go to constituents for comments.
 - Policy 510 and Administrative Regulation 510.1, Smoking on Campus will be introduced at the next PPAC meeting for possible revision. It has been suggested that this campus become a non-smoking campus. PPAC will review the current policy and administrative regulations and discuss. Following standard procedure, the issue will be submitted to the constituent groups for discussion.

President's Report

Nancy advised Senate members that she will be retiring after this academic year. Revitalizing professional development is one of her main goals prior to the end of her tenure.

Old Business

1. Institutional requirements resolution update –
Jessica Morris updated Senate members on the status of resolution #F07-01, regarding the institutional requirements for Health and Cross Cultural Studies for an Associate Degree. The history of the question was reviewed and it was agreed that further discussion would take place at the time of the first reading.
2. MacMillan Endowed Chair – It was acknowledged that only one proposal for the MacMillan Endowed Chair award was received on the last deadline date (*April 30, 2007*), and though the process in obtaining approval by Senate vote was not followed, the Senate feels this project is worthwhile. Senate agreed that receiving only one proposal does not mean automatic approval.
M/S/C (*Stirling/Saxon West*) to approve Sue Blundell's proposal and be awarded the MacMillan Endowed Chair. Vote was unanimous to approve.
3. Tenure committees – for Rebecca Montes (*replacement for Larry Prud'Homme*), Phil Warf, James Curiel, Doug Browe, and Melissa Hladek.
Senate discussed the importance of having good, responsible tenure teams comprised of FT tenured faculty that can commit to 4 years of serving on the committee that includes a faculty member in the same discipline or related and a random peer. It was noted that a limited number of faculty members are currently eligible, excluding those who are retiring soon, planning to take a sabbatical, or serving on another tenure team.

(Note: Due to time constraints, a special Academic Senate Meeting is planned for Tuesday, October 9, 2007 at 12:30pm to finalize tenure teams)

Adjournment

Meeting adjourned at 1:50pm