

**Agenda**  
**Mendocino College Academic Senate**  
**Thursday, May 12, 2016**  
**Room 4210 (Library Classroom) 12:30-2 PM**

**Approval of Agenda**

**Consent Calendar:**

**Approval of Minutes – Minutes for 4/14 are included**

**Public Comment**

Members of the public may address the Senate on any agenda item after being recognized by the Chair. Due to the brevity of the meeting and the length of most agendas, the total amount of time for public comment will be limited to 10 minutes.

**Committee Reports**

- **Part-Time Faculty Report –**
- **President’s Report –attached**

**Old Business:**

1. Update on Academic Senate elections (5 minutes) {6, 11}
2. Issues relating to Dual & Concurrent Enrollment (15 minutes) (Jessica Crofoot) {1 & 4}
3. Staffing of Committees for 2016-2017 (30 minutes) {1, 4, 5, 6, 10}
  - Finalize staffing for Curriculum Committee, Basic Skills & term for Staffing Committee
  - appoint Curriculum Committee Chair

**New Business**

1. Proposal on honorary faculty position from Arturo Reyes (10 minutes) {11}
2. Distance Education proposed policy for transition to Canvas (Vivian Varela) (10 minutes) {1 & 4}
3. Report from Faculty Orientation & Mentoring Sub-Committee (Dan Jenkins) (10 minutes) {8}

**Upcoming Meetings:**

**Next Academic Senate meeting August, 2016**

**Next Faculty Meeting: May 19, 2016** (Food by CVPA area & Doug Browe)

**Senate Topics for Future Meetings:**

1. Review accomplishment of 2015-16 senate goals; Set goals for 2016-17 (at fall retreat)
2. Review academic rank procedures & process {11}
3. Review of Min Qual. Procedures {1, 11}
4. Committee Reports (EAP, SLOT, Curriculum, Student Equity...) {all}
5. Test Proctoring (Dan & Ginna) {11}
6. CTE Liaison position and senate CTE representation {6, 11}
7. Consider altering calendar to not have classes on Wednesday prior to Thanksgiving {10, 11}

**Academic Senate Membership 2015-16**

<b>Reid Edelman – President</b>	<b>Jason Edington – Vice-president / Math</b>
<b>Doug Browe (CVPA)</b>	<b>Steve Cardimona (Science)</b>
<b>Jessica Crofoot – PT faculty rep</b>	<b>Jody Gehrman (English, Library &amp; Languages)</b>
<b>Dan Jenkins (CTE)</b>	<b>Catherine McKay – PT faculty rep</b>
<b>Vivian Varela (Social Sciences)</b>	<b>Tascha Whetzel (Student Services, Learning Skills &amp; Counseling)</b>

## MINUTES

Mendocino College Academic Senate

Thursday, April 28, 2016

Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:33 p.m.
- Present* Reid Edelman, Jason Edington, Dan Jenkins, Catherine McKay, Jessica Crofoot, Doug Browe and Steve Cardimona
- Absent* Jody Gehrman, Vivian Varela and Tascha Whetzel
- Guest* Taylor Cannon
- Agenda Approval* M/S/C (Edington/Crofoot) to approve the Agenda of April 28, 2016  
Approved with changes.
- Minutes Approval* M/S/C (Edington/Jenkins) to approve the Minutes of April 14, 2016  
Approved with changes.
- Public Comment* Catherine McKay mentioned that Conan McKay has been elected to the ASCCC Executive Committee as an At-Large Representative.
- Committee Reports*
- Part-Time Faculty Report**  
Crofoot mentioned that she has information regarding part-time faculty that are interested in serving on committees.
- President's Report**  
Edelman provided a written report. The following information was provided: EAP (3/7/16) and PBC (4/19/16) notes.
- Old Business*
- Update on Academic Senate elections and future leadership**  
Edelman congratulated Jason Edington. He has been elected as the new Senate President for the 2016 – 2018 term.
- Edelman also congratulated the full-time faculty senators who were all confirmed.
- The part-time senate seat is still being voted on. The time has been extended through 5:00 p.m. today, due to a computer virus.
- Catherine McKay asked if the original intent was to open both the part-time and full-time faculty elections and conclude for an announcement of all candidates.

Edelman stated that was the intent. The creation of the survey for part-time faculty was delayed.

Edington mentioned that he would like to form an Ad hoc committee to assist with making changes to the voting process. An online voting process would assist those that are on sabbatical and those that may be traveling.

Edelman suggested that the online voting could be used instead of the Library.

### **Staffing of Committees for 2016-2018**

#### **FULL-TIME FACULTY**

##### **EAP**

M/S/C (Cardimona/McKay) Recommend to appoint: Tim Beck

##### **Enrollment Management**

M/S/C (Jenkins/Browe) Recommend to appoint: Les Pfitzenreuter and Roger Hock

##### **Curriculum**

M/S/C (Jenkins/Crofoot) Recommend to appoint: Julie Finnegan

Edelman will send an email as a formal request for applications for the Chair position and an additional committee member.

Edington mentioned that there is certain criteria required for the position and should be part of the e-mail that is sent.

Jenkins suggested that the application include their experience with curriculum development, relevant experience, minimum qualifications, the committee handbook, etc.

Edington also suggested that the e-mail include the term of service and the 40% release time.

M/S/C (Browe/Edington) All terms should be two-year terms for full-time and part-time faculty except where otherwise indicated.

##### **Staffing Committee**

Edington mentioned that this committee has a three-year term for continuity purposes. He further stated that prior history is important for the process.

M/S/C (Jenkins/Browe) To change the Staffing Committee membership to two-year terms.

Browe mentioned that information should be documented and carried forward.

Edington stated that he appreciates and respects the point of view from colleagues, but he would like the committee service to be investigated further before making changes to the terms of service.

The motion has been rescinded.

Jenkins mentioned that the same applies to the Curriculum Committee as well. He further stated that there may be other committees that need the same consideration.

Edelman asked Edington to follow up with others currently serving on the committee for their input. This item will be discussed at the next Senate meeting in May.

M/S/C (Browe/McKay) Recommend to appoint: Lisa Rosenstreich for term beginning Fall 2016.

#### **SLOT**

M/S/C (Edington/Browe) Recommend to appoint: Casey Bylund and Doug Boswell for two-year terms.

#### **Basic Skills**

Edelman mentioned that the Learning Services Coordinator may Chair this committee.

M/S/C (Jenkins/Edington) Recommend to reappoint: Roger Hock and Jaime Cechin. Edelman will work on an additional seat for a counselor. He also needs to confirm who will be the Chair of the committee.

#### **Distance Ed**

M/S/C (Browe/McKay) Recommend to appoint: Phil Warf, Sue Blundell and Dan Jenkins (2016/2018) and accept Edington's resignation from this committee. Phil Warf will complete Edington's term through 2017.

#### **Student Equity**

M/S/C (Edington/McKay) Recommend to appoint: Julie Finnegan and Sarah Walsh

Jenkins mentioned that he is concerned that Nicholas Petti has volunteered to serve on committees and has not been appointed.

#### **Facilities Committee**

M/S/C (Edington/Jenkins) Recommend to appoint: Jim Xerogeanes

## PART-TIME FACULTY

### **Basic Skills**

M/S/C (Jenkins/Cardimona) Recommend to appoint: Machiko Shimada and Martha Klimist-Zingo as an alternate.

### **EAP**

Crofoot suggested that Andrew Lutsky would be a good candidate since he has served on a prior committee and has been involved in shared governance.

Edelman suggested that this committee membership be discussed at the next meeting in May.

### **Enrollment Management**

M/S/C (Jenkins/Browe) Recommend to appoint: Jessica Crofoot

### **PBC**

M/S/C (Jenkins/Edington) Recommend to appoint: Pat Thygesen

### **Staffing**

Edelman mentioned that he would like to postpone the discussion until the next meeting. He will ask the Administration about the appointment of 5 full-time faculty and 1 part-time faculty to serve on this committee.

Edelman would like to appoint someone that is not currently serving on another committee for this position.

### **Student Equity**

Jenkins mentioned that Trilby Kerrigan would be his preference due to her Native American background.

Edelman support the nominations of Trilby Kerrigan, but mentioned that there is already Native American representation on the committee.

Edelman suggested that Frank Espy be paid for his service and continue serving on this committee.

### **Student Learning Outcomes Team**

Taylor Cannon mentioned that he would be happy to serve on the SLOT committee instead of the Equity Committee if that would work better for effective use of Part-Time volunteers.

Edelman suggested that the committee members read the statements from part-time faculty that are interested in serving. He will put the information into a different format for review and communicate with Administration.

*New Business*

**Issues relating to Dual & Concurrent Enrollment**

Crofoot mentioned that all of the Districts in Mendocino County have concerns. Faculty who are teaching dual and concurrent enrollment courses are confused with whom are they employed by.

There is an issue in regard to protecting all of us.

More information will be coming soon.

**Next Faculty Meeting – May 19, 2016**

(Food provided by CVPA area and Doug Browe)

*Future Agenda  
Items*

- Review accomplishments of 2015-2016 Senate goals; set goals for 2016-2017 (at fall retreat)
- Review academic rank procedures & process
- Review of Minimum Qualification Procedures
- Committee Reports (EAP, SLOT, Curriculum, Student Equity...)
- Test Proctoring
- CTE Liaison position & Senate CTE representation
- Consider altering calendar – Wednesday prior to Thanksgiving

*Next Meeting*

Thursday, May 12, 2016, from 12:30 to 2:00 p.m.

*Adjournment*

The meeting adjourned at 2:00 p.m.

**Academic Senate Membership 2015/2016**

Reid Edelman – President

Jason Edington – Vice President – (Math)

Doug Browe – (CVPA)

Steve Cardimona – (Science)

Dan Jenkins – (CTE)

Vivian Varela (Social Sciences)

Jessica Crofoot (PT Faculty Rep)

Catherine McKay (PT Faculty Rep)

Jody Gehrman – (English, Library & Languages)

Tascha Whetzel – (Student Services, Learning Skills & Counseling)

## PRESIDENT'S REPORT

### EAP April 28 9-10:30 AM

- 1) **Program Review Summaries:** we reviewed Ginna's summary of Program Review summaries. It was suggested that we now summarize the summaries of the summaries, but that proposal did not come to a vote! Seriously, though, we all thought the summaries look great! A few corrections/ additions were discussed.
  - Dan asked if there were departments that did not submit Part IIs for review which were submitted in the Spring 16 program review submission which should now be reviewed by EAP. Specifically, Fire Science, which was not reviewed by EAP in the fall should now be reviewed. Are there others in this situation?
  - Dan also noted that our review of PR Part IIs should include an assessment of whether or not PSLOs and SAOs were adequately assessed. This was not consistently noted in the Program Review summaries, and we should clarify this in the future. Dan notes that for the four service areas listed in the introduction, some are definitely missing SAO assessments. A few typos were also corrected.
  
- 2) **Review of PAT Report for International Students:**

EAP recommended forwarding this proposal to PBC for consideration after making the following adjustments:

  - in section on "Significant Student Demand" include a sentence on possible connection with Buddhist University.
  - in section on "Significant Student Demand" include a sentence on possible online International Program for overseas students
  - in section on Student Equity, Access, Retention, Cultural Sensitivity: define acronym DACA in final bullet.
  - on the final page, include a cost for additional counselling services in the proposed budget.
  
- 3) **Review of New Program Concept Form for Life Skills Program:** A PAT was assigned to consider this proposed new program. The PAT will include: Ketmani Kouanchao, Minerva Flores, Tascha Whetzel, Rebecca Montes, Jessica Crofoot and Debra Polak. Some things brought up for consideration include:
  - while there is a compelling need, what will be the financial bottom line. These courses will be funded by the State at the non-credit rate and may not be high enrollment classes. Will the program pay for itself? If not, is there grant funding which could support the program?
  - Would this program fill a need that is not being met anywhere else in our community?
  - Would contract education be a more cost effective way to provide these services? Who would pay the Contract Education fee in this case?
  - An assessment of the need will be important. What will be the enrollment in these proposed courses?
  - Kurt mentioned that there will be added costs for required ADA "reasonable accommodations" for these courses.
  - on page 2 of the proposal, under financial concerns, sentence # 2, a phrase should be added to read "They generate revenue based on the number of FTES enrolled in the classes at a non-credit rate.
  
- 4) **Review of EMP Planning Priorities implications for facilities and technology document:**
  - in row #1 (professional development):** Dan suggested adding in technology implications box a mention of the new CCCCO web-site for professional development. We might want to mention including links on our web-site & portal to this CCCCO site, and possibly providing designated space and computers for faculty and staff to access the site. This could be part of the proposed Faculty Pedagogy Center.
  - in row #2 (Building K-12 alliances):** Jason suggested adding in box # 3 that these offices & classrooms should preferably be centrally located, so that students feel part of the campus experience.
  
- 5) **Next Meeting:** our next EAP meeting is scheduled for May 19. We proposed the following agenda:
  - Review any missing Program Reviews that have now been submitted
  - Consider cycle for reviewing the EMP. Is this due for review now?
  - Discuss status of "E-lumen"
  - Review this year's accomplishments and set goals for EAP for next year.

2016-2017 COMMITTEE APPOINTMENTS: Academic Senators highlighted

V=volunteer A=appointed S=currently serving (mid-term) P=will serve by position Ch=chair or co-chair

FT FAC	EAP 6FT	EMC 6FT	CURR	Staff 5FT	SLOT 6FT	BaSk 6FT	DE 5FT	Equity	Facil.	NC SSSP	SSC	Prof Leave	PBC
R Adhers						A							
J Ander.					S								
L Banta			S										
T Beck	A		S										
S Blund.							A						
D Boswell					A								
D Browe													
G Buccel.						S							
C Bylund					A								
S. Card.									S				
J Cechin						A							
M Cetto						S		S					
V Chaud													
K Combs	S		P										
S Crossm				S			P				P		
CDaCruz													
N Dann.													
R Donh.				S	S								
T Drake													
R Edelma													
J Eding.	P/Ch												
J Finn.			A					A					
M Fred.		S											
J Gherm												S	
R Grisant													
L Haggitt													
G Hicks				S									
S Hixenb.													
R Hock		A											
R Hollis								S			P		
C Inderm	P	P/Ch					S						
D Jenkins	P				S/Ch		A						
J Koetzn				S	S								
Con McK		S	S							S			
A Mendo													
D Pai													
N Petti												S	
L Pfutz		A											
T Ramm								S			P		
B Rawl.													
L Rosenst				A									
V Varela	P	S	P				P/Ch.						
S Walsh								A		S			
P Warf							A						
T Whetze								S/Ch.		S	P		
D White													
L Woods													
J Xeroge									A				





# COMMITTEE ASSIGNMENTS FOR 2016-17

## EAP:

**Co-chairs: AS Prez & VPI: Edelman & Guleff**

**2 year terms Need 6 FT & 1 PT fac**

**J. Crofoot (term ends 2016)**

Jason E (serves by virtue of position-AS VP)

Dan Jenkins (serves by virtue of position-SLO Chair)

R. Montes (serves by virtue of position-Curriculum Chair)

**Tim Beck (terms ends 2016) would like to continue**

V. Varela (serves by virtue of position-Distance Ed. Coord.)

Kurt Combs (faculty at large seat) (terms ends 2017)

**Recommendation: appoint Tim Beck for term 2016-2018 approved 4/28**

## Enrollment Management Committee

**Two-year terms**

**Need 6 FT & 1 PT fac**

**Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington**

**Jessica Crofoot (term ends 2016)**

Vivian Varela (term ends 2017)

Conan McKay (term ends 2017)

M. Frederickson (term ends 2017)

**Les Pfutzenreuter (term ends 2016) willing to continue**

**Roger Hock (term ends 2016) would like to continue**

**Recommendation: appoint Les Pfutzenreuter & Roger Hock for additional terms 2016-2018 approved 4/28**

## Curriculum \*\*\*\*\*

**2 year terms for FT**

**1 year term for PT term changed to 2 years approved 4/28**

**Chair: R. Montes...NEED CHAIR????**

L. Banta (term ends 2017)

Tim Beck (term ends 2017)

**J. Finnegan (term ends 2016) will serve again if desired confirmed for another term--- approved 4/28**

Conan McKay (term ends 2017)

**Tascha Wetzel (term ends 2016) will not continue**

**Jeff Brunner (PT rep) (term ends 2016)**

Kurt Combs (by virtue of position as Articulation Officer)

**Vivian Varela (by virtue of position)**

**Recommendation: appoint Julie Finnegan for additional term 2016-2018 STILL NEED ONE MORE FULL-TIME FACULTY VOLUNTEER!!! ALSO, need to appoint new CHAIR!**

**Reid will send out formal request for applications for chair position and follow-up with recruiting. Also, seek added member. In request for application, cite qualifications from Committee Handbook, and/r explain relevant experience. Also include term.**

## Staffing Committee

**3 year terms for faculty**

**Includes 5 faculty, FT or PT**

**Chair: Dean D. Polak**

Greg Hicks (term ends 2017)

Steve Crossman (term ends 2017)

Doug Boswell (term ends 2016) willing to continue, but also interested in switching to SLOT

John Koetzner (term ends 2018)

Rachel Donham (term ends 2017)

**NEW VOLUNTEERS: Viki Chaudrue & Lisa Rosenstreich**

Recommendation: appoint Lisa Rosenstreich for term beginning Fall 2016 approved 4/28

## SLOT

**Chair: Dan Jenkins**

Two year terms

**Jaime Cechin** (term ends 2016) **May possibly wish to continue. Needs to talk to Dan.**

**Julie Finnegan** (term ends 2016) will not continue

**John Koetzner** (term ends 2017)

**Rachel Donham** (term ends 2017)

**Jordan Anderson** (term ends 2017)

~~**Christine Soldate** (PT 2016)~~

Note: Casey Bylund has been serving informally for 2015-16 and would like to be officially appointed.

**NEW VOLUNTEER: Doug Boswell**

Recommendation: appoint Casey Bylund and Doug Boswell for term 2016-2018 approved 4/28

## Basic Skills—INVESTIGATE ADDING COUNSELOR & STATUS OF CHAIR

Two year terms

**Chair: Sarah Walsh** **NOTE: New Learning Services Coordinator may chair this committee**

**Andrew Lutsky** (PT Rep) (through 2016)

**Roger Adhers**: (through 2016) would like to continue **approved 4/28**

~~**Jean Stirling** (through 2017)~~

**Jaime Cechin** (through 2016) Would like to continue **approved 4/28**

**Ginny Buccelli** (through 2017)

~~**T. Whetzel** (through 2016) —would not like to continue~~

**Maria Cetto** (through 2017)

Recommendation: reappoint Sarah Walsh & Jaime Cechin to term 2016-2018; investigate recruiting a counsellor: Cintya? Alicia?

## Distance Education—NEED 1!

2 year terms

**Includes 5 FT, 1 PT, 1 counselor plus chair**

**Chair (distance ed. coordinator): V. Varela**

**Catherine McKay** (PT Rep) **term???**

**Catherine Indermill** (through 2017)

~~**Jason Edington** (through 2017)~~

~~**Roger Hoek** (through 2016)~~

**Dan Jenkins** (through 2016) would like to continue

**Steve Crossman** (by position)

(1 seat vacant)

**NEW VOLUNTEERS: Greg Hicks, Phil Warf Sue Blundell & Viki Chaudrue**

Recommendation: appoint Phil (to complete Edington's term through 2017), Sue & Dan to term 2016-2018, and accept resignation from this committee of Jason Edington **approved 4/28**

## Student Equity 2-year terms

**Co-Chairs: Tascha Whetzel** (term ends 2017) & **Kate Veno** (**Recommend term change for Tascha both as chair and member to term ending 2018**)

**Jordan Anderson** (term ends 2016) not continuing

**Tascha Whetzel** (term ends 2017)

**Rhea Hollis** (term ends 2017)

Maria Cetto (term ends 2017)

Jessica Crofoot (term ends 2016)

Tonja Ramming (term ends 2017)

Sarah Walsh (term ends 2016) **HAS NOT REPLIED!!!**

Mike Guiffrida

Frank Espy (serving since Spring 15, never formally appointed!)

**NEW VOLUNTEER: Julie Finnegan**

Recommendation: appoint Sarah & Julie for term 2016-2018 Every second & 4<sup>th</sup> Wed 9-10:30 AM  
approved 4/28

### Facilities Committee

Two year terms

Chair: Steve Oliveria (Dir of Maintenance & Operations)

Jim Xerogeanes (term ends 2016) would like to continue

Steve Cardimona (term ends 2017)

Recommendation: appoint Jim Xerogeanes for term 2016-2018 approved 4/28

### Non-Credit SSSP Committee (new committee)

Two year terms

Chair: Ketmani Kouanchao (Dean of Student Services)

Conan McKay (term ends 2017)

Tascha Whetzel (term ends 2017)

Euline Olinger (term ends 2017)

Sarah Walsh (term ends 2017)

### Student Services Council

2 year terms

Co-chairs:

Lead Counsellor & VPI: Crossman & Guleff

Faculty serving by virtue of their position:

Curr. Com. Chair (R. Montes).

FT DRC counselors (currently Rhea Hollis & Tascha Whetzel)

Cal Works Counselor Currently Tanja Ramming

### Professional Development Leave Committee

2 year terms

Co-chairs:

Catherine Indermill & VPI: Guleff

Jody Gehrman (term ends 2018)

Nicholas Petti (term ends 2018)

## **2016-18**

### **Volunteers & Nominations for open seats for Part-Time Faculty on Committees:**

(received as of March 24, 2016)

#### **Any available committee:**

Catherine McKay

#### **Basic Skills Committee (Sarah Walsh, chair) **NEW!****

Andrew Lutsky, incumbent

Machiko Shimada

Martha Klimist-Zingo

**Recommendation: appoint Machiko Shimada, with Martha Klimist-Zingo as an alternate for term 2016-2018 approved at 4/28 mtg**

#### **Educational Action Plan Committee (Reid Edelman & Virginia Guleff, co-chairs) **NEW!****

**Incumbent is Jessica Crofoot**

**No other volunteers, but possible candidates would include Andrew Lutsky, Martha Klimist-Zingo & Euline Olinger**

**Recommendation: appoint Andrew Lutsky for term 2016-2018**

**Note: Euline is currently on Non-credit SSSP (this is not on list of approved committees...need to check on this...)**

#### **Enrollment Management Committee (Virginia Guleff & Jason Edington, co-chairs) **NEW!****

**Recommendation: appoint Jessica Crofoot for term 2016-2018 approved 4/28**

#### **Planning & Budgeting Committee (Arturo Reyes, chair)**

Kathy Dingman-Katz

Pat Thygesen (this committee is her 1<sup>st</sup> choice)

**Recommendation: appoint Pat Thygesen for term 2016-2018 approved 4/28**

#### **Staffing (Debra Polak, chair)**

Shirley Blair

Frank Espy

Pat Thygesen (this committee is her 2<sup>nd</sup> choice)

**Recommendation: appoint no PT faculty for term 2016-2018; instead appoint 2 PT faculty to Student Equity ASK ADMIN ABOUT APPOINTING 5 FT AND 1 PT**

#### **Student Equity (Kate Veno & Tascha Whetzel, co-chairs) 2 & 4<sup>th</sup> Wed 9-10:30**

Taylor Canon

~~Jessica Crofoot (currently serving) will not continue~~

Frank Espy (currently serving but not being paid)

Merie Holl

Alese Jenkins

Trilby Kerrigan (also open to other committee assignments)

Euline Olinger

John Tomlinson

**Recommendation: appoint Taylor Canon or Trilby Kerrigan AND Frank Espy for term 2016-2018**

## **Student Learning Outcomes Team (Dan Jenkins, chair)**

**Taylor Canon**

John D. Chung

Kathy Dingman Katz

Recommendation: appoint ???????? term 2016-2018

## **Technology (Karen Christopherson, chair)**

Kathy Dingman-Katz

Recommendation: appoint Kathy Dingman-Katz term 2016-2018

## **Curriculum**

Jeff Brunner

John D. Chung

Melissa Timmen

Recommendation: appoint Jeff Brunner term 2016-2018 (check with R. Montes???)

## **Nominee Statements:**

**Shirley Blair:** I would be willing to be on one of the committee's, but my understanding is that you must have taught for at least two semesters. I have just recently joined Mendocino College (Fort Bragg Campus). I am currently teaching two classes this term and am scheduled to teach another class in the fall, but I am afraid that I do not qualify for the number of semesters required. Perhaps next term. If I am in error, please let me know. I think the committee that would be most useful (given my background) is the Staffing Committee. I have a doctorate in psychology and my first career was in business working in management for many years as well as owning my own companies.

**Taylor Cannon:** I wanted to reply to your email concerning my interests in the student equity and student learning outcome team committees. Attached is my CV for reference with the senate members.

My interest in these committees as an adjunct faculty member mainly stem from my desire for improving pathways in higher education institutions for past "non-traditional" now more traditional college students, meaning those from lower-income, underrepresented minority and first-generation student demographic backgrounds. I see both student equity and assessment as two areas in which research, survey data, and culturally-competent based models that integrate academics and social groups together, as effective means of improving our transfer and completion rates at Mendocino College.

Also, here is a brief bio that I wrote recently for a presentation done with the county:

Taylor Cannon teaches courses in Sociology and Cultural Anthropology for Mendocino College, and teaches online for Humboldt State University in their Institutional Research Graduate Certificate program. Taylor received a bachelor degree in sociology, with cum laude Latin honors, from UCLA in 2005; and completed his master degree in sociology from Humboldt State University in 2014. His master thesis research focused on first-generation transfer students in public higher education and received HSU's 2013-2014 Patricia O. McConkey Outstanding Graduate Student Award for sociology. While at HSU, Taylor also participated in bias response training as well as assisted their office of diversity and inclusion with conducting and transcribing their campus climate focus groups. As a sociologist, he is dedicated to both equality and equity, and truly enjoys sharing the various ways that research and data-driven evidence can improve organizational productivity, collaboration and inclusive learning for diverse communities.

**John D. Chung:** I have been trying to follow you folks for a while and I do have an interest in the work of the Curriculum Committee. So I will throw my hat in the fray and would like to be considered for the committee in the future should an opening arise. I'm not certain what this entails but there's only one way to find out.

**Jessica Crofoot (Student Equity):** I did not ask to step down until we were able to look into the options in doing so, thus I am still on the committee and reviewing the minutes, tasks, etc. We are hoping to work things out before the April 13th meeting, and will move forward at that time with discussion of replacement and/or addition by adding the new person (ie: Taylor) to the committee. I know you wish to open it up to all part-timers for fairness and equity, and that is supported as it always has been, but I believe through various discussions, Taylor was a great fit to the committee and willing to step in to get his feet wet before the next academic year, of which we would be inviting any/all part-timers. I plan to attend the April 13th meeting as scheduled with input, participation etc. as best I can to fulfill my responsibilities.

**Frank Espy:** I have been serving on the committee [Student Equity] since spring 2015. Not sure if there is something I need do or sign to acknowledge I'm a part of the committee. But I would like to be added to the staffing committee.

**Merie Holl:** I would be interested in serving on the Student Equity Committee.

**Alese Jenkins, LCSW:**

I recently retired from 26 years of service to Child Welfare. For that entire period I coordinated services to youth in the foster care system. I taught Life Skills classes and helped youth prepare for college, vocational programs, employment, parenting, etc... I have worked directly with over 1500 youth in our community, many who have attended Mendocino College and other college programs. As a social worker I am always interested in helping under-served populations. Social justice is a primary concern of the social work field. I think my interest and experience in working with youth and families in our community and concern for "student equity" across all populations can be useful to the work of this committee.

**Martha Klimist-Zingo:**

I would be interested in serving on the Basic Skills Committee. I have extensive experience teaching literacy classes, all subjects for G.E.D. classes, and adult basic skills classes.

**Trilby Kerrigan:** I am interested in a committee seat. I would like to be involved with the student Equity Committee. I am currently a Vocational Rehabilitation Counselor for Pinoleville Pomo Nation Vocational Rehabilitation Program, I am a member of the Karuk Tribe of Northern California, my focus of study currently is Rural Communities and capacity building within systems to create access and equality for all populations, I am completing my MSW at Humboldt State University, and I have been teaching HUS 156 Case Management and Documentation at MCC for the HUS certificate program. I am very interested in the Student Equity committee to ensure that MCC students are both successful at MCC and also feel connected to the campus. I really enjoy collaborating and believe that rural communities require collaboration for successful and supportive opportunities for all members of the community. I am really interested in being a part of this group and if this is not possible I am open to any other committee that could use a member. Thank You.

**Andrew Lutsky:** Yes, I am interested in continuing as the PT rep for the Basic Skills Committee. I've enjoyed working with colleagues to find ways to support our students with skill deficits. Over the past two years we've started an embedded tutoring program in math, English and ESL classes and each year we plan and organize the Teachers on Teaching conference, a popular professional development opportunity. I'd welcome the chance to continue making contributions to these efforts. As an English instructor at the college I'm very familiar with the challenges our students face, particularly in writing, and I feel a strong commitment to work on addressing their needs.

**Catherine McKay:** I thought I had sent my email reply to you that I would like to be considered for running for another term in Academic Senate, and to continue to serve on any committee that needs Part-Time representations.

**Euline Olinger:** I would like to be considered for the Student Equity Committee.

Is there a “space” for a part-time instructor in the committees who has gone through and graduated from a California community college and a state university but was not given guidance about the process of matriculation? Whose high school counselor didn’t even provide information about college because my SAT score was so low (obviously “not college material”) and my family didn’t know how to navigate the California educational system?

I have also served on the Academic Senate at the College of the Sequoias as a PT faculty, I was on the Basic Skills Committee at the College of the Sequoias and was in the Curriculum Committee at the University of Oregon as a full time instructor.

I can be in any of the committees depending on what days they meet and how often.

**Machiko Shimada:** I am interested in serving on Basic Skills Committee. Could anybody brief me what the duties are?

While I was a student at Mendocino College, I became a tutor in 2002 and then in 2010 I became a Math instructor. I have been assigned to Basic Math and Pre Algebra courses both at Ukiah and Lake Center. For past 14 years I have worked with students in Basic Skills courses. I have strong concerns and interests in this area. Please note that I am not available on Ukiah campus on Tuesday and Thursday since I teach at Lake Center. Thank you for consideration.

*Machiko Shimada Mathematics Instructor Proctor*

**Melissa Timmen** (English Dept., PT Faculty): I would like to offer my participation for the Curriculum committee. I have begun work on my doctorate and it includes curriculum, instruction and leadership. I believe this position would help me immensely in my endeavors.

Thank you.

**Pat Thygesen:** I am very interested in serving as a Part Time Faculty Rep to the Planning and Budgeting Committee. I have been a part time faculty member for more than 20 years, in addition to 7 years as a full time manager for the Child Development Center, so I think I have a strong background in the planning processes and financial aspects of the college.

As a second choice, I would be happy to serve on the Staffing Committee, on which I served for 4 years while a full time manager.

**John Tomlinson:** I am interested in the student equity committee. I would love to have more information. Thanks.

### **Nominations received as of April 6 for Academic Senate seats & officers:**

#### Full-Time faculty nominations:

Jordan Anderson (Sciences)

Casey Bylund (Math)

Marcus Frederickson (to represent Math, Sciences or CTE)

Catherine Indermill (to represent Science, Math or CTE)

Conan McKay (to represent CTE or Math)

Doug Browe, Incumbent (to represent CVPA)

Maria Cetto (to represent English, Library & Languages)

#### Part-Time Faculty nominations:

Jason Davis

Catherine McKay

#### Office of Vice President:

Marcus Frederickson

Catherine Indermill

Conan McKay



## **Faculty Meeting Topics & Food Rotation**

### **October 8:**

- Present AS 15-16 goals (Reid & senators)
- Report on Coastal Implementation (Dan & Jody)
- OEI presentation (Jason)

Food by Jody & English / Communication / Library / Languages

### **November 3 (Tuesday):**

- Report on statewide initiatives and plenary resolutions

Food by Vivian & Social Sciences, Psychology, Political Science & History

**December 17:** Steve & Sciences

**January 22, 2015** (in-service: lunch provided by administration)

**February 25:** Tascha & Student Services / Learning Skills / Counselling

- Brian Klovski on bookstore matters
- Jessica Silva on marketing services
- VP Jason Edington to report on Instructional Design Conference

**March 24:** Dan & CTE

**April 21:** Jason & Math

**May 19:** Doug & CVPA

Reid will assist with set-up & clean-up for all meetings, provide plates, cups, napkins & utensils for all meetings and assist with CVPA lunch.

<b>Fine &amp; Performing Arts</b>	<b>Science</b>	<b>Mathematics</b>	<b>CTE</b>
<i>Doug Browe</i>	<i>Steve Cardimona</i>	<i>Jason Edington</i>	<i>Dan Jenkins</i>
Boswell, Doug Edelman, Reid Grisanti, Rodney Pfutzenreuter, Les Rosenstreich, Lisa Saxon-West, Leslie	Anderson, Jordon Beck, Tim Blundell, Sue Donham, Rachel Frederickson, Marcus West, Alan	Ahders, Roger Banta, Leslie Finnegan, Julie Bylund, Casey Pai, David White, Deborah	Danning, Nora Chaudrue, Vicki Laughton, Fran Petti, Nicholas Woods, Lisa Xerogeanes, Jim Drake, Tiffany
<b>Library, English &amp; Language</b>	<b>Social Sciences</b>	<b>Learning Skills &amp; Student Support Services</b>	<b>Part Time Faculty</b>
<i>Jody Gehrman</i>	<i>Vivian Varela</i>	<i>Tascha Whetzel</i>	<i>Jessica Crofoot &amp; Catherine McKay</i>
Buccelli, Ginny Cechin, Jaime Cetto, Maria Haggitt, Lynn Koetzner, John Rawlinson, Bart	Hock, Roger Indermill, Catherine McKay, Conan Montes, Rebecca Walsh, Sarah Warf, Phil	Combs, Kurt Crossman, Steve DaCruz, Cintya Hicks, Greg Hollis, Rhea Mendoza, Alicia Ramming, Tanja Stirling, Jean	

## **Approved Academic Senate Goals for 2015-2016:**

1. Finalize & review Committee Handbook {4,5,6,7,8,9 & 10}
  - consider streamlining committees
  - review process for recruiting & appointing adjunct faculty to committees
  - Discuss structure & reporting of Faculty Office Space Committee. Assess whether Faculty Office Space Committee should report to Academic Senate, faculty unions or both (possibly through SUECo)
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Participate in discussions and planning regarding potential provision of services to international students {4, 5, 11}
5. Lead investigation and actions with regard to OEI and Online Platform Choice {4}
6. Recommend revisions to new College Web-Site {4 & 11}
7. Review criteria and process for academic rankings {11}
8. Support continued representation & involvement of our local AS at statewide level {8 & 10}
9. Participate in planning and discussions with regard to SSSP (Student Success & Support Programs) & Student Equity priorities{1, 2, 3, 4, 5 & 6}
  - Participate in planning / assessing priorities with regard to potential future collaboration with CUE (Center for Urban Education). Do we wish to embark on the Equity Scorecard process with CUE?
10. Investigate and recommend actions with regard to administrative workload of faculty (do we want to revisit division chairs?) {6, 7 & 10}

### **Ongoing matters:**

1. Continue to support effective communication & collaboration between faculty & administration / management. Identify potential points of friction and possible solutions. Communicate faculty support for administration as applicable. {11}
2. Review state-of-the-college with regard to SLOs, PSLOs & ISLOs {1, 3, 4, 5, 7, 9, 10}
3. Review Constitution &/or Bylaws (annually) {11 & all}
4. Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees