

**Mendocino College Academic Senate**

**MINUTES**

February 7, 2019

**12:30 - 2:02 pm**

LLRC Room 4210

**I. Call to Order**

President Indermill called the meeting to order at 12:30 p.m.

Present: Jody Gehrman, Julie Finnegan, Doug Browe, Nicholas Petti, Taylor Cannon (12:36), Janice Hawthorne Timm, Rodney Grisanti, Rhea Hollis

Absent: *None*

Guest: Steve Hixenbaugh (12:30-12:43), Ginny Buccelli (1:35-2:02)

**II. Approval of the Agenda**

M/S/C (Hawthorne Timm/Gehrman) with the amendment of Item VI.B: *unanimous*

**III. Approval of the Minutes**

M/S/C (Gehrman/Grisanti) Yeas: Gehrman, Finnegan, Petti, Cannon, Grisanti, Hollis;

Abstain: Browe, Hawthorne Timm

**IV. Public Comment**

*None*

**V. New Business**

**A. Outreach And Marketing Committee Report**

Professor Steve Hixenbaugh, member of the Outreach and Marketing Committee, presented a verbal report to the senate regarding the most recent marketing meeting, which was held on January 29th. The report included the following:

- The Committee discussed redesigning the college logos for both athletics and academics.
- There was a preliminary discussion with the Mendocino County Department of Transportation regarding a traffic light at Hensley Creek Road, as well as an electronic sign. The possibility of renaming Hensley Creek Road to better reflect Mendocino College was also a topic of discussion.

The Outreach and Marketing Committee specifically requested the Senate's assistance in regards to support for student retention and inreach, as well as working with students so they know what classes are coming up in which departments.

**VI. Old Business**

**A. Academic Senate Goals Update**

President Indermill provided an update on the work that has been done to revise the Mendocino College Academic Senate Constitution and Bylaws (Attachment 1). She clarified the importance of revising the documents to reflect the many changes that have occurred in the last number of years at the college, such as increased number of faculty, numerous initiatives, institutional requirements, increased and changed

committees etc. There have been some updates in recent years but not a comprehensive update reflective of these changes. As a result of these changes the role of the Academic senate has expanded and evolved and the current constitution and bylaws do not reflect the actual work that is occurring and required (for example the responsibilities of the senators, president and vice president). Further, some of the information in the constitution belongs in the bylaws and vice versa. Clarification was provided that the constitution includes the “rules”, “regulations” that must be followed and the bylaws are more like the “guidelines” of how to do so. Additionally, constitutional changes require a two-third vote of faculty, bylaws can be changed by a simple majority vote by the Senate.

Discussion also included:

- The need for Senate representation on every key decision making committee,
- Updated election procedures to include electronic voting
- The inclusion of an appendix, to include documents such as the committee report guidelines, information about academic rank (and/or in the bylaws)
- Criteria, qualifications for the president and vice president, maybe a recommended “skill sets” should be developed and noted
- ASCCC liaison positions
- The need to re-address and possibly realign the senate constituent groups, for example CTE program faculty could be linked with like disciplines rather than keeping them as a separate group of faculty
- Significant additions to the duties of the president and vice president are needed to reflect the actual jobs, requirements of the officers
- Should information about Guided Pathways, Student Learning Outcomes, integrated planning be included somehow in the bylaws?

Tasks to be completed include:

- Senators Hollis and Finnegan will look at the realignment of discipline areas by brainstorming the disciplines with faculty in those areas to come up with a balance
- Senator Browe (and another faculty member) will look at the constitutions and bylaws from two or three other colleges to see what, if any, other topics might be included in ours

Next steps include:

- Senators will discuss with and ask for input from constituents and send information to Indermill
- Indermill will incorporate comments suggestions into another draft for review by the senate
- Once a fairly complete draft has been agreed to by the senate it will be sent to faculty for input, comments etc
- The goal is to have the constitution on the ballot by the end of April (per current requirements)

## **B. Committee Update**

Indermill provided an update on the current status of committees, including vacancies (Attachment 2). She requested that a senator volunteer to serve on EAP and PBC for the remainder of the semester. Vice President Gehrman is unable to attend these meetings because they conflict with her teaching schedule. She would like to have a senator appointed to these committees by the next meeting (2/21/2019). In addition, there is an immediate need to fill the senate vacancy on SLOT. Senator Finnegan will serve on the SLOT committee for the remainder of the semester.

Indermill noted that the Academic Senate has been working towards having a senator on each of the key decision making committees (EAP, SLOT, Outreach & Marketing, Staffing, Technology, Facilities, Professional Development) and asked senators to volunteer to serve on the committee in which a vacancy will occur at the end of this semester and commence with a 2019 - 2021 term.

It is time to appoint a Curriculum Committee Chair. The current chair's term expires at the end of this semester. The *Curriculum Committee Handbook* recommends this appointment occur in February (Attachment 3). Indermill will send a request for volunteers to the faculty and asked senators to solicit volunteers from their constituents

## **VII. Standing Items**

### **A. Guided Pathways**

There was no new information to add.

### **B. Accreditation**

Debra Polak had a phone meeting with Gohar Momjian, the ACCJC vice president assigned to our college. Indermill will update the senate on this meeting and any other new developments at the next senate meeting.

### **C. Assembly Bill 705**

There was no new information to add.

## **VIII. Senate Reports**

### **A. President Indermill**

A verbal report was provided for the senate. The Planning and Budgeting Committee met on Tuesday, February 5, in which the following was discussed:

- Three immediate replacement hires were approved. Two classified positions: Financial Aid Technician (this is going out a second time after a “failed hire”) and Administrative I for DSPS (Disability Services Student Program) were approved. The third is the Director of Nursing, as the current one is planning to resign in December 2019.
- There was a discussion on Strategic Planning, where Debra Polak and Minerva Flores put together a presentation on how Strategic Planning goes together with Guided Pathways.

- The April faculty meeting from the 11th, has been moved to the week after Spring Break, on April 25th to accommodate Earth Day activities.
- Indermill will schedule an additional faculty meeting on February 28th, in which there will be no agenda. This is a nonconstructed faculty meeting, for the purpose of collaboration and networking.

**B. Other**

*None*

**IX. Open Forum**

Senator Browe invited the other senators to to an art show at the college held between four and six on February 7.

Hawthorne Timm announced a vocal jazz ensemble on Sunday, February 10 in the little theatre.

The Teachers on Teaching Conference is scheduled for Saturday, February 23.

**X. Adjournment**

M/S/C (Petit/Gehrman) to adjourn the meeting at 2:02. *Unanimous*

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**Academic Senate Meeting February 7, 2019**  
**Attachment 1**

**Academic Senate Constitution**

[https://www.mendocino.edu/sites/default/files/constitution\\_of\\_the\\_mendocino\\_college\\_academic\\_senate\\_-\\_revised\\_2016.pdf](https://www.mendocino.edu/sites/default/files/constitution_of_the_mendocino_college_academic_senate_-_revised_2016.pdf)

**Academic Senate Bylaws**

[https://www.mendocino.edu/sites/default/files/bylaws\\_of\\_the\\_mendocino\\_college\\_academic\\_senate\\_-\\_2016.pdf](https://www.mendocino.edu/sites/default/files/bylaws_of_the_mendocino_college_academic_senate_-_2016.pdf)

**Committees for 2018-2019**  
**As of February 7, 2019**

**Academic Review**

4 FT Faculty

- Steve Crossman (2020), Catherine Indermill (2020), Kurt Combs (replacement 2019), Deborah White (2019)

**Accreditation Steering**

Co-Chair: Academic Senate President and 2 FT Faculty (one Senator & one at-large)

- Catherine Indermill, Academic Senate President (2020), Nicholas Petti, Senator (Jan. 2019 appointed replacement completing 2017-19 term)

Vacant: Faculty at-large.

Volunteer: \_\_\_\_\_

**Curriculum**

1 FT faculty Chair & 5 FT Faculty (should be tenured & have 2 semesters), 1 PT Faculty\*

- Tascha Whetzel (Chair - 2019), Reid Edelman (2019), Sarah Walsh (2019), Jason Edington (2020), and Marcus Frederickson (2020), Kathy Renderman\* (2020), Alicia Mendoza (2019 - completing a term)

**Distance Education**

1 FT Faculty Chair – DE Coordinator and 6 FT Faculty, 1 PT Faculty\*

- Vivian Varela (Chair – DE Coordinator) Phil Warf (2020), Casey Terrill (2019), Neeka Aguirre (2020), Greg Hicks (2020), and John Rall (2020), ~~Jeffrey Brunner\*~~ (2020), Emily Hashemian (2020)

**Educational Action Planning (EAP)**

Co- Chair: Academic Senate President, Curriculum Chair, Academic Senate Vice President, SLOT Chair, Distance Education Chair and 1 FT faculty from the Curriculum Committee (should be tenured and have two semesters) 4 total and 1 PT faculty

- Catherine Indermill, Co-Chair, Academic Senate President (2020); Jody Gehrman, Academic Senate Vice President; Vivian Varela, Distance Education Chair; Tascha Whetzel, Curriculum Committee Chair (2020); Marcus Frederickson (2020), Curriculum Committee; Jill Carey \* (2020)

Vacant: SLOT Chair \_\_\_\_\_

Volunteers: \_\_\_\_\_

### **Enrollment Management (EMC)**

1 FT Co-Chair and 5 FT faculty and 1 PT Faculty\*

- Jody Gehrman, Co-Chair, Academic Senate Vice President (2020), Reid Edelman (2019), Steve Hixenbaugh (2019), Lisa Rosenstreich (2019), Roger Ahders (2020) and David Pai (2020), Stuart Campbell\* (2020)

### **Equity**

1 FT Faculty Co-Chair and 5 FT faculty

- Jason Edington, Co-Chair (2020), Steve Crossman (2019), Nicholas Petti (2019), Lidia Sanchez (2019), Brianna Zuber (2020), Emily Hashemian (2020)

### **Facilities**

2 FT Faculty

- Steve Cardimona (2019) and Jim Xerogeanes (2020)

### **Faculty Association**

2 FT Faculty

- Tim Beck (2019), Vivian Varela (2020)

### **Faculty Office Space**

4 FT Faculty

- Greg Hicks (2020), Phil Warf (2019), Reid Edelman (2019), and Nicholas Petti (2020)

### **FLEX**

3 FT Faculty

- Leslie Banta (2019), Roger Hock (2019) and Heidi Crean (2020)

### **Foundational Skills**

1 FT Faculty Chair and 5 FT faculty and 1 PT Faculty\*

- Ginny Buccelli (Chair-2020), Sarah Walsh (2020), Machiko Shimada\* (2020), Emily Hashemian (2020), Alicia Mendoza (2020)

Vacant (2018-2019):

Volunteer: \_\_\_\_\_

Vacant:

Volunteer: \_\_\_\_\_

### **Guided Pathways / Integrated Planning Leadership Team**

4 Faculty -

- Catherine Indermill, Jason Edington, Ginny Buccelli, Rhea Hollis (terms to be determined by committee)

### **Outreach and Marketing**

3 FT Faculty

- Steve Hixenbaugh (2020), Nicholas Petti (2019), Lidia Sanchez (2019)

**Planning and Budgeting**

3 Faculty by position Academic Senate President, Academic Senate Vice President, MCFT President and 1 PT Faculty\*

- Catherine Indermill, Academic Senate President (2020); Jody Gehrman, Academic Senate Vice President (2020); Phil Warf, MCFT President (2020); Brian Varkevisser\* (2020)

**President’s Policy Advisory Committee (PPAC)**

Academic Senate President, Vice President or FT Faculty designee

- Catherine Indermill, Academic Senate President (2020) and Phil Warf (MCFT President 2019)

**Professional Development**

Academic Senate President and 1 FT Faculty

- Catherine Indermill, Academic Senate President (2020) and Roger Hock (2019)

**Professional Development Leave**

3 FT Faculty (must be tenured and not applying for leave)

- Tim Beck (2019), Sarah Walsh (2019) and Rachel Donham (2020)

**Staffing**

5 FT Faculty - must have three years FT with the District

- Bart Rawlinson (2019), Greg Hicks (2019), Rodney Grisanti (2020) and Reid Edelman (2020), Tim Beck (2018-2020)

**Student Learning Outcomes Team (SLOT)**

1 FT Faculty Chair and 5 FT Faculty and 1 PT Faculty\*

- Casey Terrill (2020), Doug Browe (2019), Brianna Zuber (2019), Taylor Cannon\* (2020)

Vacant: Chair (2018-2020)

Volunteer: \_\_\_\_\_

Vacant: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Vacant: Senator (replacement 2019)

Volunteer: \_\_\_\_\_

**Technology**

3 FT Faculty

- Sue Blundell (2020), Stephen Decker (2019) and Doug Browe (2019), Chantal Cimmiyotti (2020)

*Curriculum Committee Handbook:*

**SELECTION PROCESS FOR FACULTY CHAIR:**

1. The Academic Senate will select the Faculty Chair from among interested and eligible Faculty.
2. In the event there is no member eligible based on adopted criteria, the Academic Senate will consult with the Vice Chair and at least one past Faculty Chair to appoint a new Faculty Chair.
3. Faculty Chair will serve a two-year term with no term limitation.
4. Faculty Chair appointment by the Academic Senate will take place in May for the following year. \*

**\*ideally the chair should be appointed by February to begin serving the following fall semester to allow for consideration of teaching loads.**

**CRITERIA FOR FACULTY CHAIR:**

1. A full-time tenured faculty member who has previous service of at least one (1) term on the Curriculum Committee (One year of service is sufficient if the member has attended 90%+ of the meetings).
2. Familiarity with the curriculum process and the elements of the Course Outline of Record
3. Familiarity with institutional requirements, Generation Education, pre and co-requisites, and Chancellor's office mandates and priorities, such as Transfer Degrees.
4. Ability to establish priorities and execute committee goals.
5. Ability to communicate and coordinate with all faculty, committee members, and relevant college staff.

(criteria voted and approved by Curriculum Committee 4.7.17)

## Letter of Interest:

TO: Catherine Indermill, Academic Senate President  
RE: Curriculum Committee Faculty Chair for 2019-2021  
DATE: 2-13-19

I am applying for the Curriculum Committee Faculty Chair for the next term 2019-2021. I have learned a great deal from the last two years serving as the Chair. This experience as well as being a past Curriculum Committee member has helped me better understand the curriculum process, Course Outline of Records, institutional requirements, General Education patterns, pre and co requisites, transfer degrees and the mandates and initiatives from the Chancellor's office.

Our campus has recently adopted new math and English matrices in relation to AB 705. Additionally, the committee has worked diligently to work through the 5-year review with individual departments, review distance education changes, and explore noncredit options. I have established a Curriculum web page on our college website that features agendas, eLumen help guides, GE and DE forms, and local and state resources. I believe this has helped with communication and accessibility of curriculum information for our faculty and staff. I feel I can continue to offer assistance with the impending accreditation as well as the adjustments to the AB 705 mandates over the next 2 years.

Thanks for your consideration,

  
Tascha Whetzel