

**MINUTES**  
Mendocino College Academic Senate  
Thursday, April 27, 2006  
Room 1200, 12:30pm – 1:30pm

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm.
- Present** John Koetzner Mike Glenn  
Nancy McLelland Jean Stirling  
Steve Crossman
- Absent** Charles Poteet, Kurt Combs, Jessica Morris
- Guests** Shirley Saunders – ASMC Environmental Director  
Lynn Haggitt  
Neill Bell  
Alan West
- Agenda Approval** M/S/C (Crossman/Koetzner) to approve the agenda of April 27, 2006
- Minutes Approval** M/S/C (Glenn/Stirling) to approve minutes of March 23, 2006
- Public Comments** Leslie announced that the 5<sup>th</sup> Annual Spring Dance Festival takes place April 28 & 29<sup>th</sup>. 109 dancers will be involved with the program and she encouraged everyone to attend.
- President's Report** Leslie reported that she has scheduled a lunch meeting with the FT faculty union representatives for Friday, May 5<sup>th</sup>, 11-1:00pm. All Senate members are invited to attend. Leslie encouraged all members to review the State Academic Senate paper entitled "Development of a Model for Effective Senate/Union Relationships" previously distributed.
- The last Hot Topic meeting regarding class cancellation and enrollment retention was only attended by three faculty members but very good discussions occurred. It was agreed that there needs to be an institutional commitment to look at ways to keep small classes as a part of retention efforts. The need for continued marketing and recruitment is essential. Math and science transfers are falling behind as well. Leslie suggested that we consider this as an AS Objective for 2006-07.
- Committee Reports** Curriculum Committee – no report
- EAP – *March 21, 2006 approved minutes distributed as handouts*  
Leslie advised that there was a lengthy discussion on approving men's soccer as a new program for Fall 2006 at the last meeting she attended. While it was acknowledged that most were supportive of this, the request would have to be treated as all new programs are and go through all processes prior to approval. EAP approved filling the position of Director of Disabled Services and is forwarding this recommendation to IMPSC.
- IMPSC – *February 7 & March 2, 2006 approved minutes distributed as handouts*  
Leslie reported that the following positions had been approved: Director of Disabled Services and Nursing Administrative Asst. I position, based on duration of categorical funding, not approved as a permanent district position.

**Consent Calendar**

1. Full-time faculty ranking approval – *handout of current rankings distributed M/S/C (Crossman/Stirling) for approval of rankings as listed. Vote was unanimous. Note: Leslie to give information to PT faculty for ranking purposes as well.*

**New Business**

1. Office Committee (OffComm) Recommendation – *new FT faculty offices assignments. Handout entitled Office Space Assignments: New Full Time Faculty; Fall 2006 distributed. Lynn Haggitt and Neill Bell present to represent OffComm.*  
Alan West requested that an alternate recommendation from the science faculty be considered by the Academic Senate. He stated that it is reasonable and there is value in clustering science faculty to ensure a cohesive relationship. He also advised the Senate members that during the initial plans for the science building beginning in 1999, the science faculty was verbally promised by two previous administrations that science faculty would have preference to office space in that building and gave up certain concessions to accommodate other department faculty member offices at that time with this understanding.

Lynn explained that the committee always makes an effort to keep the department faculty together which is not always possible. The committee also felt that it was not desirable to displace FT Faculty members who have tailored their office space and were not told of any potential moves. Neill recognized that science faculty have to be in the science building, but the building has to balance two needs; science faculty and other FT faculty without displacing anyone unless necessary.

M/S/C (Koetzner/Crossman) to table office space assignments for Fall 2006 until the next Academic Senate meeting on May 11, 2006. Alan West to present a written proposal to Senate members for review of where faculty could be relocated by May 1, 2006. Vote was unanimous.

2. MacMillan Endowed Chair Award

Only one proposal was received from Leslie Saxon West. She would like to use the grant to primarily support the growth and enrichment of Mendocino College dance students. One example would be to send students to the annual Cal State East Bay Dance Festival in the Spring 2007 where students and instructors would be exposed to different styles of dance, participate in workshops and dance performances. The conference would also be valuable to instructors who would gain the opportunity to make connections and meet other professionals in the field. The conference would promote both student success and professional development.

M/S/C (McLelland/Koetzner) to award the MacMillan Endowed Chair Award to Leslie Saxon West.

*Note: Leslie abstained from voting and also encouraged colleagues to apply for this grant next year in order to keep the funding available and as a way to honor Tom MacMillan.*

**Old Business**

1. Update – Campus Cleanliness resolution

Memo dated 4-11-06 from Kathy Lehner provided an update of progress related to campus cleanliness.

2. Hiring Practices: Last Interview with FT Faculty Final Applicants

Leslie reported that she has talked with Kathy Lehner and Karen Chaty and asked Kathy to summarize the issues for us. This will require more discussion and not be finalized until Fall 2006. Leslie recommended that we consider making this one of the Academic Senate objectives for 2006-07.

3. Classroom Management – results of survey

*Handout distributed of survey results.*

Jean Stirling highlighted the survey results and areas of concern with student absences, tardiness, and study skills. She recommended having workshops on study skills and motivating students or use this information as a possible topic for in-service. Survey will be discussed at the next AS meeting to determine what should be done and what the outcome should be.

***Adjournment***

Meeting adjourned at 1:38pm