

MINUTES
Mendocino College Academic Senate
Thursday, April 14, 2016
Room 4144 (Library Bldg. Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:30 p.m.
- Present* Vivian Varela, Doug Browe, Jody Gehrman, Jason Edington, Reid Edelman, Steve Cardimona, Jessica Crofoot and Catherine McKay
- Absent* Dan Jenkins and Tascha Whetzel
- Guest* Alan West, Conan McKay and Kate Veno
- Agenda Approval* M/S/C (Edington/Cardimona) to approve the Agenda of April 14, 2016 with a change in location to Room 4144.
- Minutes Approval* M/S/C (Edington/Varela) to approve the minutes of March 17, 2016
- Public Comment* None
- Committee Reports* **Part-Time Faculty Report**
Crofoot and McKay provided information to the Senate members.
- The information was provided on behalf of Part-Time faculty regarding elections and committee assignments. The statement is to help clarify their stance on the subject matter.
- Edelman mentioned that we, as a Senate, are bound by our Constitution and Bylaws regarding elections and committee assignments.
- Crofoot stated that there is a component in Title V regarding this matter and the process cannot go against the current part-time faculty contract.
- Edelman questioned whether that provision in Title V applied to faculty or, rather, only to classified employee contracts. He also disagreed with Crofoot's assessment of his position and attitude in her written statement. He suggested that the topic be brought back for further discussion at a later meeting.

Browe mentioned that we, as a Senate, have been clear on our rationale and this should not be a point of contention.

President's Report

Edelman provided a written report. The following information was provided: PBC Meeting (3/22/16) and VP/Deans/ Senate / Directors Meeting (3/22/16).

Old Business

Continue discussion of AS bylaw revisions, including role of Part-Time faculty on hiring committees

Edelman mentioned that he had a discussion with VP Guleff regarding part-time faculty serving on hiring committees. He would like to consider having part-time instructors when appropriate and/or feasible. According to VP Guleff, the funding is not available to have Part-Time faculty serve on all hiring committees.

Conan McKay mentioned that he is a single-person department and needs to draw upon part-time instructor expertise when necessary. He further stated whatever the Academic Senate can do to have consideration from part-time faculty, in order to have the most qualified person participate, would be in the best interest of the college.

Edelman mentioned if additional expertise is needed, an outside person could be considered to assist with the committee process.

Edington asked if no part-time faculty are available to serve would the committee continue to meet?

Edelman mentioned that this item will need further discussion. He was reporting on what was discussed.

Crofoot mentioned that part-time faculty have served on hiring committees in the past.

Catherine McKay questioned whether payment was provided.

Edelman mentioned if part-time faculty are serving on a committee they need to be paid.

Update on Academic Senate elections and future leadership

Edelman mentioned that we have new Senate Bylaws approved and changes to the Constitution for consideration.

The Election for Senate Vice President and to approve or reject revisions to the Academic Senate Constitution will start on Monday, April 18 at 8:00 a.m. in the Library. The candidates for Vice President are Marcus Frederickson, Catherine Indermill and Conan McKay.

There are currently five open seats on the Senate. One of the seats will be filled by the newly elected Vice President.

Edelman mentioned that we did discuss, during a Senate meeting, the change in the Constitution and Bylaws. It has been stated in the minutes that Crofoot was in favor, but she was concerned with the contract and was agreeable to work it out.

In the final vote on revisions, Catherine McKay and Jessica Crofoot both abstained due to concerns regarding the part-time faculty contract.

Edelman met with President Reyes. At Reyes' suggestion, Edelman asked Crofoot to meet with him to work out an acceptable compromise. Crofoot did not respond to this invitation.

Edelman mentioned that he has sent information to part-time faculty regarding open committee assignments and Senate membership. Jason Davis and Catherine McKay are both running for the open Part-Time faculty senate seat. Catherine McKay will be listed as the incumbent. The voting will be via an electronic survey completed over a 7 day period from Wednesday, April 20 through Tuesday, April 26.

Catherine McKay asked, what happens if the Constitution is not ratified?

Edelman stated that the Senate would be bound by the old Constitution and need to determine the concerns.

Edgington mentioned that we will need to go back and make changes when and where necessary.

New Faculty Orientation -

Edelman mentioned that Jenkins and the committee members are working to create a new faculty membership orientation. He is receiving good support from administration and additional funding has been requested in the revised Academic Senate program review for this purpose.

The committee would like to start this summer, beginning on July 1. There will be an orientation, as well as, a computerized module to include information regarding purchase orders, room reservations, program review, etc.

M/S/C (Browe/McKay) to support the work accomplished by Dan Jenkins and the committee members.

Edington complemented Jenkins and the committee members. He stated that they did a wonderful job within a short time for the new hires.

Edelman also thanked Jenkins and his committee for their work.

New Business

Second Reading: Submitted resolution from Conan McKay authorizing him to run for statewide Academic Senate Executive Committee

Edington read the resolution.

M/S/C (Browe/Edington) in favor of passing the resolution on behalf of Conan McKay.

McKay asked Edelman to send an e-mail regarding the motion to approve the resolution. He also asked for a copy of the minutes and a copy of the resolution as well to send with documentation.

Recommendation from Faculty Office Space Committee Learning Center -

A suggestion to construct a wall and door to the area located next to the storage room would provide an office for the LRC Director.

The Office Space Committee recommends that the Academic Senate send a request to the Facilities Committee to pursue the construction of this office space.

Gehrman asked if there would still be a reception area after the changes are made.

West stated that there will be a reception area, only a portion of the area will be used for the new office space.

Biology Instructor Office Re-location/Changes -

Rachel Donham would like to move to Alan West's current office, after he retires and the new Biology instructor will be placed in Rachel's current office, after she moves.

Math Instructor Offices -

Due to Rebecca Montes moving into the office of the Dean of Instruction, there is no longer a need for Deborah White to change offices. The new Math instructor will occupy Rebecca Montes' current office.

History Instructor -

If a new Full-Time faculty member is hired to replace Rebecca Montes, another suitable office space will need to be selected and assigned.

M/S/C (Varela/Crofoot) to accept the recommendations of the Faculty Office Committee.

Staffing of Committees for 2016-2017 -

Full-Time Faculty

EAP -

Tim Beck (term expiring)

Tim would like to continue to serve

Enrollment Management -

Les Pfutzenreuter and Roger Hock (terms expiring)

Both are willing to serve another term

Curriculum -

Rebecca Montes, the committee chair, will be transferred to Dean of Instruction.

Tascha Whetzel (term expiring) is not going to continue

Julie Finnegan (term expiring)

Julie is willing to continue

Edelman asked who from the currently seated Curriculum Committee members would like to be considered for the chair or are other faculty members interested in serving?

Edelman will send an announcement for the position. The position has a 40% release time.

Staffing Committee -

Doug Boswell (term expiring) – Doug will move from Staffing Committee to SLOT

Vicki Chaudrue and Lisa Rosenstreich are interested in serving.
Recommend to appoint Lisa Rosenstreich to the committee.

SLOT -

Dan Jenkins has agreed to continue
Re-appoint him with term and clarity of the position.

Casey Bylund has been serving on SLOT and would like appointment from the Senate to continue.

Edelman mentioned pending information from Jaime Cechin regarding his interest in serving, that the Senate would appoint Casey Bylund and Doug Boswell to this committee.

Basic Skills –

Jean Stirling has retired
Tascha Whetzel (term expiring) does not want to continue

Edelman is waiting for response from Jaime Cechin regarding his possible term extension.

It was suggested that Sarah Walsh continue once she returns from sabbatical.

Edington suggested that a counselor be recruited for the Basic Skills committee as well.

Distance Ed –

Roger Hock (term expiring) does not want to continue

Varela would like to recruit a faculty member that teaches online or plans to teach online in the future.

Varela, as the committee chair, would like to have Dan Jenkins continue serving on this committee.

Student Equity –

Jordan Anderson (term expiring) does not want to continue

Sarah Walsh is on sabbatical and has not replied regarding continued service on this committee

Nicholas Petti and Julie Finnegan have volunteered

Veno assumed that Walsh would continue serving when she returns. She mentioned that Finnegan is currently serving on the Equity Team. Veno is not opposed to Petti serving on this committee, but she is aware of the other two and their work.

Veno is working on descriptions and terms for this committee. The committee meets twice per month (the second and fourth Wednesday) for 1.5 hours, from 9:00 to 10:30 a.m. There is additional outside work when necessary.

Gehrman is in support of Finnegan serving on this committee. She stated that Petti is also aware of the coast students and their needs.

Edington suggested that both of them be appointed if they can meet during the set time.

Edelman will confirm with them regarding days and time. If both of them are available, Edelman will ask the administration about an additional faculty member to serve on this committee.

Browe asked if committees could have set meeting dates and times.

Edelman mentioned that all committees have a description, length and meeting time. The Committee Chairs are supposed to keep the information up-to-date.

Edington will verify with Whetzel to see if she is willing to change her term ending as a co-chair to 2018.

M/S/C (Browe/McKay) to change Student Equity Committee to have two year terms.

Facilities –

Edelman will verify if two faculty members are enough to serve on this committee

Staffing of Committees for 2016-2017

Part-Time Faculty –

EAP

Jessica Crofoot (term expiring)

Needs further discussion

Enrollment Management

Jessica Crofoot (term expiring)

– Reappoint Jessica

M/S/C (Browe/Crofoot) to make a two-year term for Enrollment Management

Basic Skills –

Andrew Lutsky (term expiring)

Machiko Shimada has volunteered to serve on this committee.

Recommend to move Lutsky to SLOT and have Shimada serve on this committee.

PBC

Kathy Katz and Pat Thygesen have volunteered.

Recommend that Pay Thygesen represent part-time faculty on this committee.

Student Equity –

Jessica Crofoot (term expiring)

Frank Espy has not been paid for serving on this committee. He has not been formally appointed by the Academic Senate.

Crofoot suggested that an email be sent regarding the time commitment to serve on the Student Equity committee and confirm that they are still interested in serving.

Veno mentioned that Frank has done a lot of work.

Recommend Taylor Cannon and Frank Espy
Taylor is interested in serving on SLOT

Staffing –

There are five full-time faculty currently serving on this committee.

Future Agenda

Faculty Meeting – April 21st (food by Math area & Jason Edington)

- Review academic rank procedures & process
- Review of Minimum Qualification Procedures
- Committee Reports (EAP, SLOT, Curriculum, Student Equity...)
- Test Proctoring
- CTE Liaison position & Senate CTE representation
- Consider altering calendar – Wednesday prior to Thanksgiving
- Staffing & services – Native American Resource Center
- Legislative issues

Next Meeting

Thursday, April 28, 2016, 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

EAP 3/7/16, 9-10:30 PM

1. **Non-Credit Update:** Rebecca presented an update on Non-Credit courses & new developments. She presented a list of areas for which non-credit courses are allowed. Of these, only four areas are eligible for “enhanced” funding and only if part of a sequence. Others are funded by the state at approximately 60% of regular courses. Non-credit courses in PE & Dance are not allowed.
2. **International Student PAT:** International Student PAT Report presented by Ginna. Most of the needs are being requested in area of athletics. The Fine Woodworking Program only has a small number of international students. Goal is to bring PART back to EAP 4/28 meeting. Connections still be explored with Buddhist Monastery and other local contacts. Interestingly, we did have an International Program until 1995 when the BOT discontinued it.
3. **EMP Planning Priorities summary for Facilities & Technology:** Facilities & Technology want to relate their priorities to needs addressed in EMP. We agreed to look through the plan and highlight priorities which emerge. An example is need for office space and computers for Part-Time faculty. We spent the remainder of the meeting reviewing the EMP priorities and relating these to Facilities & Technology needs.

We discussed facilities & technology needs relating to:

- Professional Development (Faculty Pedagogy Center?)
- Building K-12 alliances
- Distance Education classroom & technology (June Marie / Covelo site needs technology upgrade)
- Growth beyond main campus---facility & technology needs in Fort Bragg
- HSI related technology/ facility needs/STEM grant has a lab component
- Technology needs relating to mandated reporting burdens and also data extraction for student planning & scheduling
- Phase II Build-Out for Lake Center & North County

PBC 4/19/16, 2-3:30 PM

- 1) **Annual Review of Mission, Vision & Goals:** PBC approved college mission, vision & goals with modifications.
- 2) **SLO Report:** SLO Chair Dan Jenkins presented SLO report. Areas where we have not assessed SLOs, this is generally a result of lack of full-time faculty leadership in the discipline. An issue was raised about need to include SLO assessment in job descriptions for service area leaders. Also, when we ask for SLO assessments, we should also ask for updated Program Level Learning Outcomes. Dan also discussed need to link SLO reports to outcomes of past reports, even if earlier report was completed by a different instructor. Over-all, we are unfortunately seeing a “SLO fatigue” by faculty who are growing weary of the endless SLO process. There is a need for further training and improving process of linking SLO assessment to resource allocation. Is there evidence that SLO outcomes are really valued in institutional decision making processes. Without this, it is hard to maintain staff & faculty commitment to the ongoing work. One key recommendation is to adopt E-Lumen as a data management tool. Dan also recommended a designated technical support person assigned to Program Review. In practice, commitment to SLOs ebbs & flows with accreditation cycle. We need to find a way to sustain this work in a manageable and consistent way. A workshop for faculty on use of rubrics in SLO assessment would be helpful as well.
- 3) **Revised FTES Targets:** presented by VP Cichocki. Due to changes in methods of delivery of some Math classes and content in some classes as well as some changes in the way BOG waivers are awarded, the Enrollment Management Committee has adjusted our projected enrollment downwards by approximately 100 FTES (50 FTES lower for Fall 16 and Spring 17). This would also result in fewer sections, resulting in decreased instructional cost as well. New recommended FTES goals are 1285 for Fall & Spring (down from 1335 each).
- 4) **Update on Educational Master Plan Planning Priorities:** presented by VP Guleff. EAP looked at implications of planning priorities on facilities & technology planning. Ginna presented draft spreadsheet of ongoing discussion and planned approval of recommendations at our next EAP meeting.
- 5) **Recommendation on target budgets for 4s, 5s and 6s Equipment & Materials:** Director of Fiscal Services Joe Atherton presented a

spreadsheet. 4s are materials & supplies. 5s are services, professional development & travel. 6s are larger/capital equipment. We agreed to maintain current targets. However, we also added a figure of NTE \$10,000 to cover technology needs for new hires.

- 6) **Grants:** in Minerva's absence, Arturo presented a brief update on grants.
- 7) **Hiring and EEO Advisory Committee Update:** in Sabrina's absence, Eileen presented updated recruitment list.
- 8) **Next meeting:** change from 5/17 to 5/10 2-3:30.

COMMITTEE ASSIGNMENTS FOR 2016-17

EAP:

Co-chairs: AS Prez & VPI: Edelman & Guleff

2 year terms Need 6 FT & 1 PT fac

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) would like to continue

V. Varela (serves by virtue of position-Distance Ed. Coord.)

Kurt Combs (faculty at large seat) (terms ends 2017)

Recommendation: appoint Tim Beck for term 2016-2018

Enrollment Management Committee

Two-year terms

Need 6 FT & 1 PT fac

Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington

Jessica Crofoot (term ends 2016)

Vivian Varela (term ends 2017)

Conan McKay (term ends 2017)

M. Frederickson (term ends 2017)

Les Pfitzenreuter (term ends 2016) willing to continue

Roger Hock (term ends 2016) would like to continue

Recommendation: appoint Les Pfitzenreuter & Roger Hock for additional terms 2016-2018

Curriculum

2 year terms for FT

1 year term for PT

Chair: R. Montes...NEED CHAIR????

L. Banta (term ends 2017)

Tim Beck (term ends 2017)

J. Finnegan (term ends 2016) will serve again if desired

Conan McKay (term ends 2017)

Tascha Wetzler (term ends 2016) will not continue

Jeff Brunner (PT rep) (term ends 2016)

Kurt Combs (by virtue of position as Articulation Officer)

Vivian Varela (by virtue of position)

Recommendation: appoint Julie Finnegan for additional term 2016-2018 STILL NEED ONE MORE FULL-TIME FACULTY VOLUNTEER!!! ALSO, need to appoint new CHAIR!

Staffing Committee

3 year terms for faculty

Includes 5 faculty, FT or PT

Chair: Dean D. Polak

Greg Hicks (term ends 2017)

Steve Crossman (term ends 2017)

Doug Boswell (term ends 2016) willing to continue, but also interested in switching to SLOT

John Koetzner (term ends 2018)

Rachel Donham (term ends 2017)

NEW VOLUNTEERS: Viki Chaudrue & Lisa Rosenstreich

Recommendation: appoint Lisa Rosenstreich for term 2016-2018

SLOT NEED ONE MORE VOLUNTEER!!!

Chair: Dan Jenkins

Two year terms

Jaime Cechin (term ends 2016) **HAS NOT REPLIED!**

Julie Finnegan (term ends 2016) will not continue

John Koetzner (term ends 2017)

Rachel Donham (term ends 2017)

Jordan Anderson (term ends 2017)

Christine Soldate (PT 2016)

Note: Casey Bylund has been serving informally for 2015-16 and would like to be officially appointed.

NEW VOLUNTEER: Doug Boswell

Recommendation: appoint Casey Bylund and Doug Boswell for term 2016-2018

Basic Skills—NEED AT LEAST 2!

Two year terms

Chair: Sarah Walsh **NOTE: New Learning Coordinator will chair this committee**

Andrew Lutsky (PT Rep) (through 2016)

Roger Adhers: (through 2016) would like to continue

Jean Stirling (through 2017)

Jaime Cechin (through 2016) HAS NOT REPLIED!

Ginny Buccelli (through 2017)

T. Whetzel (through 2016) would not like to continue

Maria Cetto (through 2017)

Recommendation: appoint Sarah Walsh to term 2016-2018; investigate recruiting a counsellor: Cintya?

Alicia?

Distance Education—NEED 1!

2 year terms

Includes 5 FT, 1 PT, 1 counselor plus chair

Chair (distance ed. coordinator): V. Varela

Catherine McKay (PT Rep) term???

Catherine Indermill (through 2017)

Jason Edington (through 2017)

Roger Hoek (through 2016)

Dan Jenkins (through 2016) would like to continue

Steve Crossman (by position)

(1 seat vacant)

NEW VOLUNTEERS: Greg Hicks, Phil Warf & Viki Chaudrue

Recommendation: appoint Phil & Dan to term 2016-2018

Student Equity 2-year terms

Co-Chairs: Tascha Whetzel (term ends 2017) & **Kate Veno** (**Recommend term change for Tascha both as chair and member to term ending 2018**)

Jordan Anderson (term ends 2016) not continuing

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) **HAS NOT REPLIED!!!**

~~Mike Guiffrida~~

Frank Espy (serving since Spring 15, never formally appointed!)

NEW VOLUNTEER: Nicholas Petti & Julie Finnegan

Recommendation: appoint Sarah & ??? for term 2016-2018 Every second & 4th Wed 9-10:30 AM Reid follow up

Facilities Committee

Two year terms

Chair: Steve Oliveria (Dir of Maintenance & Operations)

Jim Xerogeanes (term ends 2016) would like to continue

Steve Cardimona (term ends 2017)

Recommendation: appoint Jim Xerogeanes for term 2016-2018

Non-Credit SSSP Committee (new committee)

Two year terms

Chair: Ketmani Kouanchao (Dean of Student Services)

Conan McKay (term ends 2017)

Tascha Whetzel (term ends 2017)

Euline Olinger (term ends 2017)

Sarah Walsh (term ends 2017)

Student Services Council

2 year terms

Co-chairs:

Lead Counsellor & VPI: Crossman & Guleff

Faculty serving by virtue of their position:

Curr. Com. Chair (R. Montes).

FT DRC counselors (currently Rhea Hollis & Tascha Whetzel)

Cal Works Counselor Currently Tanja Ramming

Professional Development Leave Committee

2 year terms

Co-chairs:

Catherine Indermill & VPI: Guleff

Jody Gehrman (term ends 2018)

Nicholas Petti (term ends 2018)

2016-17

Volunteers & Nominations for open seats for Part-Time Faculty on Committees:

(received as of March 24, 2016)

Any available committee:

Catherine McKay

Basic Skills Committee (Sarah Walsh, chair) **NEW!**

Andrew Lutsky, incumbent

Machiko Shimada

Martha Klimist-Zingo

Recommendation: appoint Machiko Shimada for term 2016-2018

Educational Action Plan Committee (Reid Edelman & Virginia Guleff, co-chairs) **NEW!**

Incumbent is Jessica Crofoot

No other volunteers, but possible candidates would include Andrew Lutsky, Martha Klimist-Zingo & Euline Olinger

Recommendation: appoint Andrew Lutsky for term 2016-2018

Note: Euline is currently on Non-credit SSSP (this is not on list of approved committees...need to check on this...)

Enrollment Management Committee (Virginia Guleff & Jason Edington, co-chairs) **NEW!**

Recommendation: appoint Jessica Crofoot for term 2016-2018

Planning & Budgeting Committee (Arturo Reyes, chair)

Kathy Dingman-Katz

Pat Thygesen (this committee is her 1st choice)

Recommendation: appoint Pat Thygesen for term 2016-2018

Staffing (Debra Polak, chair)

Shirley Blair

Frank Espy

Pat Thygesen (this committee is her 2nd choice)

Recommendation: appoint no PT faculty for term 2016-2018; instead appoint 2 PT faculty to Student Equity

Student Equity (Kate Veno & Tascha Whetzel, co-chairs) 2 & 4th Wed 9-10:30

Taylor Canon

Jessica Crofoot (currently serving)

Frank Espy (currently serving but not being paid)

Merie Holl

Alese Jenkins
Trilby Kerrigan (also open to other committee assignments)
Euline Olinger
John Tomlinson

Recommendation: appoint Taylor Canon or Trilby Kerrigan AND Frank Espy for term 2016-2018

Student Learning Outcomes Team (Dan Jenkins, chair)

Taylor Canon

John D. Chung
Kathy Dingman Katz

Recommendation: appoint ???????? term 2016-2018

Technology (Karen Christopherson, chair)

Kathy Dingman-Katz

Recommendation: appoint Kathy Dingman-Katz term 2016-2018

Curriculum

Jeff Brunner
John D. Chung
Melissa Timmen

Recommendation: appoint Jeff Brunner term 2016-2018 (check with R. Montes???)

Nominee Statements:

Shirley Blair: I would be willing to be on one of the committee's, but my understanding is that you must have taught for at least two semesters. I have just recently joined Mendocino College (Fort Bragg Campus). I am currently teaching two classes this term and am scheduled to teach another class in the fall, but I am afraid that I do not qualify for the number of semesters required. Perhaps next term. If I am in error, please let me know. I think the committee that would be most useful (given my background) is the Staffing Committee. I have a doctorate in psychology and my first career was in business working in management for many years as well as owning my own companies.

Taylor Cannon: I wanted to reply to your email concerning my interests in the student equity and student learning outcome team committees. Attached is my CV for reference with the senate members.

My interest in these committees as an adjunct faculty member mainly stem from my desire for improving pathways in higher education institutions for past "non-traditional" now more traditional college students, meaning those from lower-income, underrepresented minority and first-generation student demographic backgrounds. I see both student equity and assessment as two areas in which research, survey data, and culturally-competent based models that

integrate academics and social groups together, as effective means of improving our transfer and completion rates at Mendocino College.

Also, here is a brief bio that I wrote recently for a presentation done with the county:
Taylor Cannon teaches courses in Sociology and Cultural Anthropology for Mendocino College, and teaches online for Humboldt State University in their Institutional Research Graduate Certificate program. Taylor received a bachelor degree in sociology, with cum laude Latin honors, from UCLA in 2005; and completed his master degree in sociology from Humboldt State University in 2014. His master thesis research focused on first-generation transfer students in public higher education and received HSU's 2013-2014 Patricia O. McConkey Outstanding Graduate Student Award for sociology. While at HSU, Taylor also participated in bias response training as well as assisted their office of diversity and inclusion with conducting and transcribing their campus climate focus groups. As a sociologist, he is dedicated to both equality and equity, and truly enjoys sharing the various ways that research and data-driven evidence can improve organizational productivity, collaboration and inclusive learning for diverse communities.

John D. Chung: I have been trying to follow you folks for a while and I do have an interest in the work of the Curriculum Committee. So I will throw my hat in the fray and would like to be considered for the committee in the future should an opening arise. I'm not certain what this entails but there's only one way to find out.

Jessica Crofoot (Student Equity): I did not ask to step down until we were able to look into the options in doing so, thus I am still on the committee and reviewing the minutes, tasks, etc. We are hoping to work things out before the April 13th meeting, and will move forward at that time with discussion of replacement and/or addition by adding the new person (ie: Taylor) to the committee. I know you wish to open it up to all part-timers for fairness and equity, and that is supported as it always has been, but I believe through various discussions, Taylor was a great fit to the committee and willing to step in to get his feet wet before the next academic year, of which we would be inviting any/all part-timers. I plan to attend the April 13th meeting as scheduled with input, participation etc. as best I can to fulfill my responsibilities.

Frank Espy: I have been serving on the committee [Student Equity] since spring 2015. Not sure if there is something I need do or sign to acknowledge I'm a part of the committee. But I would like to be added to the staffing committee.

Merie Holl: I would be interested in serving on the Student Equity Committee.

Alese Jenkins, LCSW:

I recently retired from 26 years of service to Child Welfare. For that entire period I coordinated services to youth in the foster care system. I taught Life Skills classes and helped youth prepare for college, vocational programs, employment, parenting, etc... I have worked directly with over 1500 youth in our community, many who have attended Mendocino College and other college programs. As a social worker I am always interested in helping under-served populations. Social justice is a primary concern of the social work field. I think my interest and experience in working with youth and families in our community and concern for "student equity" across all populations can be useful to the work of this committee.

Martha Klimist-Zingo:

I would be interested in serving on the Basic Skills Committee. I have extensive experience teaching literacy classes, all subjects for G.E.D. classes, and adult basic skills classes.

Trilby Kerrigan: I am interested in a committee seat. I would like to be involved with the student Equity Committee. I am currently a Vocational Rehabilitation Counselor for Pinoleville Pomo Nation Vocational Rehabilitation Program, I am a member of the Karuk Tribe of Northern California, my focus of study currently is Rural Communities and capacity building within systems to create access and equality for all populations, I am completing my MSW at Humboldt State University, and I have been teaching HUS 156 Case Management and Documentation at MCC for the HUS certificate program. I am very interested in the Student Equity committee to ensure that MCC students are both successful at MCC and also feel connected to the campus. I really enjoy collaborating and believe that rural communities require collaboration for successful and supportive opportunities for all members of the community. I am really interested in being a part of this group and if this is not possible I am open to any other committee that could use a member. Thank You.

Andrew Lutsky: Yes, I am interested in continuing as the PT rep for the Basic Skills Committee. I've enjoyed working with colleagues to find ways to support our students with skill deficits. Over the past two years we've started an embedded tutoring program in math, English and ESL classes and each year we plan and organize the Teachers on Teaching conference, a popular professional development opportunity. I'd welcome the chance to continue making contributions to these efforts. As an English instructor at the college I'm very familiar with the challenges our students face, particularly in writing, and I feel a strong commitment to work on addressing their needs.

Catherine McKay: I thought I had sent my email reply to you that I would like to be considered for running for another term in Academic Senate, and to continue to serve on any committee that needs Part-Time representations.

Euline Olinger: I would like to be considered for the Student Equity Committee.

Machiko Shimada: I am interested in serving on Basic Skills Committee. Could anybody brief me what the duties are?

While I was a student at Mendocino College, I became a tutor in 2002 and then in 2010 I became a Math instructor. I have been assigned to Basic Math and Pre Algebra courses both at Ukiah and Lake Center. For past 14 years I have worked with students in Basic Skills courses. I have strong concerns and interests in this area.

Please note that I am not available on Ukiah campus on Tuesday and Thursday since I teach at Lake Center. Thank you for consideration.

Machiko Shimada Mathematics Instructor Proctor

Melissa Timmen (English Dept., PT Faculty): I would like to offer my participation for the Curriculum committee. I have begun work on my doctorate and it includes curriculum, instruction and leadership. I believe this position would help me immensely in my endeavors. Thank you.

Pat Thygesen: I am very interested in serving as a Part Time Faculty Rep to the Planning and Budgeting Committee. I have been a part time faculty member for more than 20 years, in addition to 7 years as a full time manager for the Child Development Center, so I think I have a strong background in the planning processes and financial aspects of the college.

As a second choice, I would be happy to serve on the Staffing Committee, on which I served for 4 years while a full time manager.

John Tomlinson: I am interested in the student equity committee. I would love to have more information. Thanks.

Nominations received as of April 6 for Academic Senate seats & officers:

Full-Time faculty nominations:

Jordan Anderson (Sciences)

Casey Bylund (Math)

Marcus Frederickson (to represent Math, Sciences or CTE)

Catherine Indermill (to represent Science, Math or CTE)

Conan McKay (to represent CTE or Math)

Doug Browe, Incumbent (to represent CVPA)

Maria Cetto (to represent English, Library & Languages)

Part-Time Faculty nominations:

Jason Davis

Catherine McKay

Office of Vice President:

Marcus Frederickson

Catherine Indermill

Conan McKay

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

- Brian Kloviski on bookstore matters
- Jessica Silva on marketing services
- VP Jason Edington to report on Instructional Design Conference

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.

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

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

**CONSTITUTION
of the
MENDOCINO COLLEGE ACADEMIC SENATE**

*MARCH 1976
(Revised as of March 1978)
(Revised as of May 1985)
(Revised as of May 1988)
(Revised as of April 1994)
(Revised as of May 1996)
(Revised as of May 1997)
(Revised as of September 1998)
(Revised as of May 2003)
(Revised as of May 2013)
(Proposed revision of May 2016)*

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ARTICLE I

NAME OF ORGANIZATION AND DEFINITIONS

Section 1.

The official name of this organization shall be the Mendocino College Academic Senate.

Section 2.

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty – Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are specified by the Board of Governors (Ed. Code 87003)
- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under ~~59-966.9%~~ and those who are compensated on the part-time hourly schedule.

- C. Member – Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution – A written expression of an opinion, ~~if appropriate, or an action~~ final action to be taken by the Academic Senate, or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed.

ARTICLE II

PURPOSE

Section 1.

The purpose of the Academic Senate is to represent the faculty of Mendocino College in all college academic and professional matters as defined in (section 53201 of) Title V of the California Administrative Code. Per AB 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

ARTICLE III

MEMBERSHIP, ELECTION AND TERMS, Qualifications of Officers

Section 1.

The officers of the Academic Senate shall be the ~~Past President (non-voting officer)~~, President (voting only in the case of a tie), Vice President, and a number of senators, outlined in the Bylaws of the Academic Senate, elected for two-year alternating terms by the full-time faculty from various departments/divisions, representing CTE programs and academic programs, as outlined in the Bylaws of the Academic Senate. Further, two part time faculty representatives shall be elected for two-year alternating terms by the part-time faculty from the ranks of the part time faculty. Faculty who are also management/confidential are excluded from Senate membership. All Senate members must retain their faculty status at Mendocino College to continue in office.

Section 2 – OFFICERS: ELECTION AND TERMS

~~The Vice President is the President Elect. Candidates for this position shall be nominated from among the S~~Current or past senate members who are full-time faculty are eligible to be nominated for the office of Vice-President. More than one ~~Senate member~~person may be nominated. ~~The Each~~nominees, except where it is not possible, shall be a sitting senator or have served at least one full term as a Senator. ~~shall have served at least one full term as a Senator.~~

The Vice President shall be elected by the full-time faculty and the sitting Part-Time senators. .

The Vice-President will assume the office of President at the close of the academic year following the President's term of office, after confirmation by a simple majority of the ballots cast by the full-time faculty eligible to vote and the sitting Part-Time senators. ~~eligible to vote.~~ If the President leaves office for any reason before the end of his/her term, the Vice President will assume the office of President through the end of that academic year, at which time elections will be held- The Past-President may elect to serve a one-year term. In the event that the Past President chooses to serve, the office of Past-President shall be a non-voting advisory position. ~~The Past-President will serve a one-year term.~~

The Academic Senate President shall serve a two year term and may be confirmed by an election of the faculty for an additional one year term (such as in the event that a Vice-president is unable to run, retires, etc.). A President may not serve more than three consecutive years. The newly appointed Academic Senate President ~~and the Past President~~ shall assume their new offices at the close of the academic year. The newly elected Academic Senate members and Vice

President shall assume office at the close of the academic year ~~following of~~ their election, or immediately following the election if the election occurs outside of the regular cycle.

ARTICLE IV

ROLE, FUNCTION AND DUTIES

Section 1. ROLE

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

Section 2. FUNCTION

The primary function of the Academic Senate shall be to act as the representative of the faculty, to make recommendations to the administration of the college and the governing board of the district, in the form of resolutions, with regard to academic and professional matters as specific according to section 53201 (section 53200 = 10 + 1) of Title V of the California Administrative Code.

Section 3. DUTIES OF MEMBERS

Academic Senate members shall:

- A. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.
- B. Research issues in order to make informed decisions on academic and professional issues.
- C. Communicate regularly with their faculty constituents regarding resolutions and other Senate activities.
- D. Attend regularly scheduled meetings or inform chair of their absence.
- E. Participate in other Senate business such as reviewing policies and serving on Senate subcommittees.

Section 4. DUTIES OF THE PRESIDENT

The President shall:

- A. Establish the time, place, and agenda, of all Senate meetings, and chair those meetings~~and chair of all Senate meetings~~
- B. Appoint all faculty to standing, ~~and~~ special and hiring committees as outlined in the Academic Senate Bylaws.
- C. Act as the chief liaison between the faculty, administration, and the Board of Trustees
- D. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- E. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- F. Serve as the co-chair of the Educational Action Plan committee.
- G. Ensure that all written material is prepared for dissemination at scheduled Senate meetings.
- H. Perform any other function normally thought to be within the realm of a presiding officer which is otherwise not denied by the Senate Constitution.

Section 5. DUTIES OF THE VICE PRESIDENT

The Vice-President shall:

- A. Act as President in the absence of that officer
- B. Succeed to the Presidency in the event of a mid-term vacancy of that office.
- C. Serve as a voting member of the PBC (Planning and Budgeting Committee)- or other designated institutional decision-making body.
- D. Serve on the Educational Action Plan committee

- E. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

Section 6. TREASURER AND SECRETARY

The positions of Secretary and Treasurer are optional and utilization of these offices is left to the discretion of the Senate.

ARTICLE V

REASSIGNED TIME

Section 1.

In order to successfully carry out the responsibilities with which the office is charged, the Senate President shall be granted reassigned time of at least 40 percent of his/her assigned load. The Senate Vice President shall be granted reassigned time of at least 20 percent of his/her assigned load.

ARTICLE VI

ELECTION PROCEDURES

Section 1. NOMINATION OF PROSPECTIVE SENATE MEMBERS

Candidates for Senate members shall be self-nominated or nominated by another faculty member during a stipulated time period with a slate of potential Senators representing different curricular areas on the ballot

Section 2. ELECTION OF SENATE MEMBERS AND VICE PRESIDENT

- (a) Shall be conducted by an election committee selected by the Senate in advance, holding elections by the end of April in years where elections are deemed necessary
- (b) Balloting:
 - 1. Shall be secret
 - 2. Shall be verified
 - 3. Candidates shall be listed alphabetically including incumbent status.
 - 4. Shall be counted by the designated election committee on the last day of the election.

Subsection A.

In the event that no sitting or past Senate member is able to accept the nomination for Vice President, an election from the full-time faculty to select a Vice-president shall be held ~~prior to the general election.~~

~~Subsection B:~~

~~The association of part time faculty shall select its own method for the election of the part time representative to the Academic Senate.~~

Section 3. RESIGNATIONS

If a member resigns from office leaving one year or more of the term open, a special election will be held for a representative to serve the remainder of the term only. If the resignation leaves less than one year of the term open, the Senate may either appoint a replacement or hold a special election. Special elections shall be conducted for vacant positions in a timely manner per

ARTICLE VI, Section 1 and Section 2b.

ARTICLE VII

REMOVAL FROM OFFICE

Section 1. VOTE OF CONFIDENCE

Any member of the Senate who is a full-time faculty shall be subject to a vote of confidence whenever 20 percent of the full-time faculty request such a vote in writing.

The Election Committee, formed at a time of need with three Senators, shall conduct and verify the vote of confidence. Balloting by the full-time faculty shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be given up, and the vacancy filled by regular election procedures.

Section 2. ABSENCE FROM OFFICE

Any Senate Member or Officer who has three consecutive absences from regular meetings may be removed from office by formal resolution action (except in the event of illness or a disability that limits participation for a limited time).

Section 3. VACANT POSITIONS

Any vacancy of one year or more created by removal from office will be filled by regular election procedures. A vacancy of less than one year may be filled by election or appointment. (As in ARTICLE VI, Section 3)

ARTICLE VIII

MEETINGS

Section 1.

Regular meetings of the Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Senate may be called at the discretion of the President or the request of any two Senate members.

Section 2.

While Senate represents the faculty, it is involved in shared governance, and works toward agreement on the ten plus one areas of academic and professional matters. Whenever possible, agreement is reached without the need for formal resolutions. However, if the action of a formal resolution is necessary, then the action taken by the Senate may be made in formal resolution form and by a simple majority vote. All such action items must come to the Senate in formal resolution form and will be required to have a first and second reading at consecutive meetings, unless extenuating and compelling reasons exist for an action to be taken at a first reading. (See Appendix B for resolution process)

Section 3.

Half plus one A simple majority (including Vice-president) of voting members shall comprise a quorum. The president is not a voting member for this purpose.

Section 4.

Meetings of the faculty will be held at least once a year and when called by the President or a vote of the Senate.

ARTICLE IX.

COMMITTEES

Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate according to processes outlined in the senate constitution and bylaws. 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.

Section 2. SPECIAL COMMITTEES

- (a) Special committees will be created by the Academic Senate as the need arises and will be dissolved by formal Senate action.
- (b) Each special committee shall consist of the chairperson appointed by the Senate President and as many faculty members as the Academic Senate chooses.

ARTICLE X
AMENDMENT PROPOSAL

Section 1.

Any faculty member may submit a resolution to the Senate proposing constitutional amendments.

Section 2.

A Constitutional Amendment shall be ratified by receiving a two-thirds (2/3) vote of the cast by full-time faculty eligible to vote.

ARTICLE XI
RULES OF ORDER

Section 1.

The Academic Senate is governed by the Brown Act. The Senate will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.

ARTICLE XII
RATIFICATION OF THE CONSTITUTION

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes.

| Approved by ballot ~~May~~April, ~~2013~~2016

Mendocino College Academic Senate BYLAWS:

BYLAWS of the MENDOCINO COLLEGE ACADEMIC SENATE

May 2013; proposed revisions approved at Academic Senate meeting of March 17, 2016

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 for a term of one year.

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. 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 seven day period. All part-time faculty teaching in any term of the current academic year shall be eligible to vote. Two Full-Time faculty members (usually the Senate President and Vice President) and the Part-Time senator whose term is not expiring 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. , The Academic Senate President shall send a request for volunteers to all Full-Time faculty, and to Part-Time Faculty as needed and as appropriate. In appointing committee members, the Academic Senate President will consider input and recommendation from the Academic Senate as a body when time and circumstances permit. The president shall strive to distribute the workload equitably among all faculty, maximizing faculty participation in the hiring process.

Comment [F1]: The senate supports inclusion of Part-Time faculty on all hiring committees.. we will bring this back for discussion and possible action in the future. Reid will investigate this issue asap.

Section 2: Standing Committees & Special Committees

The Academic Senate, is responsible for all faculty appointments to college standing and special committees, with the exception of tenure committees which are appointed by the Full-Time faculty union. The Academic Senate will consult with the faculty unions with regard to workload & compensation issues relating to committee appointments. Compensation for Part-Time faculty serving on committees is negotiated by the Part-Time faculty union and college administration through the collective bargaining process. 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. This Handbook will be available on the college portal in electronic format.
- 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 with both Full-Time and Part-Time Faculty (when applicable) 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.

|

Hello Reid and Jason,

Here are the Faculty Office Committee recommendations for the next Academic Senate meeting.

1. Learning Center Faculty Office Update-----

Deborah and I met with Steve O. to study the office situation in the learning center. It may be possible to convert part of the area designated as a reception area into a faculty office. The faculty office committee recommends that the Academic Senate send a request to the facilities committee to pursue the construction of a wall and door to create a suitable office space next to the storage room (currently being used by Janet D. as an office). Janet's "office" would then revert to a secure storage area. If this conversion is approved and successful, the faculty office committee recommends that the new LRC instructor be assigned to this new office space.

2. Office request from Rachel Donham---

Rachel Donham would like to move from her current office, #9177, to Alan West's current office, #9077, after he retires and moves out of his office. The faculty office committee recommends this change. This would require a modification of the previously approved office recommendation for the new biology instructor. We now recommend that the new biology instructor be placed in Rachel's current office, 9177, after she moves to 9077.

Thank you for your consideration of our recommendations.

Alan B. West

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