

**MINUTES FROM WORKSHOP**  
Mendocino College Academic Senate  
Friday, September 14, 2007  
11:00pm -1:00pm  
Room #1230

- Call to Order*** Nancy McLelland called the meeting to order at 11:00am.
- Present*** Nancy McLelland, Leslie Saxon West, John Koetzner, Jessica Morris, Jean Stirling, Reid Edelman, Alan West, Barbara French
- Absent*** Mike Glenn
- Guests*** None
- Committee Reports*** None
- President's Report*** *(Handouts of Academic Senate 2006-07 Annual Summary of Accomplishments were distributed)*  
Nancy McLelland advised that the purpose of this workshop is to begin to develop the Academic Senate Objectives for 2007-08 and start the process of creating an action plan. She expressed interest in taking on projects that the Senate can successfully accomplish. Nancy led the review and discussions of the 2006-07 Summary of Accomplishments which is still in the process of finalization. It was suggested that the committee description and process for the Academic Senate Institutional Response Team (A.S.I.R.T.) and the Senate Union Executive Committee (SUEco) be incorporated into the Academic Senate Procedures Manual.
- New Business*** Academic Senate objectives for 2007-08: the first phase of developing the objectives and creating an action plan. The first working draft is as follows:
1. Forge a collaborative working relationship with Facility Services
    - *Campus Cleanliness*
  2. Create an Academic Senate timeline/matrix of due dates
    - *Track specific dates things are due (i.e. reassigned time requests, marketing plans)*
    - *Track when reports are due to the Senate (i.e. annual marketing update from President, committee reports)*
  3. Basic Skills- ongoing
    - *Now listed on the Intranet. Form partnership between Academic Senate, Instructional Office, Counseling and other departments*
  4. Professional Development
    - *Review current practices and recommit to offering professional development*
    - *Form a committee of faculty to plan professional development activities*
    - *Include speakers/activities into our in-services*
  5. Mentoring PT Faculty
  6. Review policy and practices related to hiring at Mendocino College
    - *Develop a plan and have influence with PT faculty hiring within district*

- *Maintain integrity and consistency in same disciplines within the district*
- 7. Communication
  - *Use of professional and respectful etiquette*
  - *Chain of command of communication campus wide*
- 8. Student Learning Outcomes - ongoing
- 9. Faculty Evaluations
  - *Insure that PT faculty evaluations are being done in a timely manner and a quality way*
  - *Assist with development of post-tenure, on-line and PT faculty evaluation*

***Adjournment***

Meeting adjourned at 1:30pm

**Academic Senate Membership 2007-08**

Nancy McLelland – President  
 Leslie Saxon West – Vice-President  
 Barbara French  
 Reid Edelman  
 Mike Glenn - MPFA

John Koetzner  
 Jessica Morris - MPFA  
 Jean Stirling  
 Alan West