

MINUTES
Mendocino College Academic Senate
Friday, October 21, 2016
11:30a.m. – 1:00p.m., Room 4210

- Call to order* Edington called the meeting to order at 11:33a.m.
- Present* Jordan Anderson, Doug Browe, Maria Cetto, Jessica Crofoot, Jason Davis, Jason Edington, Vivian Varela
- Absent* Catherine Indermill, Conan McKay, Tascha Whetzel
- Recorder* Amy Nelson
- Agenda Approval* **M/S/C (Crofoot/Anderson) to approve the agenda after removing the approval of minutes for the October 7 meeting.**
- Public Comment* None
- Reports* **President's Report:** Edington wanted to remind all faculty that the Board of Trustees agenda can be found on the portal and recommends everyone review and read the board packet. He noted that the report he submitted on behalf of the Academic Senate was accidentally left out, but then added and handed out at the BOT meeting.
- Edington's report summarized activities in the Academic Senate as well as pending activities. Edington continued to report that he and Vice-President Indermill met with Superintendent/President Arturo Reyes and Director of Human Resources, Sabrina Meyer, regarding BOT agenda item 6.3, Change in Classification Title, for Vice-President of Administrative Services, Eileen Cichocki. Edington expressed he and Indermill were concerned about a reclassification and that one VP would be put above the other. S/P Reyes and Director Meyer reassured Edington and Indermill that this is a title change only and will not change the hierarchy of the VP's. Both VP's will still report to the S/P. The change in title will help to signify who is in charge in S/P Reyes's absences. Many members of the Academic Senate expressed concern. Both Browe and Anderson questioned why not a title change for the Vice-President of Education and Student Services. Edington stated he understands the perception, and that is what led him and Indermill to question the agenda item, but that S/P Reyes assured Edington and Indermill that there is no organizational change.
- Edington reported on the CUE presentation at the BOT meeting given by Dean of Instruction, Rebecca Montes, and Director of Institutional Research, Effectives and Grants, Minerva Flores.

Edington reported on the PBC meeting from October 14. One item highlighted is the facility needs to house those involved with the HSI Grant and an area to house 'first-year experience' for students. S/P Reyes has asked for all suggestions to be funneled his direction.

Next, Edington discussed a meeting he and Indermill attended with Interim Vice-President of Education and Student Services, Debra Polak, in which Middle College was discussed. Edington noted that VP Polak will be presenting at the November 18 Academic Senate meeting to provide more information.

Cetto expressed concern over space needs considering both the HSI First Year Experience as well as the Middle College on campus, noting that there had been some discussion about using the language lab. Edington stated to the senators that all proposals for facilities would be submitted to S/P Reyes and then forwarded to the Facilities Committee.

Browe stated that everyone on campus use to get a newsletter from S/P Reyes but have not received one in a very long time. Browe also added that all services for students are already located in close proximity and suggested pushing out the front of MacMillan Hall by Admission and Records to create a larger atrium.

The discussion turned to the concern over housing a Middle College on campus. Cetto expressed concern over the maturity of the students and their ability to handle the pace of a college course. Anderson asked if there was a timeline for Middle College to being. Edington stated just this week he was told that the plan were to begin the program in fall 2017. Anderson wanted to know how Academic Senate gets to contribute and expressed concern that there is already a date being established for this program to begin. Anderson continued to express concern that this program would start without input from Academic Senate and then Academic Senate would be asked to be involved with the project after the fact. Many questioned if having high schools students on campus is in the best interest for the students already on campus. Many also stated concern over the motivation of the Middle College program and whether dual-enrollment was the motivating factor or FTES. Edington stated that from his perspective, the goal is to provide a needed community program that would help target students that had previously been on the 'college track' but were in danger of not attending college. He went on to discuss the program at College of the Redwoods that he visited along with Debra Polak and Rebecca Montes. He added that we already have high school students on campus.

Cetto stated she would like to see data on how successful students in similar programs are. Crofoot added her concern of adding new program/students when our current students have concerns that need to be addressed. Anderson added that he is not against the Middle College program but is concerned about the process as Academic Senate should be involved through collegial consultation. Varela stated she has not seen anything presented in EAP, but Edington noted that the Middle College program had been discussed in EAP and is included in the Enrollment Management Plan. Browe questioned the location of the program. Edington explained there is a need for one classroom the first year, with one classroom being added each of the following three years, with the possibility of portables. Browe asked if the college would gain FTES from the program. Edington said yes, once the students were enrolled in college courses.

Senator's Report: Senator Crofoot conveyed that the part-time representative who attends PBC reported that sections/classes were being cancelled for adjunct faculty due to budget overages. Edington asked for clarification on the statement, and Browe questioned who reported this at PBC. Crofoot stated she will follow-up with the representative and report back. Crofoot reminded everyone that adjunct is backfilling for full-time faculty who are assigned to other duties or absent and these duties should not be calculated into the budget overages. Crofoot added her concerns with our student athletes, specifically the football team, and stated she would like to see future plans and ideas for these students and the football program. Varela informed Crofoot that there is a PAT being formed in EAP. Crofoot further explained excitement over a new law regarding adjunct faculty regarding reemployments (rehire rights/seniority) and evaluations. Lastly, Crofoot informed the Senate that it was reported that the college does not have an opinion/viewpoint on ACCJC, nor is there an opinion Statewide.

Action Items

1. M/S/C (Varela/Crofoot) to bring our local associate degrees in line with transfer degrees allowance of P/NP with proviso that the ability to choose P/NP is removed from WebAdvisor and that students are required to meet with a counselor to discuss the ramifications of choosing P/NP grading before being allowed to choose the P/NP grading option. Ayes – Browe, Crofoot, Cetto, Davis, Varela. Nays – Anderson. Abstain – None.

Varela stated that the desire is to make our internal policy of accepting coursework with the P/NP grading consistent with the policy for transfer degrees. Anderson questioned what other institutions do with a grade of P and questioned what we are doing to communicate with students before they choose the grading option of

P/NP and whether we are educating them and giving them the proper tools to make an informed decision. It was explained that some institutions award a letter grade of C. Varela added that faculty can choose to have a grade only policy on their courses. As the discussion continued, Edington reminded the senators that they were there to use their best judgement and represent their constituencies, and that the motion could be amended, or tabled.

M/S/C (Anderson/Cetto) to table the motion regarding the P/NP allowance until the October 28 meeting. Ayes – Anderson. Nays – Browe, Crofoot, Cetto, Davis, Varela. Abstain – None.

Anderson added that he has not had time to talk to everyone and has received some opposing information and was not ready to vote and would like more time to understand the change in policy and talk to all constituents. Varela informed Anderson that registration for spring will begin on November 3, so there is urgency in deciding. Browe added that he felt this change in policy was well received at the last faculty meeting and felt everyone was on board.

2. M/S/C (Browe/Anderson) to appoint Viki Chaudrue to the Distance Education Committee.

Edington informed the senators that Sue Blundell needed to step down from the committee and also wanted to point out that McKay is on the Statewide DE committee. As chair of the committee, Varela stated all would be valuable, but would like someone who has not previously been on the committee. After discussion, Viki was appointed.

Discussion Items

1. ASCCC Resolutions

Edington asked for feedback on the most recent plenary packet and asked the senate to give input to him on how they would like him to vote. Anderson discussed resolution 9.02, regarding dual-enrollment, and asked Edington to vote yes. Edington stated that he planned to vote yes on 9.02. Anderson stated he doesn't feel this issue needs to be on the agenda for a future meeting, but Cetto believes it should. Davis added that this resolution align with the Middle College discussion. Anderson agreed and again expressed concern over the limited resources available for current students.

2. 2016-2017 Goals

Edington displayed the SMART goals worksheets he had previously sent to the senators and discussed the process. Edington continued to explain the SMART goals worksheet as a 'road map' on how to achieve the set goals and to help make sure committees are effective and have participation by faculty. Edington asked the senators to review the goals and pick two or three that they would like to perhaps take the

lead on – not to do all the work of the goal but to help make sure the work is being done.

Open Forum

Crofoot stated she had received some feedback that the Academic Senate page on the website did not have current agenda and minutes posted and asked for them to be updated.

Edington added that student success was highlighted at the last board meeting and would love to see a phrase change on campus – student help hours instead of office hours. Edington stated that in discussion with students over the past several semesters, they have informed him that they believed office hours were times when faculty were in their office working and not a time for students, so he changed the term to student conduct hours on his syllabus. Crofoot expressed concern due to the bargaining concerns with adjunct faculty and office hours and suggested educating students on the meaning of office hours. Edington understood Crofoot's concern and stated he would like to see a resolution to change the term at the state level. Cetto added that faculty are expected to be available for five hours a week and that regardless of the term, students need to be aware that their instructors are available.

Adjournment

The meeting was adjourned at 1:03p.m.

Next Meeting

Friday, October 28, 2016 from 11:30a.m. – 1:00p.m.
Location: LLRC, room 4210

ACADEMIC SENATE PRESIDENT'S REPORT

October 21, 2016

Respectfully submitted by Jason Edington, Academic Senate President

1. Update on Accomplishments and pending items in Academic Senate

Completed: Senate and faculty meetings schedule for Fall semester; posting of agenda; Senate Orientation; setting of goals; initial discussion on Survey; awarding of Federal Work Study funds; several committee appointments and updates; Distance Education Committee recommendation for Canvas; Reports on/from Dual and Concurrent Enrollment, Student Equity, and Distance Education.

Upcoming: Constituent group reorganization; review of Minimum Qualification Equivalency Procedures; test proctoring; review of Academic Rank Procedures and Process; committee reports from Professional Development, Foundational Skills, SSSP, SLOT, Curriculum, and Flex.

Pending: Strategizing how to complete our goals; committee appointments for vacancies, setting meeting dates for Spring 2017, Academic Calendar, staggering committee appointments for continuity.

2. BOT Meeting 10-12

Prior to the BOT meeting on 10-12, Catherine and I met with Arturo and Sabrina to discuss item 6.3: Change in Classification Title. Our biggest concern was that there was a reclassification happening, and a larger reorganization wherein the VP of Academic Services would be in a higher position above the VP of Education and Student Services. Arturo stated in this Pre-BOT meeting, and again later in the BOT meeting, that 'the position of V.P. is not changing, and we are not putting one V.P. above another.' Catherine and I suggested that changing the agenda item to read 6.3: Change in Title – Academic Administrator, would go part of the way to clear that up, and Arturo agreed. Arturo further stated to us in this meeting, and later to the Board, that this change in title represents an acknowledgment of the change in duties, which are very different today than what they once were. Further, Arturo stated that he felt this change in title makes it clear who is in charge when he is off campus, something that he stated he feels lends to our stability.

One other item of note stated by Sabrina at this meeting is that at SRJC, three out of five of their VP's are Assistant Superintendents.

The items at the BOT meeting are listed in the agenda, and I encourage you to read through it if you have not already done so. One item of particular interest that was discussed was the 'Big Picture' report given by Rebecca and Minerva. The 'Big Picture' item was focused on our work with CUE. This was very informative and I believe helped to answer many questions that the board has had about the work.

3. Faculty Meeting 10-13

Notes will be forthcoming soon, but I believe that the Faculty Meeting structure suggested and implemented by Catherine is proving to be a success! Each of our first two Faculty Meetings are presenting interesting information for faculty members, and attendance grew at the second

meeting! Thank you to Anastasia, Bart, and Jody for presenting, and to Vivian for running the meeting. Also, thank you to Catherine Indermill for suggesting the current format!

4. **PBC 10-14 (did not attend Area B meeting)**

50% law update – we are at 51.46% spending on direct instruction – or 1.46% over the requirement.

HSI Grant – Facilities to house the program are necessary. There will be a set of suggested ‘ideas’ on how to/where to house the program, and these ideas will be forwarded to Facilities for the discussion on where to house the program.

A required director position for the HSI Grant was approved.

The following positions were also approved as these vacancies were due to promotions, resignations, or retirements: Biology Lab Assistant, Admissions and Records Specialist, Administrative Assistant II – Facilities, Interim Learning Center Coordinator, and Athletic Program Specialist.

We also had a discussion on how much we, as PBC, felt comfortable with spending on new positions. \$472,000 would have put us right at the board directed 15% reserve. It was suggested that a more conservative approach would have been to stay at \$400,000. I brought up that we are building for higher capacity, and that we expect the initiatives we are working on to pay off in higher FTE, and pushed back for \$472,000. Arturo agreed but also stated that we are in a capture year and there is some concern about hitting our target this year. In the end, the consensus was \$450,000 in new position funding for next year.

5. **AS/AVP Meeting 10/19**

Catherine and I met with Debra P. for our bi-weekly meeting. We discussed Middle College (Debra will be presenting more information on this on 11/18), Staffing Committee, Program Review, and the Mendocino Coast Implementation Committee. (Dan Jenkins has asked to step down and I would like to have another Senator replace him on this Ad Hoc Committee. However, in the event that this Ad Hoc committee will finish its’ duties by the end of the Fall semester, this may not be necessary.)