

## Review of Academic Senate Objectives – '07- '08

### **Objective #1 – Academic Senate Integrated Timeline**

Leslie Saxon West and Jean Stirling

*Create an Academic Senate integrated timeline which lists Academic Senate responsibilities and pertinent deadlines.*

Progress Report: Completed. Jean Stirling and Leslie Saxon West developed a timeline that describes the month by month Senate tasks and deadlines. Additionally, the report documents activities in the summer that need to be addressed, a list of general items for the senate president to remember and monthly issues that relate to the institutional and instruction office deadlines that the Academic Senate needs to be aware of.

Although this objective has been accomplished, it is recommended that next year a similar timeline be developed for the Faculty Association and that that information be added to the Academic Senate Integrated Timeline.

### **Objective #2 – Basic Skills**

Jean Stirling and John Koetzner

*Support the development of a Basic Skills plan at Mendocino College*

Progress Report:

Over the course of the past year, the college has moved forward with a Basic Skills inventory and evaluation that has led to the hiring of a full-time ESL instructor for the 2008/09 academic year. This was seen as the largest place of need in Basic Skills, because the non-English speaking population is a growing demographic at the college. That is the largest part of the plan for the coming academic year and is the biggest portion of the budget for Basic Skills. Additionally, the plan is to start with one cohort that can be followed to see if the Basic Skills program will lead students to more success and persistence at the college. This June, a number of faculty will participate in a Basic Skills Initiative Regional Meeting at Sierra College to do further planning for next academic year.

**The Academic Senate President signed off on the budget for Basic Skills this spring.**

### **Objective #3 – Professional Development**

Reid Edelman, Barbara French, Alan West, Leslie Saxon West, John Koetzner

*Re-commit to professional development for faculty at Mendocino College.*

Progress Report:

- One Time Funds (\$7000) – Completed. Reid Edelman and Barbara French successfully worked with Meridith Randall and Virginia Guleff to develop criteria for proposals and a selection process for this one time professional development funding. The Senate sent out a call-for-proposals to faculty and a small committee was appointed to review the proposals and to recommend recipients. Funds were allocated with \$1600 left to allocate in the fall.
- Ongoing Professional Development Awards – Completed. Alan West and Holly Brackmann worked with Meridith Randall and Virginia Guleff to develop criteria for proposals and a selection process for two foundation funded projects; the Great Teachers Seminar and the MacMillan Endowed Chair. The Senate sent out a call-for-proposals to faculty for the MacMillan Endowed Chair, and several proposals were submitted. A small committee was appointed to review the proposals and to recommend a recipient.
- Assess and Identify Faculty Professional Development Needs – Completed. John Koetzner developed an online survey asking faculty to identify their professional development needs. Twenty-three faculty responded with information that will be helpful for future planning.
- Develop a List of Priorities and Timeline for Faculty Professional Development – Not completed. Leslie Saxon West and John Koetzner will be meeting with the Professional Development Committee to discuss the survey findings and to come up with a plan for faculty professional development. This work will continue next year.

#### **Objective #4 – Mentoring and Supervision of Part-time Faculty**

Jessica Morris

*Clarify issues related to PT faculty mentors to ensure that part-time faculty are receiving quality mentoring and supervision.*

Progress Report:

#### **Objective #5 – Communication**

Alan West, Leslie Saxon West and John Koetzner

*Improve communication between the Academic Senate and faculty, Academic Senate and administration, part-time and full-time faculty and faculty and classified personnel.*

Progress Report: Paritally completed.

- Academic Senate Website - John Koetzner took on the task of ensuring that the Academic Senate website is updated on a regular basis. John ensures that AS agendas and approved minutes are posted regularly.

- Constituent Representation - Each Senate member took on a list of faculty constituents to ensure that communication will take place in a more consistent and effective way.
- Institutional Communication – The faculty and administration have begun to work together to develop a shared governance handbook which will include communication guidelines. In articulating a list of guidelines, our hope is that overall institutional communication will improve and become, in some cases, more productive.

**Objective #6 – Hiring Policies and Practices at Mendocino College**

Leslie Saxon West and Alan West

*Review policies and practices related to hiring at Mendocino College and if necessary, identify concerns.*

Progress Report: Partially completed. Dan Jenkins and Alan West worked together to identify concerns related to hiring practices at MC. Additionally, Leslie Saxon West collected information regarding hiring practices, particularly in regards to the hiring of full-time faculty, at the State Academic Senate plenary session in April. Kathy Lehner agreed that the Presidents Policy Advisory Committee (PPAC) will review all policies and procedures related to hiring, in the fall. Academic Senate will take that opportunity to advocate for some revisions to our current practices. Thus, this objective will continue next year.

**Objective #7 – Student Learning Outcomes**

John Koetzner

*Continue to reinforce and support the timeline for development of course and program level SLO's and assessment methods.*

Progress Report:

**Objective #7 – Student Learning Outcomes**

John Koetzner

*Continue to reinforce and support the timeline for development of course and program level SLO's and assessment methods.*

Progress Report: The college did not meet its intended deadline for having all course-level SLOs completed in December 2007. Despite SLO committee members contacting faculty to provide support and guidance, only approximately 50% of the course-level SLOs are completed to date. This may have an impact on our WASC report that will be coming to the college in June. Even with a staff development activity in January, many faculty have still not made any progress. Academic Senate needs to continue to have a goal for SLOs in the future, assisting faculty in meeting the WASC rubric that says all SLOs must be assessed by 2012.

