

**Mendocino College Academic Senate
AGENDA**

February 13, 2020
12:30 - 1:50 pm
LLRC Room 4210

- I. Call to Order**
- II. Approval of the Agenda**
- III. 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.
- IV. Approval of Minutes**
 - A. January 23, 2020**
- V. Consent Agenda**
 - A. Goal #5 Academic Rank**

Recommendation to approve the revised Academic Title and Verification Form as presented
 - B. Academic Senate Bylaw Revisions**

Recommendation to approve minor corrections and revisions to the Academic Senate Bylaws
- VI. New Business**
 - A. Full-time Faculty Evaluations - Discussion**

(20 minutes)

Professor Bart Rawlinson, MCFT Chief Negotiator, will discuss possible processes for revisions to the full time faculty evaluation process
 - B. Guided Pathways Essential Practices: Scale of Adoption Self-Assessment (SOAA) - First Reading**

(10 minutes)

This document, required by the Chancellor's Office, is designed to assist California Community College's assess their progress in the implementation of Guided Pathways. Guide Pathways Leadership Team Tri-Chairs will present the [SOAA](#) for information and discussion
 - C. Hiring Committee Appointments - Action**

(10 minutes)

Faculty will be appointed to the following hiring committees per discussion:

 1. CalWORKS/TANF Specialist
 2. Student Life Coordinator
 3. EOPS/CARE Coordinator
 4. Instructor/Coordinator – Construction

VII. Old Business

A. Facilities and Safety Committee Report - Information

(10 minutes)

Senator and Facilities and Safety Committee member, Grisanti, will provide a report on recent committee work

B. Technology Committee Report - Information

(10 minutes)

Senator and Technology Committee member, Browe, will provide a report on recent committee work

VIII. Standing Items - Updates are included in the Academic Senate President's report due to the number and length of time required for other topics.

A. Guided Pathways

B. Accreditation

C. AB 705

IX. Reports

A. Academic Senate President's Report

(5 minutes)

A report will be provided for information and discussion

X. Open Forum

Members of the public, as well as senators, may address the senate with comments that are within the purview of the Academic Senate. The total amount of time allotted will be determined and announced by the chair based upon the scheduled adjournment time.

XI. Adjournment

Future Meetings Spring 2020

February 27 (Note: this meeting will be held in Lowery 740),

March 5 *, March 12, March 26, April 2 *, April 23, May 7, May 14 * (Faculty Meetings*)

Academic Senate Agenda
ATTACHMENTS
January 23, 2019

V. Consent Agenda

A. Goal #5 Academic Rank

Professor Jody Gehrman, Academic Senate Vice President, revised the [Academic Title and Verification Form](#) per previous discussions.

Recommendation: President Indermill recommends approval of the form, as presented

B. Academic Senate Bylaws Revision

President Indermill and Vice President Gehrman made revisions as noted below that were oversights from the comprehensive review and ratification of the [Academic Senate Bylaws](#) in May 2019:

- Article II, Section 1: Clarification on Academic Senate constituents
- Article VI, Section 2: Clarification of the appointment of standing and special Academic Senate committees.
- Article VI: Addition of Section 3: Committee Chairs
The Curriculum Committee, Student Learning Outcomes Team and Tri Chair of the Guided Pathways Leadership Team shall be appointed by the Academic Senate. The criteria and duties of each are to be determined by the committee in consultation with the Academic Senate (Appendix B).
- Article VI: Addition of Section 4: Committee Reports
Faculty members on committees are expected to provide formal reports to the Academic Senate, as needed. For the committees listed in this Article, Section B reports are to be provided *at least* annually. It is recommended faculty use the *Committee Report Guidelines* found in Appendix C.
- Article VIII Emeritus Faculty: Deletion

Recommendation: President Indermill recommends approval of the Academic Senate Bylaws, as presented

VI.C. Hiring Committee Appointments

There are four hiring committees being formed that require faculty representation. Three classified and one full-time non-tenure track faculty position. Those who have volunteered or nominated are listed below for consideration.

CalWORKS/TANF Specialist

(need at least one)

- Rhea Hollis, CalWorks Counselor

Student Life Coordinator

(need at least one)

- Vincent Poturica, English Instructor
- Nick Wright, DSPS Coordinator/Counselor

EOPS/CARE Coordinator

(need at least one)

- Emily Hashemian, EOPS Counselor
- Fernando Calderon, EOPS Counselor
- Vincent Poturica, English Instructor

Instructor/Coordinator – Construction

(need at least three)

- Tascha Whetzel, Curriculum Committee Chair and DRC Specialist
- Doug Boswell, Automotive Technology
- Steve Hixenbaugh, Business

IX.A. Academic President's Report

The **Board of Trustees (BOT)** met on February 5, 2020. The “Big Picture” item was a presentation by Vice President Velasco about services provided to Native American students. This is a topic that had been requested by the trustees. Velasco highlighted the success of Pomo Pathway and noted the honorable mention for an Exemplary Program award received from the Board of Governors. He noted in the college's service area there are about 4% Native Americans and our student population is 4.73% (315). This is our third largest population of students. The Native American population in our region is the third largest in the State, followed by Cerritos College and College of the Redwoods. In Lake and Mendocino counties there are 17 recognized tribes. The final draft of the superintendent/president job announcement was reviewed and approved with only a few minor revisions. The position will close on March 20th. Six Board Policies were approved and five were considered for a first reading. All have recently been reviewed by the President's Policy Advisory Committee (PPAC). The nonresident tuition fee was approved at \$265 per semester unit. The philosophy of MLCCD has been to charge the lowest fee possible to students. This amount is in keeping with that philosophy. The BOT was briefed on the current health benefits budget. For the 2019/20 fiscal year the budgeted rate per employee is \$1700.00 and the actual cost (through 12/31/2019) was \$2,018.20. It was noted that at this rate the entire \$750,000 Health Benefits reserve fund will be depleted by the end of the year. The Health Benefits Committee has reviewed various proposals to join another agency so as to not be self-insured. An “all-hands” meeting is scheduled Friday, 2/6 with follow up constituent meetings on Tuesday, 2/11. Interim Superintendent/President Cichocki indicated the goal is to contain cost and “continue to provide excellent health care to employees”. Cichocki provided a written report on many of the college activities during the past month, including Week of Welcome (WOW) events, the press conference with Senator Mike McGuire related to the Construction Grant we received (\$1 million), continued growth of our online course offering and the continued work of the Corrections to College committee and its outreach programs and services at the jail. Her entire report and the entire [Board of Trustees](#) Agenda with supporting materials is on the college website.

Educational Action Planning Committee (EAP) approved a revised Program Review Cycle last Fall. It has been shared with PBC who agree with the revisions. Beginning this Spring (2020) academic departments that are scheduled to complete PR Part II, will do so, but their Five Year Curriculum review will be due next Fall (2020). The rationale is that during the analysis of the program, curricular needs may be discovered (e.g., necessity of course modifications, new course, student learning outcome revisions) which can be addressed more comprehensively after the PR has been submitted. The document, itself, has been revised for increased clarity. Curriculum Committee Chair and EAP member shared a draft of the revised cycle during the faculty meeting at In Service. The approved Six Year Review is as follows:

Six Year Review Cycle for Academic Departments

The Program Review/Curriculum Review/SLO Assessment combined cycle is a six-year cycle.

Annually: Faculty are responsible for Program Review **Part One** and **SLO assessment** (discipline areas complete 25% of their course SLO assessments).

Year 5: Faculty in the assigned Group below are responsible for Program Review **Part Two** in the Spring and the **5-year Curriculum Review** in the Fall. (ex. RLS completes Program Review Part 2 in Spring 2020 and 5-year Curriculum Review in Fall 2020)

Year 6: No departments will complete Program Review Part Two nor Curriculum Review.

GROUP E	GROUP D	GROUP C	GROUP B	GROUP A	
2020	2021	2022	2023	2024	2025
Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	Spring- Program Review Part 2	
Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	Fall- Curriculum 5 year Review	
AOD	ADJ	AGR	ASL	ART	
BUS	AST	BIO	BSK	CLO	
CCS	AUT	CHM	COM	CSC	
CAM	CED (including all 197s)	CDV	EDU/LIB	DAM	
ECO	EGR	EAS-GEO-GEL-NRS	ENG	EMS	
HUS	FSC	HST	ESL	HLH	
MTH	MUS	LRS	PHL	KIN	
RLS	PHY	PSY	POL	NUR	
	PTA	SCI	SOC-ANT-SJS-ETH	PEA-PEF- PES-ATH	
	WLD	SCT	SPN		
		WOD	THE		

For Program Review questions, please contact your Dean.

For 5 Year Review of Curriculum questions, please contact the Curriculum Committee Chair.

For SLO assessment questions, please contact the SLO Committee Chair.

At the February 12th EAP meeting, we will discuss a recommendation from the Professional Development Ad Hoc Committee to add a field in the PR Form asking faculty to develop

departmental *themes/goals* for professional development requests. I anticipate EAP will also determine the availability and due dates for PR this semester.

At the **Planning and Budgeting Committee** (PBC) we were provided with an update on the budget, the “fiscal cliff” projections and the Student Centered Funding Formula (SCFF). We reviewed the *Mission, Vision, Values* and *Goal* for the district and made one addition to one of the goals to emphasize our focus on Guided Pathways. The Student Success Metrics were reviewed and it was decided to more closely align them with the SCFF. The committee was provided an update on the current hiring process and made the recommendation to the President that we move forward with hiring a full-time, non-tenure track faculty member for the construction program. This will be a three year position funded by the Construction Program Grant received from the State.

The **Guided Pathways Leadership Team** (GPLT) reviewed the current budget and past revenues and expenses. We receive funding from the State over a five year period (2017 - 2022) in decreasing amounts. The last disbursement will be in July 2021 and all must be spent by June 30, 2022. Our total five year budget is \$527,609 and we have currently spent \$167,963. This leaves \$359,646 for the next two years. The majority has been spent on salary and benefits for full-time faculty (reassigned time reimbursement) and vice presidents of student services and academic affairs and professional development (travel). We have also compensated part-time faculty and students who have participated in various workshops and meetings. The Team brainstormed and discussed possible projects and activities to fund in the coming months and next year. These will be prioritized at an up-coming meeting. The Team also discussed the type of information needed to evaluate the effectiveness of our **AB 705** implementation and student success. We have not received advisory guidelines or requirements from the Chancellor’s Office, but are proceeding with our plans while we wait to see what they request. There will be a Leading From the Middle two-part workshop in April and September that we will participate in from campus with other colleges in the North / Far North (zoom-type conference). The Team developed a cross functional list of those that may participate. Individuals will be consulted and the final list will be presented at the next meeting. Two new work groups were created to assist with upcoming technology needs: MyPath/Career Coach Maintenance and CCCApply Revisions (Spanish-English translation).

The **Accreditation Steering Committee** is working on gathering evidence to supplement the Individual Self Evaluation Report (ISER) highlighted tasks we have accomplished since the report was written (e.g., *Facilities Master Plan*, eLumen and SLO pilot work, Head Librarian hiring process update). The Logistics Team has identified various groups that the peer reviewers will likely want to meet with. Some of these meetings are being scheduled for Tuesday, 2/25. A meeting for representatives from the Academic Senate is scheduled for 2:00-3:00pm. The two public forums will be held in the Little Theater on Tuesday 2/25 at 12:30 and 5:00. In addition, all senators will be invited to the reception on Monday, 2/24 at 3:00 (CVA Foyer).

A cross functional Ad Hoc group has met to discuss and “recreate” the **Professional Development Committee**. Faculty representatives at this meeting were Lisa Rosenstreich and me, the senate appointees to the committee, and Vice President Gehrman. In addition to a general, philosophical discussion about professional development, we talked about:

- The need to develop a Professional Development Master Plan, based on the

- Educational Master Plan priorities,
- Exploring funding PD departmentally,
 - The need to review current PD activities and funding sources,
 - Including additional information about PD requests made via Program Review,
 - Exploring the role of the Flex and PD Leave Committees as related to the overall PD committee,
 - The on-going makeup of the committee. It is suggested the membership to include: Director of Human Resources, Chair; the two academic deans; the dean of counseling; two academic senate representatives; two classified senate representatives; and one management representative.

Please note, inclusion of this report is related to *Academic Senate Goal #6 Professional Development Committee Review* (Review and update Academic Senate's role and responsibilities associated with this committee. The senate leads are Gehrman and me). Another meeting is scheduled for March 6th.

Respectfully Submitted:

Catherine Indermill