

## MINUTES

Mendocino College Academic Senate

Thursday, September 6, 2007

12:30 – 1:30 pm

Room #1260

- Call to Order*** Nancy McLelland called the meeting to order at 12:35
- Present:*** Nancy McLelland, Leslie Saxon West, John Koetzner, Jean Stirling, Reid Edelman, Barbara French, Alan West, Jessica Morris, Mike Glenn
- Agenda Approval:*** M/S/C (*Koetzner/Glenn*) to approve agenda of Sept. 6, 2007
- Approval of Minutes*** M/S/C (*Saxon West/Koetzner*) to approve minutes of May 17, 2007 as corrected.
- Public Comment*** John Koetzner reported that members of the BIP Committee met during the summer and generated a list prioritizing bond projects as well as a timeline for implementation.
- Committee Reports***
- PAC** – Nancy reported that PAC has been re-named PPAC which stands for Presidents Policy Advisory Committee. Nancy reminded Senate members that the role of PPAC is to review and revise institutional policies which must be approved by the Board of Trustees, and to develop regulations that accompany each policy. Additionally, Nancy reminded Senate members that a proposed Academic Calendar for '08/'09 was sent to all faculty for their input. She asked that Senate members please consult with their colleagues and encourage them to respond.
  - Basic Skills** – John Koetzner, who was one of five people who met during the summer to discuss the Basic Skills Initiative, reported that this ad hoc group went through the entire Basic Skills Handbook and informally discussed in house assessment of our current practices and needs and ideas to strengthen basic skills programming within our institution. Leslie Saxon West, who attended the most recent meeting of this ad hoc group, stated that it would be very important to do a thoughtful and thorough internal assessment before making decisions as to how money for this initiative will be spent at this institution. A meeting at Santa Rosa JC in October will take participants through the process of developing this assessment. Hopefully, individuals from our college will attend this meeting.
- President's Report*** Nancy began her report by welcoming Barbara French, newly elected Academic Senate member and expressed her appreciation to all Senate members who participate on the Academic Senate. Nancy said that she is going to try to communicate with Senate members in a timelier manner this year, so that the group can be more informed and prepared for Senate meetings. She asked that Senate members please attend all Senate and faculty meetings. If attendance is not possible, Nancy would like to know ahead of time. Nancy is also hopeful that Senate members will communicate with the faculty at large, promoting interest and participation in faculty issues. Nancy also mentioned that there have been some changes to Title V and that Senate members should acquaint themselves with these changes.

***Consent Calendar*** M/S/C (*Saxon West/Koetzner*) to approve the Senate/faculty meeting dates and times for 2007 and to approve the appointments of Fran Laughton and Rebecca Montes to the Curriculum Committee.

***Old Business*** 1. **Academic Senate Objectives for '06-'07 – Summary of Accomplishments.** Nancy distributed a draft summarizing the accomplishments of the Senate objectives last academic year. Several revisions were recommended and will be incorporated into the document before it is finalized.

2. **Class Cancellation Procedure** – Jean Stirling presented draft #8 of the Class Cancellation Policy. Jean is going to forward this document to Nancy and Nancy will e-mail it to all faculty for comments. After input is received, the committee will meet with Meridith Randall and Mark Rawitsch to make final revisions. Once this is done, the final document will come back to the Senate for approval. Congratulations to Jean, Mike Glenn and Leslie Saxon West for working so diligently to finalize and formalize this document.

As a general comment regarding this procedure, Jessica Morris stated that she is grateful to Mark Rawitsch for being flexible when it comes to canceling classes in the Willits and Lake Centers.

***New Business*** Faculty at large members of tenure teams for new faculty were determined by picking names out of a hat. The first name listed represents the faculty member who was chosen. The second name listed represents an alternate in case the first choice declines.

James Curiel – Steve Fowler/Jody Gehrman  
Phil Warf – Lynda Myers/Leslie Saxon West  
Doug Browe – Terri Robertson/Penny Walker

***Adjournment*** Meeting was adjourned at 1:40 PM