

MINUTES
Mendocino College Academic Senate
Thursday, March 12, 2015
12:30 – 2:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 12:32 p.m.
- Present* Tascha Whetzel, Jessica Crofoot, Catherine McKay, Dan Jenkins, Steve Cardimona, Jason Edington and Jody Gehrman
- Absent* Sarah Walsh and Doug Browe
- Agenda Approval* M/S/C (*Edington/McKay*) to approve the Agenda of March 12, 2015.
- Minutes Approval* M/S/C (*Edington/Whetzel*) to approve the Minutes of February 26, 2015 with changes.
- Public Comment* The 2015 CTE Institute will be held on May 8 and 9. The Registration fee of \$275 includes meals and materials. The deadline to register is April 17. The Institute will be held at The Sheraton La Jolla Hotel.
- <http://www.asccc.org/events/2015-05-08-070000-2015-05-09-070000/2015-career-technical-education-institute>
- Edington mentioned that both he and Conan McKay attended a recent CTE meeting. It would be nice to have more CTE faculty involved. The workshops are paid for.
- Committee Reports* **Part-Time Faculty Report**
No Report.
- President's Report**
Edelman provided a written report in which the following information was included: EAP met on February 23 and approved proposals for a new Allied Health degree, a new Geography for Transfer degree and to reactivate the Paramedic Program. All of these proposals will still need to go to the Curriculum Committee. Only the paramedic proposal would require additional staffing, so this proposal would also require positive action by Staffing and PBC to move forward.
- Old Business* **Textbook Ordering – Ad Hoc Committee**
Edelman has assigned an Ad Hoc Committee. Cardimona and Crofoot serve on behalf of the Senate. Cardimona has received e-mails from faculty regarding suggestions and changes to the textbook ordering process.
- Gehrman suggested that information be sent to constituents for further comment and discussion.

Edington suggested that all comments for the Ad Hoc Committees be forwarded to the Chair of the committee. A brief summary will be sent to the Senate with suggested comments and changes.

Edelman suggested that the topic continue as old business on the next Agenda. He would like the process to be taken care of soon, before the next textbook ordering process is needed.

Crofoot mentioned the deadline for ordering textbooks, some of the part-time instructors wait to determine if they will have sufficient enrollment, before ordering their textbooks.

Cardimona stated that he will have a more streamlined process, suggested changes, dates, etc. and will address some of the concerns, but not all of them by the next meeting. He will send out a summary to the Senate for their review prior to the next meeting.

Online Management System – Ad Hoc Committee

Edington has talked to Koetzner and Varela. He has received quite a large response from full-time and part-time instructors who would like to serve on this committee.

A decision from the State is expected by the end of March. Edington will plan a meeting once he receives information.

Edington mentioned that Dean Polak has provided funding for mileage for those that plan to attend the OEI Conference in San Mateo on March 20. It would be nice to have at least one person attend the meeting. CCCConfer will also have this information available online.

Jenkins suggested, if the conference is taped, that the committee watch it at a later date for discussion purposes.

Faculty Evaluation Proposal – Feed Back

Edelman has received some responses regarding this topic. These will be reviewed at a future meeting.

Once the Senate provides comments and suggestions this topic will need to be brought to the Union. This information will be presented at a full faculty meeting during the fall semester.

New Business

Substantive Change Document – Ft. Bragg

Edelman would like to invite VP Guleff, VP Cichocki, and Dean Polak to attend the next Senate meeting to discuss this topic.

Jenkins mentioned the need for the feasibility study to help determine if it is in the District's best interest to offer classes at the coast. The District is waiting to hear back on the outcome of the pest report.

Edelman mentioned that the substantive change report is a portion of the feasibility study. VP Guleff is preparing the document as information is gathered.

We have an MOU with the College of the Redwoods that goes through the end of June and a new one that will extend through the Spring of 2017.

Edelman feels that offering classes at the coast is a good idea. After a review of the numbers, there is almost an additional .5 million by operating on a minimum schedule.

Edington mentioned that for the 2009-2010 year, the Fort Bragg Center generated over 300 FTES for College of the Redwoods.

Edelman mentioned that we are struggling to have growth. We are already generating significant FTES at the Fort Bragg center. We would not be at our current FTES number if the coast classes were not offered.

Edelman mentioned that the Senate would like to view the MOU while it is in draft form, before it is sent to the College of the Redwoods.

Jenkins mentioned that he reviewed the first MOU and there were some major concerns that needed to be addressed.

The Senate reviewed the Sub Change document. Edelman will take those comments and suggestions back to VP Guleff for further review and discussion.

Faculty Meeting Topics – March 19

Food will be provided by the English department.

- Arturo will be a guest at this meeting. There will be a discussion about the Fort Bragg center and an update on the Point Arena Field Station.
- Edelman would like to send Arturo information regarding suggested topics for discussion. Please send him information from constituent members soon.

Resolution – Fair Accreditation

To be discussed at the next meeting.

Future Agenda Items

Substantive Change Document
Academic Rank Procedures & Process
Committee Staffing & Elections
CTE Curriculum – Review Cycle
Enrollment Management Issues
Dual Enrollment – Best Practices

Next Meeting

Thursday, March 26, 2015

Adjournment The meeting adjourned at 2:05 p.m.

Academic Senate Membership 2014/2015

Reid Edelman – President
Jason Edington – Vice President
Tascha Whetzel
Jody Gehrman
Dan Jenkins

Steve Cardimona
Jessica Crofoot – MPFA
Catherine McKay – MPFA
Sarah Walsh
Doug Browe

PRESIDENT’S REPORT, for 3/26/15 AS Meeting

Respectfully submitted by Reid Edelman, Academic Senate President, 3/19/15

BOT Meeting 3/11/15, 5 PM

Jack Tomkins called the meeting to order at 5 PM. Minutes were approved with some adjustments.

No public comment was presented. The BOT moved onto the President’s Report and consent agenda.

Action items:

The BOT considered the Accreditation follow-up report. Arturo responded to questions about our issues with CuricUnet. Arturo pointed out progress PPAC has made towards addressing recommendation #2 with regard to updating policies. The report also shows progress towards our significant progress in addressing SLOs. Hopefully recognition of tentative agreement with regard to including SLOs in faculty evaluations will be enough to have this recommendation resolved in our favor. 4th recommendation involved participatory governance, which we believe has also been addressed through sub-committee on institutional effectiveness. 5th recommendation relates to student achievement standards. These standards have now been established. Arturo explained to the BOT the rationale / purpose of these standards. The BOT approved the report unanimously.

The BOT honored Nicholas Petti, Leslie Banta and Rodney Grisanti on their achievement of tenured status. Congratulations!!!!

The BOT approved audit contract to the accounting firm of K*Coe Isom.

THE BOT approved proposal for naming & signage for the new Demonstration Vineyard.

The BOT considered its votes for the CCC Trustees. The BOT agreed to vote for: Ann Ransford, Janet Chaniot, Bernard Jones, Don Edgar, Doug Otto & M. Tony Ontiveros.

Informational reports were presented. The fiscal services report included substantive discussion of potential expansion of services into Fort Bragg / Mendocino Coast. Figures coming in now in terms of FTES as well as financial cost /benefit are looking very positive.

The BOT held first readings of several proposed policy revisions.

Trustee reports were presented starting at 7:40 PM followed by closed session.

PBC Meeting 3/17/15, 2-3:30 PM

1. **Potential Grant Applications:** Minerva informed us of various upcoming grant application:
 - 1 from Maria Cetto to NEH and American Library Association for series on Latino history (\$3000)
 - to Office of Post-Secondary education (OPE) \$650,000 / year cap.; to develop our capacity as HSI institution. May be used to support any historically underserved group, mostly to develop enhanced first year program for “high need” students. Funding may also be used for professional development. Funding to assist us in doing what we are already doing better.
2. **Budget Update:** update presented by VP Cichocki.

Deficit factor for 13-14 reduced: 1 time revenue source for this year of approx. \$65K
For 14-15: FTES adjusted from 2900 to 2960. This is still conservative; we will probably attain more than this. All adjustments net to a gain of \$257K over adopted budget.
Update presented on numbers from Coast Center (aka Fort Bragg): net gain from coast center for 14/15 = \$430K
Good news: revised budget results in total of \$684K in additional revenue. Unfortunately, we also have added expenses of \$775K in unanticipated hourly instructional costs. So in total, our deficit has increased by \$135K. PBC authorized additional transfer from Health Fund balance to cover this deficit only if needed after final FTES figures are calculated.
3. **Report on Institutional Effectiveness & Governance Initiative (presented by VP Guleff & Director Flores):**

GINNA reported on statewide initiative to provide technical assistance in these areas. Grants are available.
4. **Report on recruitment of open positions by Sabrina Meyer:** we have hired CalWorks Counselor and Financial Aid tech have been hired. Other open positions are in process.
5. **Report on Accreditation Follow-Up Report & Visit by VP Guleff:** looks like we have a good team coming on April 13 & 14. Lots of kudos in order for excellent work on follow-up report.
6. **Update on Substantive Change Report presented by VP Guleff:** SCR is a proposal to offer 50% or more of a given degree at a new location. It is not yet a redistricting proposal or a full feasibility study (from a business perspective). Some clarification may be needed on our process for analyzing this proposal.

VP/Deans/Directors / Senate Meeting 3/17/15, 4-5 PM

1. **Update from CSSO (Chief Student Services Officer) Conference:** Ginna reported on various issues discussed at this conference (Save Act (Violence Against Women Act)/ Title IX), SSSP & Student Equity, OEI, IEPI (Institutional Effectiveness Partnership Initiative). Campus Sexual Violence policy will be the “big picture” item at the next BOT meeting.
2. **Substantive Change Report:** Various sections will be distributed to sub-groups this week for expansion and/or editing / checking. Senate will review again on March 26, with new edits coming (hopefully) a couple of days in advance. Reid will ask AS to authorize a sub-group to review and approve final report in absence of a full AS meeting prior to deadline (committee of Reid, Jason, Steve and Dan?)
3. **Academic Senate Updates: Reid reported on:**
 - OEI platform discussion
 - Faculty discussion on dual enrollment issues

- Textbook policy discussion / process
 - Status of professional development process for now and for the future
4. **Math Department Request:** Jason reported on Math department emergency staffing request for next year.

Summary of Faculty feedback on textbook ordering process proposal

Submitted by Steve Cardimona

- 1) Faculty agreed consistency of process is important...Need to come up with a working plan and stick with it. This plan should include the specific steps to submit requests as well as appropriate timing to assure books are ordered in time for start of semester.
- 2) Faculty agreed that submitting directly to bookstore via simple, online form sounds good.
- 3) Online form should be easily & quickly filled out, especially when “same book” is the expected outcome.
- 4) Full timers would like to be involved in part timer book choices, but submission of book requests should not be added to full timer list of duties...Part timer should be able to submit the information.
- 5) Part timers need to have clear information regarding who their point of contact is, whether it is a) full timer in discipline, b) full timer in related discipline, or c) dean of instruction.
- 6) Departments with more than one full timer would designate part timer book ordering coordination (such as by course offered) to spread out this duty among the full timers.
- 7) Instruction Office “oversight” not necessary for full timers and part timers with full timer oversight. This could be changed in the administrative procedure.

Summary of Faculty input:

- **Process suggestion:** As long as full timers are involved in discussion with part timers, part timer should be able to submit book request (with place on form for name of full timer who was the contact)
- **Short term issue:** Make sure online submission form is quick and easy, including “same book as last time offered by this instructor” and “same book for all sections” type conditions
- **Short term issue:** Information to part timers should be very clear regarding deadlines and their point of contact at the college (full timer or dean)
- **Long term issue:** Change administrative procedure to not *require* “administrator review” for all book requests.

Background: Here is the plan currently proposed by Instruction Office for our textbook ordering process:

- 1) Full time instructor would submit their textbook orders via the online form to bookstore.
 - 2) Part time instructors would work with full timers in their discipline to pick appropriate textbooks. Full time instructors would submit this book request information to bookstore via online form, with their name as submitter and part timer's name as "instructor".
 - 3) For Part time faculty with no full timer in the discipline, they would submit directly to bookstore.
 - 4) All book submissions would be sent by Bookstore to appropriate Dean for "review", with the expectation that this step is just a formality to make sure full time faculty are presenting books (their own and their part timers') and part time faculty without a full timer in their discipline have administrative oversight. Textbook ordering could begin by Bookstore in parallel with this administrative review step.
 - 5) Possible: Bookstore manager could be given a list of full timers, and part timers with no full timer in their discipline, in order to make a first judgment call regarding the book request submission.
 - 6) Possible: A suggestion will be made to the bookstore that their NEEBO-affiliated online submission form accommodate the "same as last time" book request. This will require keeping a data base, and recognizing the potential difference between a full timer and a part timer who might be using different books at different times, as well as a class that was offered longer ago than just the previous semester.
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Background From Debra Polak:

I would like to amend one of Steve's comments. It's not just a "formality" that the Dean approves the textbook adoptions; it's a part of the AP. However, I did share with Steve that it would be highly unlikely that a Dean would question a full-time faculty member's textbook choice. This process would, though, double check the bookstore manager's screening of the textbook orders to make sure they are being submitted by full-time faculty except when there is not one in the discipline.

Background From S Cardimona:

The Administrative Procedure #404.1 states that faculty will forward their recommendation to the appropriate Administrator...From the AP: "All book orders will be reviewed and signed by the appropriate Administrator and forwarded to the Vendor."

The *oversight* is meant for part-time faculty who have no full-timer in their discipline. Debra confirmed that she did not foresee any time she would micromanage full time faculty at the textbook-ordering level. Although I suppose this could happen in the future if we do not work to change the AP.

Feedback From: Alan West

Regarding step #4 in the process: I do not think that I need administrative oversight for my textbook choices.

- Suggestion: Change AP 404.1 so that administrator oversight is only required for part-timers without full time instructor in discipline. I.e., remove requirement that administrator “sign off” on full time faculty textbook choices.

Feedback From Rachel

- 1) I definitely like your proposal to stream line the book ordering. It is a hassle each semester.
- 2) It seems like an online order would be the simplest, and hopefully the least likely to cause confusion and errors.

Feedback From: Catherine Indermill

Thanks. It seems this is a much overdue issue that I am glad is being addressed. There are some other issues with the bookstore that need to be addressed, as well. We can discuss that separately from this.

- 1) much better to go directly to bookstore, more time-efficient
- 1) The on-line ordering form need to be user-friendly and not just a word doc attached to an email
- 2) this is fine, most of do this anyway
- 3) I disagree with this, I think full-time faculty need to be involved, thus a FT faculty member in a related discipline should work with the PTER and submit the form (this might also reduce the number of contact the book store personnel have to make)
- 4) I'm not usually in favor of Dean oversight on textbooks, but I'm not sure it can be avoided
- 5) I do not understand this... is this indicating the bookstore manager will make a determination about the appropriateness of a textbook??? If so it is totally unacceptable
- 5) I do not see a reason the bookstore needs to know who is FT and PT, how will this information streamline ordering? This will be unnecessary if FT in related discipline work with PT faculty (3)
- 6) This is good, but maybe we should specify the semester "same as _____ semester" (e.g., Fall 2014 or Spring 2014). In this way if a class is taught only once annually it will trigger bookstore personnel to check previous orders. This should only be applicable if it is the same edition. New editions should need a new request (ISBN is different)
- 6) There should also be a provision to indicate "all sections of _____(indicate class / e.g., PSY 205) will use the same textbook. In this way there may be one form for multiple sections of the same class. For example, Fall 2014 we had 9 sections of PSY 205 District-wide and bookstore wanted a separate request form for each class!

Feedback From: Lynn Haggitt

Looks good! In the case of the English Department with so many part time instructors, would we appoint certain faculty to certain levels? This could get cumbersome quickly if one person was contact for all pt timers – including centers.

Feedback From: Jody Gehrman

I would suggest there be a point person for each course, ideally someone very familiar with it.

Feedback From Sarah Walsh

As a lone full-timer with a large group of adjunct faculty, I do not want to be responsible for submitting their book orders each semester. I do want to be involved in the process, but I think that paperwork or online submissions should be their responsibility to complete. I would like oversight and to be able to approve their orders, along with the Dean, but I do not want to add submitting book orders for all ESL adjunct faculty to my semesterly duties.

Feedback From Jean Stirling

As far as textbooks go.... what is missing is consistency of process and communication with teachers. I would recommend that the book orders go to the teachers with a copy to the lead faculty (if they exist). The deadline to order books and return forms needs to be at least one month ahead of time. I would recommend email, snail mail in our boxes and Portal.

Feedback From Greg Hicks

I would like to be able to review and be aware what my part timers are ordering each semester, but I feel the part timer can be the one to place the orders.

Feedback from Jessica regarding part timers

The contact for each part time faculty member should be made clear, and the process should be streamlined. Deadlines should be clear and in time for books to be available at start of each semester.

Proposed ***Resolution in Support of Fair
Accreditation for California Community
Colleges***

For Senate first reading: New Business # 4

Whereas the U.S. system of regional accreditation continues a long tradition of providing essential guarantees of quality in America's post-secondary institutions; a spirit of collaboration and mutual respect between the regional commissions and their member institutions is essential to the success of the system of accreditation; and a shared focus on the needs and interests of students is primary and vital to preserve, and

Whereas over the last decade, the relationship in the Western Region between the

Accrediting Commission for Community and Junior Colleges (ACCJC) and California's 112 community colleges has changed from one of constructive collegiality to one in which the member colleges increasingly report antagonism, intimidation and fear, and

Whereas the ACCJC levels sanctions against California community colleges at a rate that is 400% of the sanction levels seen in other regions and in four-year California institutions,

Whereas concerns about the changed nature of the relationship between the ACCJC and many of its member institutions have been documented by resolutions, articles and complaints prepared and approved by leading statewide organizations of professional educators, including the Community College Council of the California Federation of Teachers (CCC-CFT), the Community College Association of the California Teachers Association (CCA-CTA), the California Community College Independents (CCCI), the Faculty Association of the California Community Colleges (FACCC) and the Academic Senate for the California Community Colleges (ASCCC), and

Whereas the growing concerns regarding the ACCJC have led to a review of the ACCJC's financial impact on community colleges by the CA Legislature's Joint Legislative Audit Committee, creation of two separate Task Forces by the California State Chancellor's office, filing of three lawsuits against the ACCJC, and multiple public statements of concern from members of California's Congressional delegation as well as state legislators, and

Whereas the ACCJC's frequent sanctions based on the legitimate activities of trustees of Community College District Boards have raised serious concerns regarding the free speech rights of elected officials and the rights of voters to representation by duly elected officials, and

Whereas areas of non-compliance found during the ACCJC's regular review by the U.S. Department of Education prompted the DOE to continue its recognition of the ACCJC as an accrediting body for only a one-year period – in which it must demonstrate compliance – instead of the standard five-year period for renewal of recognition, and

Whereas the ACCJC's actions at City College of San Francisco have brought to light numerous and serious legal and ethical concerns regarding the ACCJC, its processes and procedures, biases, conflicts of interest, leadership, and interpretations of its charge, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable

hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's actions at CCSF and elsewhere have undermined the trust and constructive relationships necessary for wide acceptance of the ACCJC's ability to fairly administer the accreditation process in California; now, therefore,

Be it resolved, that our organization hereby joins with our colleagues throughout the state to express deep concern over the adversarial relationships fostered by the ACCJC, which pose a threat to fair accreditation and access to public higher education in California, and

Be it further resolved, that this body stands in strong support of the City College of San Francisco and its vital role in providing accessible public education in the San Francisco area; that we support efforts underway to prevent CCSF's mandated closure, provide financial resources needed to address the enrollment and fiscal crises created by the ACCJC's actions, and re-instate CCSF's elected Board of Trustees, and

Be it further resolved, that this body urges support for state legislation that would increase the accountability, transparency, and ethics of the accreditation process and create an option for a choice of accrediting bodies in the California community college system, and that would protect the free speech rights of community college district trustees and preserve the rights of the people of California to a public community college system overseen by duly elected trustees, and

Be it finally resolved, that this body urges the USDOE to carefully scrutinize ACCJC's work as a regional accreditor, and further urges the USDOE to note that the ACCJC's standards, policies, procedures, and decisions to grant or deny accreditation are no longer widely accepted among educators and educational institutions.

Date _____

Officer's Name and Association