

MINUTES  
Mendocino College Academic Senate  
Thursday, October 29, 2015  
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, Dan Jenkins, Catherin McKay, Jody Gehrman, Tascha Whetzel, Jessica Crofoot, Jason Edington, Steve Cardimona, and Doug Browe
- Absent* Vivian Varela
- Guest* Rebecca Montes
- Agenda Approval* M/S/C (Edington/Gehrman) to approve the Agenda of October 29, 2015  
Approved with changes.
- Minutes Approval* M/S/C (Edington/Crofoot) to approve the minutes of October 15, 2015  
Approved with corrections.
- Public Comment* Edington attended the Area B Plenary meeting last week Friday. He will elaborate more about David Morse’s report at the next Senate meeting. Various Resolutions were discussed. Edington will e-mail the Resolutions to faculty for review. He will be voting on this information next Saturday, November 8, at the Plenary meeting. Please send information and responses to him as soon as possible.
- Edelman asked Edington to review the Resolutions next week Tuesday, November 3, at the faculty meeting.
- Whetzel mentioned the Fall 2015 Teacher Institute “Disability Compliance in the Digital Era” regarding Section 508 Compliance – Supporting digital accessibility to Mendocino College Students, from 9:00 to 1:30 p.m. in Room 4210. Gaeir Dietrich, the Director of the High Tech Center Training Unit for California Community Colleges is the guest speaker.

## *Committee Reports*

### **Part-Time Faculty Report**

McKay mentioned that part-time faculty, that teach online classes, will be reimbursed for the conversion to Canvas once the decision has been made. She also mentioned that it is Equity Week and will be sending information to part-time faculty members.

Crofoot attended two conferences. She will bring information to the next Senate meeting, November 12.

The next conference will be held on February, 19 – 21, in Manhattan Beach, Southern California. Please let Crofoot know if you are interested in attending. She also mentioned that travel reimbursements may be available.

### **President's Report**

Edelman provided a written report. The following information was provided: PBC (10/13/15); Safety Training (10/14/15); and AS meeting with VPESS (10/19/15).

### **Curriculum Report**

Montes mentioned that the Curriculum Committee is currently working on a new math class that will be offered in the fall of 2016. During the spring there will be new information to review.

The committee is looking for a replacement of Curricunet. This offers the District an opportunity to change processes where necessary.

Montes encouraged Senate members to attend the DRC meeting offered next Friday, November 6. A new evaluation for Distance Education classes is needed.

Edington mentioned that the feature that Curricunet offered regarding access to curriculum from other campuses was helpful in creating new curriculum.

Browe mentioned the non-repeatability issue. He stated that the Admissions Office does allow students to repeat classes. You can repeat certain courses up to four times. Student would not eligible to enroll in a course within that same family of courses.

He further stated that this is a problem for student that progress at their own rate. There needs to be a step system in place.

Edelman asked Montes to review the information regarding repeatable courses. She will contact the Director of Admissions for further information and will keep the senate informed.

Montes mentioned that only two classes are repeatable at this institution She further stated that if a student is repeating courses the institution is not being paid for the enrollment.

Crofoot asked about Math 78 and when the class will be offered for those students that are transferring.

Montes stated that she is waiting for approval from the Chancellor's office. The course will not be available prior to fall 2016.

#### *Old Business*

#### **Review and discuss final draft of Noncredit SSSP Plan**

Edelman asked Dean Kouanchao to review the document with the Senate.

Dean Kouanchao mentioned that two positions are being proposed, an Embedded Counselor and Bilingual Counselor. Candie Dickinson is currently working as an Embedded Counselor. The Bilingual Counselor will be a new position.

An Outreach Specialist and a Bilingual Specialist will be hired to cover various locations, including Covelo.

- Two laptops are being requested for off-campus use.
- The District is matching funds with Kurt Combs' Counseling salary.
- The Expenditure Report will be due next fall.

Edelman mentioned that the final draft is due tomorrow, October 30. He would like to review the budget information that has been provided in the report.

Kouanchao mentioned on page 9 that the budget had been updated. On page 25 the addition the District match has been included in this area. The

District has met the matching of funds by using Kurt Combs' Counseling salary.

Gehrman asked Ketmani about students on the coast who would like to take a creative writing class.

Kouanchao mentioned that services are currently being offered to students who will eventually obtain a certificate. Special core services such as: Orientation, Assessment, Counseling, Advising Education Plans and Follow-up services are the main focus at this time.

Gehrman mentioned that she needs to learn more about this information and possible non-credit courses that can be offered.

Whetzel suggested reviewing the Chancellor's website for additional information.

M/S/C (Edington/Jenkins) to authorize Edelman to sign the document on behalf of the Academic Senate.

Ketmani thanked those that assisted with the process.

**Clarify Senate position regarding revision of faculty evaluation forms**

Edelman mentioned that the faculty evaluation forms will stay the same, no changes will be made.

Edelman asked Jenkins to update the senate on his progress in forming an Ad hoc committee to create documentation regarding mentoring and support to new faculty members.

Whetzel mentioned that she recently evaluated an instructor and was using a form dated 2011.

Jenkins will mention to Human Resources that they are using the incorrect form for this process.

Crofoot suggest the use the more current form agreed upon by the contract. This may become a grievable item if questions are raised.

*New Business*

**Discussion of Math Class caps**

Edington would like for two classes within the Math department to have lower enrollment caps. The reason for this request is due to the amount of attention needed for each student to help them be successful and ready for the next level.

According to Dean Polak, the faculty, Senate and Union should come up with a plan/agreement and return the information to her or the respective Dean.

Browe asked if a motion or resolution is needed for this effort.

Edelman mentioned, if the math department feels this is necessary he will support it.

MSC (Browe/Crofoot) The Academic Senate respects the judgement of academic departments in establishing reasonable enrollment limits for pedagogical reasons. Recognizing that the Math Department has presented a thoughtful and convincing case for enrollment limits of 24 students each in Math 46 and 77, the senate supports establishing these limits.

Cardimona mentioned that classes need to be presented and taught in the same Manner. The instructor can offer assistance more easily in the classroom environment.

Edington stated that a lot more time is spent with students on-line. He mentioned that there are many resources available to students and On-line office hours have been offered. He further stated that Geometry will not be offered on-line.

Jenkins asked about Math Lab classes. He stated that the lab classes should address the issue of individualized attention, therefore, the class cap should not be necessary.

Edington mentioned that there is need for students to receive individualized attention from the instructor in class, especially in Basic Skills math and Geometry. There are caps placed on English classes where there is a workload and pedagogical issue.

Edington further stated that approximately 8% of basic skills students successfully transfer and/or earn an A.A. The class caps would help students continue to be successful.

Edelman mentioned the need to be careful not to abuse caps placed on class enrollment. A good example of what is needed and what is necessary.

Crofoot mentioned that the class limitation policy should be the responsibility of the Enrollment Management Committee.

**Check-in on status of Ad hoc committee – Support/Mentoring of new faculty**

Jenkins is waiting to hear back from Indermill and Blundell regarding their interest in serving on this committee.

Jenkins mentioned that he is researching models of faculty mentorship and reviewing different approaches.

**Committee updates: Status of Student Services Council & Accreditation Steering Committee**

Edelman stated that information has been provided in the President's Report. All faculty on this committee serve by virtue of their positions. The positions include Lead counselor, DRC Counselors, Cal-Works Counselor and the Curriculum Committee Chair. Other faculty members that attend the meeting are there as a guest.

**Accreditation Steering Committee**

Edelman mentioned that both Rosenstreich and Mendoza were approved to serve on the committee at the last meeting.

Rosenstreich has asked to withdraw due to work-load issues.

**First Reading of Resolution on Coastal Field Station funding**

Cardimona read the Resolution that was submitted by Cardimona, West, and Blundell.

Edelman mentioned that this is the first read and will be brought back for a second read at the next meeting on November 12.

Cardimona mentioned that the original resolution did not include information regarding the match of funds. This concerned the Board. Information has now been included.

Jenkins asked about the sale of the easement.

Cardimona stated that BLM has the documentation and is waiting for a response.

Crofoot mentioned that the sign to the Fort Bragg campus needs to be updated to reflect location and site information.

*Future Agenda  
Items*

Review Equity Plan  
Review academic rank procedures & process  
Review of Minimum Qualification Procedures  
On-line Management System Committee  
Committee Reports (EAP, SLOT, Curriculum, Student Equity...)  
Test Proctoring

*Next Meeting*

Thursday, November 12, 2015, 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**

Respectfully submitted by Reid Edelman, 11/2/15

**VP / Deans / Senate Meeting 10/27/15 (11-12:30)**

- I. **Update on College Volunteers & required forms:** Ginna reminded us of the need for submitting volunteer form to BOT for approval prior to utilizing any on-campus volunteers. Questions were raised about whether this includes students. Ginna will check on this. But the bottom line is that any person doing an activity on campus should have a designated purpose...either a BOT approved volunteer, a staff member or a registered student.
- II. Area updates were presented. Jason and I updated the group on current senate activities and discussions.

That is all for this report. I will be attending the BOT meeting on 11/10/15. Jason and I will be at Fall Statewide ASCCC Plenary Session November 4-7.

Committee	2014-15 Committee Composition	Committee Composition for 2015-16
<b>EAP</b> 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff	Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) 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) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016)
Enrollment Management Committee Terms not specified Need 6 FT & 1 PT fac Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington	Vivian Varela Conan McKay M. Frederickson Les Pfutzenreuter Roger Hock Jessica Crofoot	<b>Reaffirmed current membership &amp; specify 2 year terms as indicated:</b> Vivian Varela (term ends 2017) Conan McKay (term ends 2017) M. Frederickson (term ends 2017) Les Pfutzenreuter (term ends 2016) Roger Hock (term ends 2016) Jessica Crofoot (term ends 2016)
<b>Curriculum</b> 2 year terms for FT 1 year term for PT Chair: R. Montes	Leslie Banta (term expiring) Tim Beck (term expiring) Julie Finnegan (term ends 2016) Rodney Grisanti (term expiring) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep)	<b>Leslie Banta &amp; Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti.</b>  <b>2015-16 committee composition to be:</b> L. Banta (term ends 2017) Tim Beck (term ends 2017) J. Finnegan (term ends 2016) Conan McKay (term ends 2017) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep) (term ends 2016) Kurt Combs (by virtue of position as Articulation Officer)
<b>Staffing Committee</b> 3 year terms for faculty Includes 5 faculty, FT or PT Chair: Dean D. Polak	Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) Barbara French (term expiring) Rachel Donham (term ends 2017)	<b>Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018:</b> Steve Crossman (term ends 2017) Doug Boswell (term ends 2016) John Koetzner (term ends 2018) Rachel Donham (term ends 2017) Greg Hicks (term ends 2017)



	Greg Hicks (term ends 2017)	
<b>SLOT</b>  <b>Chair: Dan Jenkins</b> <b>Two year terms</b>	<b>Jaime Cechin</b> (term ends 2016) <b>Julie Finnegan</b> (term ends 2016) <b>John Koetzner</b> (term ends 2015) <b>Aeron Ives</b> (term ends 2016) <b>vacant</b> <b>Christine Soldate</b> (PT-2016)	<b>Committee assigned as listed:</b> <b>Jaime Cechin</b> (term ends 2016) <b>Julie Finnegan</b> (term ends 2016) <b>John Koetzner</b> (term ends 2017) <b>Rachel Donham</b> (term ends 2017) <b>Jordan Anderson</b> (term ends 2017) <b>Christine Soldate</b> (PT-2016)
<b>Basic Skills</b> <b>Two year terms</b> <b>Chair: Sarah Walsh</b>	Leslie Banta Jaime Cechin Ginny Buccelli Tascha Whetzel Maria Cetto Andrew Letsky (PT Rep)	<b>AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed:</b> Roger Adhers: (through 2016) Jean Stirling (through 2017) Jaime Cechin (through 2016) Ginny Buccelli(through 2017) T. Whetzel(through 2016) Maria Cetto(through 2017) Andrew Lutsky (PT Rep) (through 2016)
<b>Distance Education</b> <b>2 year terms</b> <b>Includes 5 FT, 1 PT, 1 counselor plus chair</b> <b>Chair (distance ed. coordinator): V. Varela</b>	Conan McKay Jason Edington Roger Hock Dan Jenkins Steve Crossman (by position) Catherine McKay (PT Rep)	<b>Catherine Indermill to replace Conan McKay. Terms should be established as indicated:</b> Catherine Indermill (through 2017) Jason Edington(through 2017) Roger Hock(through 2016) Dan Jenkins(through 2016) Steve Crossman (by position) Catherine McKay (PT Rep)
<b>Student Equity</b> Terms not specified <b>Co-Chairs: Leslie Banta &amp; VP Guleff</b>	Jordan Anderson Tascha Whetzel Rhea Hollis, Maria Cetto Jessica Crofoot Leslie Banta Sarah Walsh Mike Guiffrida	<b>Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee:</b> Jordan Anderson (term ends 2017) 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) Mike Guiffrida (term ends 2016)
<b>Additions to committee staffing considered in Fall 2015:</b>	<b>2015-16 Committee Composition (faculty only)</b>	<b>Proposed Actions:</b>
<b>Facilities Committee</b> <b>Two year terms</b> <b>Chair: Steve Oliveria (Dir of Maintenance &amp; Operations)</b>	Steve Cardimona Jim Xerogeanes	<b>Assign 2-year terms as follows:</b> Steve Cardimona (term ends 2017) Jim Xerogeanes (term ends 2016)
<b>Non-Credit Committee</b> <b>Two year terms</b> <b>Chair: Ketmani Kouanchao (Dean of Student Services)</b>	New committee	<b>Assign:</b> <b>Conan McKay</b> (term ends 2017) <b>Tascha Whetzel</b> (term ends 2017) <b>Euline Olinger</b> (term ends 2017) <b>Sarah Walsh</b> (term ends 2017)

<p><b>EAP</b>  <b>2 year terms</b>  <b>Need 6 FT &amp; 1 PT fac</b>  <b>Co-chairs:</b>  <b>AS Prez &amp; VPI: Edelman &amp; Guleff</b></p>	<p>Jason E (term expiring)  Dan Jenkins (term expiring)  R. Montes (term expiring)  Tim Beck (terms ends 2016)  V. Varela (term ends 2016)  J. Crofoot (term ends 2016)</p>	<p>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)  V. Varela (serves by virtue of position-Distance Ed. Coord.)  J. Crofoot (term ends 2016)  <b>Fill vacant at-large FT faculty seat:</b>  <b>Nominees:</b>  <b>Rodney Grisanti</b>  <b>Rachel Donham</b>  <b>Jordan Anderson</b>  <b>Kurt Combs</b>  <b>Ginny Buccelli</b></p>
<p><b>Student Services Council</b>  <b>2 year terms</b>  <b>Co-chairs:</b>  <b>Lead Counsellor &amp; VPI: Crossman &amp; Guleff</b></p>	<p>Faculty serving by virtue of their position:  <b>FT DRC counselors</b>  (currently Rhea Hollis &amp; Tascha Whetzel)  <b>Cal Works Counselor</b>  (currently Tanja Ramming)  <b>Curriculum Committee Chair</b> (currently Rebecca Montes).</p>	
<p><b>Accreditation Steering Committee</b></p>		<p>At 10/15/15 meeting:  <del>Lisa Rosenstreich</del> and Alicia Mendoza appointed to replace Steve Cardimona.</p>

## **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

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

## **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

## Proposed Revisions to Academic Senate Bylaws:

### From Constitution:

#### ARTICLE IX.

##### COMMITTEES

###### Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate. Only those faculty appointments thus made shall be considered to represent the faculty on those committees. See The Committee Handbook for a list of the standing committees which have faculty membership. That list will be updated as needed by Senate action.

### Bylaws:

#### BYLAWS

#### of the

#### MENDOCINO COLLEGE ACADEMIC SENATE

May 2013

#### **ARTICLE I: Senate Membership & Elections**

##### **Section 1: Membership**

Membership, elections, terms, and qualifications are addressed in Article III, section 1 of the Mendocino College Academic Senate Constitution.

##### **Section 2: Composition**

The Academic Senate shall be comprised of ten senators, including eight full-time and two part-time faculty representatives and including officers (President & Vice President). The Academic Senate Past President may elect to serve as a non-voting eleventh senator.

##### **Section 3: Part-Time Faculty Representation**

The terms of the two part-time faculty senators shall be staggered to provide continuity. Any part-time faculty member serving on the senate must teach at least two units (or equated hours for part-time counselors and librarians) per academic year during his/her term. If he/she does not teach at all during a semester, and consequently is not an employee of the District, he/she must be replaced.

##### **Section 4: Full-Time Faculty Representation**

As defined in Article VI, section 1 of the constitution, senators may be self-nominated or nominated by another faculty member. The senate shall encourage nominations of faculty representing different curricular areas. Further, to the extent that is possible, the senate shall make an effort to ensure that the senate includes a full-time faculty member drawn from each of the following discipline areas:

- i. Library, English & Languages
- ii. Learning Skills & Student Support Services

- iii. Career & Technical Education
- iv. Fine & Performing Arts
- v. Social Sciences
- vi. Science
- vii. Math

**Section 5:** To provide the best communication possible, the Academic Senate President will assign constituents to Full-time Senate members according to the discipline areas defined in Section 4 above. If a discipline area is not represented on the senate, the Senate President shall assign a senator from another area to represent the discipline. Part-time senators shall represent part-time faculty in various disciplines. When necessary, constituent input will be solicited on major issues and reported back to the senate during relevant discussions.

**Section 6:** Elections will be scheduled as needed for expiring Senate terms and for any President and Vice President vacancies. The election procedures shall be:

- i. The President shall send an announcement of vacancies **for full time faculty seats** and a request for nominations to the full-time faculty. This announcement shall also specify if any discipline areas from Section 4 are not currently represented.
- ii. Nominees shall be contacted to verify their willingness to run.
- iii. When a presidential term expires, the current Vice-President's name shall be included on the ballot for the full-time faculty to confirm as the next President. If the Vice President is not confirmed by faculty vote as the next President, or if the Vice President chooses not to advance to the position of President, a special election to replace the President shall be scheduled.
- iv. Elections **for Full time faculty seats** shall be held over a two-day period. A ballot box shall be placed at the voting location with a list of full-time faculty and signature spaces. Two full-time faculty members (usually the Senate President and Vice President) shall count ballots and verify the number against the sign-in sheet. If the numbers do not match, the election is declared invalid and is rescheduled. In the event that the President or Vice President is on the ballot, other Senate members or full-time faculty volunteers shall be asked to count ballots.
- v. ~~Part-time representation on the Academic Senate is brought forth by the Part Time Faculty Union President, upon approval by the Part Time Faculty Union Executive Board, and forwarded to the Academic Senate to confirm committee membership. The~~ President shall send an announcement of vacancies **for Part time faculty seats** and a request for nominations to the Part-time faculty. **Elections for Part time faculty seats shall be held electronically over a two-day period. All part-time faculty meeting the eligibility requirements described in Article I, section 3 (above) shall be eligible to vote. Two full-time faculty members (usually the Senate President and Vice President) shall verify the election results. If errors or discrepancies are discovered, the election may be declared invalid and rescheduled.**

## **ARTICLE II: Academic Senate Committees & Appointments**

## Section 1: Hiring Committees

Requests for full-time and part-time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office. If the position to be hired is related to a specific discipline area, the President will request volunteers from that group first. If the position is unaffiliated with a specific discipline area, a request shall be sent to all faculty. A list of faculty who have served on hiring committees shall be maintained by the President to ensure that the workload is reasonably equitable and that all faculty have an equal chance to participate in the hiring process.

## Section 2: Committees

The Academic Senate, ~~in coordination with the faculty unions~~, is responsible for all faculty appointments to college standing and special committees, except those that have a separate status. The President and Vice President shall present nominations to the body as a whole for ratification. Policy for term limitations is set by Resolution S'01.03, Committee Terms.

- i. The Academic Senate, ~~in coordination with the administration~~, shall maintain a Committee Handbook which shall contain an accurate list of all Academic Senate subcommittees as well as all committees to which the Academic Senate appoints faculty.
- ii. The Committee Handbook shall include the following information for each committee: composition, responsibilities, current membership, and terms.
- iii. The Academic Senate shall strive to staff all committees by the end of each spring semester (for the next academic year), but the following committees must be staffed by the end of the spring semester:
  - a. Curriculum Committee
  - b. Education Action Plan (EAP)
  - c. Enrollment Management Committee (EMC)
  - d. Staffing Committee
  - e. Student Learning Outcome Team (SLOT)

## ARTICLE III: Academic Senate Meetings

### Section 1: Agendas

Agendas for Senate meetings are developed by the Senate President and Vice President. The Past President may be included, if available. Each semester the Senate President will post the deadline for submission of agenda items, depending upon the meeting schedule. The agenda shall be posted a minimum of seventy-two clock hours prior to any regularly scheduled meeting. The agenda shall be sent to all faculty, administrators, and the Associate Students of Mendocino College (ASMC). Additionally, it shall be posted on the Academic Senate website.

### Section 2: Meeting Procedures

- a) **Resolutions** may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from



constituents during the time between the first and second readings. Resolutions passed by the Academic Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the College President/Superintendent's secretary and a copy filed in the Academic Senate Resolutions Binder.

- b) *Motions*** may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.
- c) *Consensus*** may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda also signifies approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.
- d) *Proxy votes*** are not permitted and shall not be used.

### **Section 3: Meeting Schedule**

The meeting schedule shall be determined each Spring for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The President shall reserve a meeting space at the beginning of each semester and notify the college community via public e-mail, and shall post the meeting schedule on the Academic Senate website.

### **Section 4: Meeting Minutes**

The Academic Senate Administrative Assistant shall record minutes of all regular Senate meetings and special meetings covered by the Brown Act. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes shall be sent (via e-mail or web-link) to everyone listed on the mailing list for agendas and shall be kept in Senate files indefinitely.

### **ARTICLE IV: Faculty Meetings**

Regular faculty meetings are scheduled each semester. Faculty meetings are not subject to the Brown Act.

### **ARTICLE V: Academic Rank**

Periodically, at least once every two years in Fall of even years, the Academic Senate shall send out a reminder notice to all faculty that their academic rank can be updated. To ensure maximum participation by part-time faculty, an informational notice shall be sent to the president of Mendocino College Part-Time Faculty Association (MPFA). It is the responsibility of any faculty member interested in modifying their academic rank to verify his/her years of service with Human Resources and forward the appropriate documentation to the Senate President or Vice President. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Senate for approval.

**ARTICLE VI: State Academic Senate**

Mendocino College Academic Senate pays dues to the Statewide Academic Senate based upon the yearly FTES figure reported by the college.

**ARTICLE VII: Emeritus Faculty**

Emeritus faculty are entitled to a list of privileges per Board Policy #724 and Administrative Procedure # 724.1. The Senate president serves as emeritus secretary.

**ARTICLE VIII: Year End Report**

The Academic Senate shall draft a summary report at the end of each academic year with a list of issues discussed, and actions taken, during that year. Any minority reports articulating contrasting viewpoints are accepted as well. This summary report shall be completed by the next in-service in order to be presented to the Academic Senate for approval early in the new academic year. Once approved, the year-end report shall be posted to the Academic Senate website. A cumulative history of year-end reports shall be available in the Academic Senate binder.

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Approved by Academic Senate May 2, 2013

**First Reading: Resolution on Coastal Field Station Funding**

submitted by Steve Cardimona, Sue Blundell, & Alan West 10/20/15

Whereas, the Department of Education (DOE) granted Mendocino College sole ownership of the Mendocino College Coastal Field Station in August 2011, and

Whereas, Mendocino College is currently in negotiation with the Bureau of Land Management (BLM) to sell a Conservation Easement of the said property, and

Whereas, the Mendocino College Coastal Field Station Management Committee received a \$24,300 National Science Foundation *Improvements in Facilities, Communications, and Equipment at Biological Field Stations and Marine Laboratories* (FSML) Planning Grant to complete a 5 year-strategic master plan, and

Whereas, the NSF FSML Planning Grant activities will result in a the strategic plan for identifying funding needs and priority setting for repairs, remodeling and renovation, and

Whereas, the FSML Planning Grant completion is a critical component for application for further second tier FSML grants from the National Science Foundation that will fund projects at the \$400,000 level, and

Whereas, as a part of the FSML Planning Grant the MCCFSMC will review the original documents provided by TLCD with a Construction Manager to determine essential needed repairs and costs, and

Whereas, the NSF Planning Grant includes identifying affiliations with other universities including the UC, CSU, and Private-University connections, and

Whereas, an Advisory Committee has been organized to work with the principal investigators of the FSML grant, and includes Philippe Cohen (Stanford University), Suzanne Olyarnik (UC Davis Bodega Marine Lab), Jeanne Marie Acceturo (UC Berkley Jepson Herbarium), Claudia Luke (SSU Director of Field Stations and Nature Reserves), and Chris Swarth (UC Merced Field Station Director) and

Whereas, as part of the FSML Planning Grant other Non-profit grants will also be identified that may need matching funds, and

Whereas, monies from the sale of the BLM Conservation Easement are not designated for specific funding purposes;

Therefore be it resolved that the Academic Senate of Mendocino College supports the designation of monies obtained through the sale of the Mendocino College Coastal Field Station Conservation Easement to be reserved in trust for use as matching funds to all grants and donations obtained that will cover repairs, remodeling and renovations identified through the NSF-funded Mendocino College Coastal Field Station Strategic Master Plan.

Whereas, the Department of Education (DOE) granted Mendocino College sole ownership of the Mendocino College Coastal Field Station in August 2011, and

Whereas, Mendocino College is currently in negotiation with the Bureau of Land Management (BLM) to sell a Conservation Easement of the said property, and

Whereas, the Mendocino College Coastal Field Station Committee (MCCFSC) received a \$24,300 National Science Foundation *Improvements in Facilities, Communications, and Equipment at Biological Field Stations and Marine Laboratories* (FSML) Planning Grant to complete a 5 year-strategic master plan, and

**Second Draft, submitted November 2, 2015**

Whereas, the NSF FSML Planning Grant activities will result in a strategic plan for identifying funding needs and priority setting for repairs, remodeling and renovation, and

Whereas, the FSML Planning Grant completion is a critical component for application for further second tier FSML grants from the National Science Foundation that will fund projects at the \$400,000 level, and

Whereas, as a part of the FSML Planning Grant the MCCFSC will review the original documents provided by TLCD with a Construction Manager to determine essential needed repairs and costs, and

Whereas, the FSML Planning Grant includes identifying affiliations with other universities including the UC, CSU, and Private-University connections, and

Whereas, an Advisory has been organized to work with the principal investigators of the FSML grant, and includes Philippe Cohen (Stanford University), Suzanne Olyarnik (UC Davis Bodega Marine Lab), Jeanne Marie Acceturo (UC Berkley Jepson Herbarium), Claudia Luke (SSU Director of Field Stations and Nature Reserves), and Chris Swarth (UC Merced Field Station Director), and

Whereas, as part of the FSML Planning Grant, other non-profit grants will also be identified that may need matching funds, and

Whereas, monies from the sale of the BLM Conservation Easement are not designated for specific funding purposes;

Therefore, be it resolved that the Academic Senate of Mendocino College supports the designation of monies obtained through the sale of the Mendocino College Coastal Field Station Conservation Easement to be reserved in trust for use to attract other monies, or as matching funds for grants that require an institutional match, and/or released on a dollar-for-dollar basis related to all grants and donations obtained through other means and to be used to cover repairs, remodeling and renovations identified through the NSF-funded Mendocino College Coastal Field Station Strategic Master Plan.