

**Agenda**  
**Mendocino College Academic Senate**  
**Thursday, January 29, 2015**  
**Room 4210 (Library Classroom) 12:30-2 PM**

**Approval of Agenda**

- **Consent Calendar:**

**Approval of Minutes – Minutes of December 4, 2014**

**Public Comment**

Members of the public may address the Senate on any agenda item after being recognized by the Chair. Due to the brevity of the meeting and the length of most agendas, the total amount of time for public comment will be limited to 10 minutes.

**Committee Reports**

- MPFA Report –
- **President’s Report – see attached**

**Old Business**

1. Check- in on nominating process for adjunct faculty serving on committees (Jessica) (5 minutes) {6, 10}
2. First Reading of Part-Time pay equity resolution (Jessica Crofoot) (10 minutes) {11}
3. Formally appoint senators to serve on Fort Bragg feasibility Study team (5 minutes) {1, 4, 7}

**New Business**

1. Proposal from C. Indermill on revising faculty evaluation documents (20 minutes){8}
2. Textbook ordering process (10 minutes) {11} (Steve Cardimona)
3. Equivalency Committee planning & processes (10 minutes) {11}
4. Repeatability Report for Spring Plenary (5 minutes) {1 & 4}
5. Discuss topics for upcoming faculty meeting on February 19 (5 minutes) {11}:  
(Food by Student services, Learning Skills & counselling)  
-invite Arturo to continue ongoing discussions on faculty issues?  
-Min Quals process report  
-other topics???

**Future Agenda Items? Next Meeting February 12, 2015**

- Check in on goals & objectives
- Review academic rank procedures & process
- Second Reading of Part-Time pay equity resolution (Jessica Crofoot) (10 minutes) {11}

**Academic Senate Membership 2014-15**

<b>Reid Edelman – President</b>	<b>Jason Edington – Vice-president / Math</b>
<b>Doug Browe (CVPA)</b>	<b>Steve Cardimona (Science)</b>
<b>Jessica Crofoot – MPFA</b>	<b>Jody Gehrman (English, Library &amp; Languages)</b>
<b>Dan Jenkins (CTE)</b>	<b>Catherine McKay – MPFA</b>
<b>Sarah Walsh (Social Sciences)</b>	<b>Tascha Whetzel (Student Services, Learning Skills &amp; Counseling)</b>

MINUTES  
Mendocino College Academic Senate  
Thursday, December 4, 2014  
12:30 – 2:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 12:31
- Present* Dan Jenkins, Tascha Whetzel, Steve Cardimona, Jody Gehrman, Doug Browe, Jason Edington, Jessica Crofoot, Catherine McKay, Sarah Walsh and Reid Edelman
- Absent* None
- Agenda Approval* M/S/C (*McKay/Edington*) to approve the Agenda of December 4, 2014.
- Minutes Approval* M/S/C (*Edington/Crofoot*) to approve the Minutes of November 20, with a change for Edington under Old Business.
- Public Comment* None
- Committee Reports* **MPFA**  
There are conferences available for Part-Time instructors to attend on January 16 – 18 in Las Vegas; February 20 – 22 in San Diego; and April 24 – 26 in Costa Mesa. All expenses are paid. Please contact Crofoot for details if interested.
- The District did not bring negotiation items to the Board at the last meeting. Discussions will take place next week.
- President's Report**  
A written report was provided with the meeting agenda. The following information was included: PPAC (11/17/14) and PBC (11/18/14).
- Old Business* **Process for Scheduling Classes – Centers**  
Edelman talked to VP Guleff and Deans - Hixenbaugh and Polak regarding this issue. Edelman was re-assured that faculty are wanted and welcomed to consult with the Deans regarding classes. The Deans feel as if some faculty do not want to be involved in the process. They would appreciate any assistance. The Deans are sensitive to classes being offered at the Centers. Dean Polak mentioned that there are things to consider regarding the flow of classes that students may expect to continue.
- Jenkins mentioned that sometimes faculty were not consulted when they wanted to be.
- Edelman – Dean Polak did mention an issue with CDV – Certain classes needed to be offered due to the sequence.
- Edington is a Co-chair on the Enrollment Management Committee – VP Guleff and Edington would like faculty to understand that process is about more than just how scheduling works within their program(s), but it is also about how we

can support enrollment growth.

Gehrman has taught classes at the Lake Center. She was able to learn more about the students and what their expectations are of classes being taught.

Jenkins mentioned that Toni always sends out information regarding the schedule of classes. There may not be an issue with the Ukiah campus. At the Centers though, all full-time faculty should be involved with the class offerings.

### **Interim Support – Fort Bragg**

Edelman talked to President Reyes, as well as, VP Guleff and Deans Hixenbaugh and Polak regarding the Fort Bragg Center. They are being cautious. President Reyes felt that certain things need to be completed before we can fully invest resources, but all agreed that we should increase our presence to the extent we can. There is a need for a receptionist and signage.

Edelman mentioned the need for lighting and technology as well.

According to Dean Polak there are various limits with the agreement – legally certain things we can do. Until next level of agreement has been made there are limitations.

Jenkins asked about the feasibility study. Is there a survey regarding programs, etc? Need to plan for this now if planning to continue a presence at the Center. Need to hire and orient faculty if planning to have a certificate program. The Fort Bragg Center has not had a certificate program for many years.

Edington will bring up at next VP/Deans meeting regarding the feasibility study. Has a survey been completed? He wants to make sure that faculty and Senators are part of the process.

Cardimona mentioned a need for a plan. The fall semester schedules will be asked for soon.

Crofoot mentioned that basic services should be offered to students regardless of the study being done.

### **Additional Information Provided from Edelman and VP Guleff**

#### **Following the meeting:**

Guleff - We have been focused on the Follow-Up Report, but will meet on the 18th to discuss the sub change report. Additionally we have a writing group scheduled for the 15-17th. Also, Eileen has had numbers prepared since last spring.

Edelman - The Accreditation Steering Committee is working on the substantive change report for Fort Bragg. The involvement of the Academic Senate is welcomed. Are there any of you who would like to participate in this? I think that we as a Senate we should be involved in this. I think that Dan, Jason and Jody would be spectacular additions to this team, but I know you are all incredibly busy...so let me know... Also, is this an opportunity that I should send out to all

faculty? I thought I'd first start with you all as Senators. The first meeting is coming up on Dec 18, so time is short. Let me know what you think.

Guleff - There is still plenty to do, so we welcome any and all volunteers!

<i>Date</i>	<i>Activity</i>
October	Bring First Draft of Ft. Bragg Revenues and Expenditures to PBC
November	Groups pull together information for their sections
December	Committee draft together by mid-December (Faculty contributions due by Friday, December 12)
January	Collect evidence plus revise draft
February	Rough draft to campus by mid-February
March	Revisions to draft plus refine evidence
April	Submit Substantive Change Report to ACCJC by April 15
May	ACCJC reviews Substantive Change Report

**Shared Governance – In-Service**

Edelman mentioned that Edington has been in touch with Dolores Davison and Kale Braden from the State Academic Senate to attend the In-Service and provide information regarding shared governance.

**Tentative Schedule –**

Thursday, January 15

1:00 – 2:30 p.m.

Senators meet with guests to discuss best practices for Senates, roles and responsibilities, AB 1725, interactions with other constituent groups and any other issues that come up, including time for Q & A.

2:30 – 4:00 p.m.

Senators along with VP Guleff, President Reyes, VP Cichocki, Deans - Polak, Hixenbaugh, Ketmani and any other representatives from non-faculty groups to broaden our discussion with regard to best practices, Q & A, campus budgeting and planning, staffing processes, etc.

### Friday, January 16

Morning Session      Guests provide 15 to 20 minute presentation at In-service on roles and responsibilities of Academic Senate and best practices.

Afternoon Session      Guests debrief and discuss all of the above at our full faculty session.

E-mail Edelman regarding what questions belong best at the various sessions. Please send information to constituent groups. Edelman would like to have information by December 12 and will forward information to Dolores and Kale.

Jenkins suggested that it would be good idea to include the Classified Senate members as well. David Bushway would like to improve relations between the Classified and Academic Senate.

### **Hayward Award**

Cardimona and Indermill have discussed the process via e-mail Cardimona will be speaking with Skip Beale. They will determine what needs to be completed and will send information to Edelman by December 11<sup>th</sup>.

### **Nominating Process – Part-Time Faculty**

Edelman asked Crofoot about the nomination process. Crofoot responded - Since negotiations have not continued at this time, she will follow up with this process in January.

### **Representative Area Reports**

Browe – Please attend the Art Show today. The Ceramics Department is holding a Sale on Friday, at noon. The Culinary and MESA clubs will provide food. The Ceramics and Horticulture Clubs will have items for sale inside the gymnasium. The Foundation is providing 500 cloth bags for the sale. Browe mentioned that Lisa Rosenstreich, the new Art Instructor, has done a great job this past semester.

Edelman mentioned that Rosenstreich and Byard collaborated during the play. Rosenstreich and Byard assisted enthusiastically and wonderfully with the set design.

The Theatre Department received funding from the Foundation to help offset the student matinee fee for Eurydice. Each student paid \$2 to attend, instead of the \$5 fee. A full house of students from Eagle Peak, Pomolita, River Oak, Ukiah High were in attendance. The student matinee is a great way to have students come to the campus.

Walsh – No news from Social Sciences but from the ESL side, Walsh is the Chair of the Basic Skills Committee. The group is working on exciting things for the Spring semester:

- 1) Supplemental Instruction tutoring for Basic Skills Math, ENG and ESL.
- 2) The group is also bringing back redesigned and updated Writing Workshops.

- 3) The group is also working to implement “Intrusive” Counseling practices. With Minerva Flores, the results of all projects will be analyzed in the hopes that they will all help students to be more successful.

Edelman – “Basic Skills Completion” – Mention of Walsh, Boswell and Polak in a statewide publication on Basic Skills implementation in CCCs. The two publications are online resources, but a limited number of printed editions are available.

Jenkins is working on a survey with the Nursing and Culinary Arts Departments.

Whetzel mentioned that Student Services has been very busy with implementing 3SP, priority registration/general registration, and numerous plans that must be completed. The Student Equity plan is being drafted this week. This plan will most likely lead to changes and additions to counseling, orientation, placement testing, and many student services in the next year.

Jenkins mentioned - there are two Deans for Instruction and one Dean for Student Services. He would advocate for an Assistant Dean of Student Services to be responsible for some critical areas. Students need full support to succeed. How might we advocate for this as a Senate?

Edelman mentioned the Senate Rostrum. There is an article about Student Equity and may be a good resource of information.

Cardimona – Recent discussion of scheduling at the Centers. Each semester there is a problem with textbook ordering. There seems to be a different process each semester. Should we, as a Senate, advocate for what should be done?

Edelman discussed this at the VP/Deans meeting. He felt that the new online ordering systems was easy to use.

Edington worked with Brian, the Bookstore Manager to create a master list of books for each class in math, which is updated as book change. Brian is open to suggestions.

Gehrman is serving on Buccelli’s tenure committee. She teaches English. Gehrman is offering a “Writing Your Novel Your Way” through community extension. This workshop will be offered in the spring. She also mentioned that some creative writers have not returned to take classes due to repeatability issues.

Gehrman is working on Program Review for Communication and Speech classes. Argument and Debate classes will be offered this spring.

Edington mentioned that Aeron Ives will be leaving soon. The position was placed in Program Review. Banta ran the AMC Math competition for students 8<sup>th</sup> grade and below. Ketmani is involved in Phi Theta Kappa. Edington would like to have advisors and particular faculty included in the Phi Theta Kappa organization on campus.

On a Statewide level, Edington attended a committee meeting with regards to OEI/Basic Skills – Online Basic Skills with Math and English. Non-credit basic skills courses can be a challenge for students as the units may not count towards their load for financial aid, parents health care, insurance, etc. They have a limited numbers of classes that might count with regards to financial aid.

Crofoot mentioned the part-time faculty are moving forward with regard to negotiations. She will have more to report after the first of the year.

McKay asked about the Federal holiday recognition – Veteran’s Day.

Edelman mentioned that there was support for the change.

### *New Business*

#### **First Reading – Part-Time Pay Equity Resolution**

Crofoot asked to postpone the reading.

Crofoot mentioned – if the language is going to change then we should wait on this process.

#### **Plenary Session – Edington**

There is a listing of all the Resolutions that were passed.

<http://asccc.org/sites/default/files/Final%20Fall%202014%20Resolutions.pdf>

Matriculation – Area 18, Defines writing assessment practices for California Community Colleges. Agreed to one “human” reader for this process.

Edington has worked on forming a caucus – received overwhelming support – A place where those of us that have difficulties or serious ramifications for small Districts like ours. The formal request will be on the ASCCC’s Executive Committee agenda in January.

Browe asked if there were any resolutions or any votes passed regarding repeatability.

Edington mentioned - if you exhaust repeatability down in the Los Angeles area you have other colleges that you can attend. In this area students do not have those opportunities due to geography.

#### **Student Equity Plan**

Walsh, Whetzel and Crofoot serve on this committee on behalf of the Senate.

The committee has been charged with writing a draft, which has been a faculty lead process. There are 19 committee members. The committee is working with full-time faculty, part-time faculty, administration, community members, and students. The Veterans Affairs office will be working with the committee members in the future. They are in the writing phase of this plan and meeting weekly. They are working to examine our campus data to look at what populations of students are experiencing the greatest disproportionate impact. They are looking at which students are struggling most in terms of various state mandated indicators. Three main areas were highlighted in campus data - Foster Youth, Native American, and African American students. As work progresses, this will extend to other populations at a later date. The groups were chosen by the State and campus data led decisions about which of the state

mandated groups we would focus on in our plan now. The work groups have written their goals and objectives for each group and the committee is in the process of writing a draft of the plan. The plan will be sent to Reid for his signature next week.

M/S/C (*Jenkins/Edington*) to approve Edelman to sign the report when submitted.

**Topics – Faculty Meeting (December 11<sup>th</sup>)**

- Silva will talk about Marketing/Graphics Services
- Discuss the survey and various view points
- Enjoy each other's company/End of the year!

*Future Agenda Items* Textbook Ordering Process

Proposal – Indermill (Revising Evaluation Documents)

The Senate will be charged with reviewing minimum qualifications.

Edelman we will take lead as Senate President on how to proceed. Will need to look at all files. All full-time and part-time instructors. May need to request additional information. If the instructor does not meet minimum qualifications they may need additional training. The files that will be reviewed are post 2003 with regard to single-subject equivalency.

Equivalency Committee – Planning & Processes

Jenkins mentioned a web site - [transparent.com](http://transparent.com) to view salaries of various colleges.

*Next Meeting* Thursday, January 29, 2015

*Adjournment* The meeting adjourned at 1:58 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 1/29/15 AS Meeting**

Respectfully submitted by Reid Edelman, Academic Senate President, 12/18/14

### **PBC 12/2/14, 2:30-4 PM**

- I. **SLO Report(Jenkins & Guleff):** 80% assessed currently; higher if you remove courses that have no full-time faculty in discipline or have only been offered once in the cycle. Still, there is significant work to do to be in compliance. With SAOs, 25 out of 29 are complete. Should be at 100% by the end of this semester.

#### **SLOT Activities:**

- SLO assessment evaluation in process
  - PSLOs/SAOs should be in process or complete for Program Review Part II completers.
  - Mapping and assessment (of PLSOs & ISLOs) will occur in the Spring.
  - SLOT is in process of reviewing ASCJC standards. Concerns regarding I.B.67 (disaggregation, analysis and application of SLO data). Jason expressed concern about doing this while preserving anonymity of faculty and students. Steve Hixenbaugh felt that this would be done on institutional level. Minerva mentioned that we are already gathering this through the Equity Plan process.
  - Method needed to track how identified needs are addressed.
  - Efforts to change culture of how SLOs are perceived by faculty (“marketing” of SLOs as a useful activity).
  - Review of ISLO # 6 (lifelong learning) to be reconsidered by request of Academic Senate.
- II. **Budget Report (VP Cichocki):** Revisit questions and concerns regarding multi-year projections. 1.1 million dollar problem if we hit 2900. If we hit 3045 (which seems like a stretch currently), this would reduce our problem by about \$660,000. Also, these projections assume no future COLA from state. If state were to reimburse us for additional retirement contribution costs, our portion would be about \$120,000, which would be good, but would not solve our deficit problem.
  - III. **Staffing (President Reyes, VPs Cichocki & Guleff):** President Reyes asked for input on establishing criteria for prioritizing staffing requests, in addition to last year’s staffing rubric). Discussion related to how to balance needs to replace retirees, how to staff programs with no full-time faculty oversight and how to meet established external mandates. We will need to address how to weight these needs. Also discussed need to stay within 50% Law and CTE/SSSP funding sources which are outside of the 50% Law.
  - IV. **Board Policies:** President Reyes presented list of many policies under review and extensive progress being made to get us up to date.

**Next meeting: December 16, 2014**

### **VP / Deans / Senate Meeting 12/9/14, 8:30-10 AM**

**I: Substantive Change / Ft. Bragg:** Dan is already on this committee. Jody will be invited to join. Writing sessions December 15, 16, & 17 all day as available. Meeting on December 18 at 3 PM. Courses included in initial Ft. Bragg offerings are largely dictated by the “teach-out” plan. Debra was very open to creating a survey instrument to gauge community needs and interest, but the survey would need to be directed to fit within constraints of what we can offer in terms of facilities and staff and budget.

**II. Bookstore:** Ginna met with Brian, bookstore manager. We have some instructors who have not turned in text-book orders. Bookstore cannot give full buy-back value unless faculty have turned in their books for the following semester. Debra and Mary worked to develop schedule and Mary communicate with Brian in planning book order process. Text-book process is on the senate radar and will be on an upcoming agenda, possibly with including Brian as a guest. Note that Board Policy requires Dean and Full Time faculty to be in the loop in ordering process.

**III. Special Admit Students:** legal opinion was shared with regard to admission of underage students. Younger than 13 or under Junior status requires instructor and dean signature. Most requests for ages under 13 are not approved by dean. 16 years of age is lower limit for fitness lab. Other courses also have special age limits due to content or equipment used. WE need to get this into the Administrative Procedure.

**IV. In-service & Visit by ASCCC on Jan 15 & 16:** I asked for feedback on proposed timing of sessions and also for suggested topics and questions. Issues raised included participatory governance & AB 1725, minimum qualifications, advocacy, BP & AP regarding “rely primarily upon” and “consult collegially with” language, resources available from state senate, policy development and league (CCLC) guidelines, advocacy & support for small rural colleges, time for our faculty / staff to bring forward issues we have struggled with as a small rural college (such as effect of lifelong learning & repeatability restrictions), open Q & A.

Proposed schedule:

**Thursday January 15**

Enrollment Management Presentation: AM

New Full Time Faculty meeting: AM.

12-1 lunch

ASCCC with senators: 1-2:30

Administration and senators: 2:30-4 (senators, deans, VPs, president & directors and any interested faculty)

**Friday January 16**

General session 9-12.

Faculty meeting: 1-3 PM.

Department meetings: 3-4 PM

**EAP 12/9/14, 2:30-4 PM**

**I. Goal Worksheet:** Reid mentioned that he had completed the required goals & objectives worksheet for EAP and submitted it to Minerva.

**II. Proposed New GE Certificates:** Rebecca presented two GE certificate proposals for our approval and subsequent consideration by the Curriculum Committee. EAP members had no concerns and supported proposals unanimously. A PAT will need to be created. Members suggested include: Kurt Kombs, Anastasia Simpson Logg, Debra Polak & Minerva Flores.

**III Spring Meeting Times:** Cindy has proposed EAP meeting times for Spring semester via Outlook. No conflicts were presented.

**IV. Proposal for managing Program Review presented by Dan Jenkins:** problems with data collection and general nature of data requested. Need to define what data we need and wish to request. Also, Dan argued for a need for a shepherd (as with SLOs) to oversee Program Review process. We can look at these issues as we review this year’s program reviews and also as we plan for next year’s cycle.

### **PPAC 12/11/14, 3:30-5 PM**

Due to the storm and flooding, this meeting was held electronically. First reading documents will be forwarded to faculty for review once they have been approved by all PPAC committee members.

### **PBC 12/16/14, 2-3:30 PM**

**I: Non Resident Tuition:** Eileen introduce Joe Atherton, new director of fiscal services. Then she moved onto discussion of choice regarding setting of non-resident tuition fee. Calculated actual cost per unit is \$306 per unit. Statewide calculated cost is \$200. Neighboring districts range from \$193-\$250. This year we collected over \$300,000 in non-resident fees. Eileen recommended we adopt a fee of \$200 per unit.

**II. Staffing:** First, Eileen set the context of situation in which we are balancing budget with \$700,000 transfer from reserves. And outlook next 5 years out is increasing deficits. There is some good news from state, but nonetheless, budget is under stress. We currently right on edge of 50% Law. With projections factored in for remainder of this year, we are a bit under where we will need to be on 50% Law.

We then reviewed staffing requests as prioritized by the Staffing Committee. We considered which positions were new vs. replacements. We also considered moving ahead with positions that are independently funded through categorical funds. We each prioritized faculty, classified & management positions and submitted our recommendations to Arturo.

### **BOARD OF TRUSTEES MEETING 12/17/14**

#### **(5 PM Ukiah Campus Board Room)**

This meeting was originally scheduled for December 10, but was rescheduled due to the storm. The meeting was called to order, but following the pledge and approval of the agenda, the meeting went directly into closed session. The meeting reconvened at 5:45.

Eileen presented the audit report to the BOT. BOT accepted the report.

Arturo presented his report. He added an update on his meeting with regard to Pt. Arena with S. Cardimona and A. West. He also presented optimistic outlook on Fort Bragg enrollment.

BOT welcomed new director of fiscal services Joe Atherton. BOT considered and approved policy revisions sent forward by PPAC. Arturo, Ginna and Minerva provided overview of Student Equity Plan which was presented for BOT approval.

The BOT moved ahead to item 8.7 which was an update on fund-raising and organizational efforts underway by college, science faculty and PA friends. The BOT then returned to item 7.5 which was a motion to authorize President Reyes to sign a letter of intent to proceed with a conservation easement with BLM with final approval at January meeting.

I left the meeting at this point (7 PM) due to a competing previous commitment. The entire meeting notes are included in minutes taken by Mary Lamb.

MINUTES  
Mendocino College Academic Senate  
Thursday, January 15, 2015  
1:00 – 4:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 1:02p.m.
- Present* Sarah Walsh, Tascha Whetzel Jody Gehrman, Jason Edington, Steve Cardimona, Jessica Crofoot, Dan Jenkins and Doug Browe
- Absent* Catherine McKay
- Agenda Approval* M/S/C (*Edington/Gehrman*) to approve the Agenda of January 15, 2015
- Minutes Approval* No Minutes to approve
- Public Comment* Vice President Guleff provided a brief update on Time Blocks – The committee met last semester regarding the start of the evening classes for Monday and Wednesday evenings and Tuesday and Thursday evenings. The committee also discussed 4 unit classes meeting two days a week with 9:00 a.m. start time.

VP Guleff mentioned that PPAC will honor Veterans Day on Wednesday, November 11.

A Discussion regarding Timeblocks for the 2016/2017 academic year will be held in the fall.

Edelman mentioned that the timeblocks presented by VP Guleff were developed with faculty input and may not require further discussion. However, if there are any concerns, the item can be agendized for a future meeting.

The 2014 Student Achievement Standards Recommendation from ACCJC is going to PBC next Tuesday. VP Guleff would like the Senate to review the document. The minimum standards and goals are doing fairly well. The areas to improve are transfer to four-year and certificate completion.

**1:00 – 2:30 p.m. Session**

Edelman welcomed Delores Davison and Kale Braden to the meeting

**Delores Davison** is a graduate of the University of California Davis and the University of Oregon. She served as the college's Curriculum Committee chair and Academic Senate vice president of Foothill College from 2004 – 2008 and as the Academic Senate president from 2008 – 2014. She was elected to the Academic Senate for California Community

College's Executive Committee in 2010 and has chaired the Resolutions, Vocational Education, Online Education, Accreditation and Professional Development Committees, as well as, chairing and serving on numerous task forces. She is currently serving as the ASCCC Area B representative.

**Kale Braden** holds an M.F.A. in Theatrical Design from the University of Hawaii and an Ed.D. from Argosy University in Educational Leadership. He is a Professor of Theatre at Consumnes River College, a position that he has held since 1998. He has recently served on two ACCJC Accreditation visiting teams. He was elected to the Academic Senate for California Community Colleges' Executive Committee in 2014. Kale currently chairs the Relations with the Local Senates Committee, serves on several other state-wide committees and is serving as one of the two ASCCC North representatives.

Braden mentioned the Donahoe Act ---

<http://www.ucop.edu/acadinit/mastplan/donahoe.htm>

According to Braden, the document is available on the local Senate website and states what should be done for the people of California. The choices were made in the master plan in Silicon Valley in 1960. In 1986 a panel came together along with the legislature to re-open the master plan. First Senates were formed in 1968 --- AB1725 established Tenure/10+1 – It provided the Senate a voice, a more legal say over the curriculum. The document helped to provide structure to our Senates, which function much differently from the UC and CSU systems.

### **Introduction to participatory governance and AB 1725**

AB 1725 – What the Community Colleges could be:

<http://www.asccc.org/resolutions/ab-1725-community-college-reform#>  
[http://www.ccccs.org/helpful\\_links/ab1725.html](http://www.ccccs.org/helpful_links/ab1725.html)

In regards to Academic and Professional – 10+1, the use of rely primary upon, collegial consultation or mutually agree upon, none of them are absolutely powerful. The use of them depends on your relationship with your administration and governing Board.

Braden mentioned the Board should rely upon the advice of the Senate in regards to Curriculum.

## **Best practices for interactions with administration and other campus constituent groups**

Braden suggested that a union representative or liaison attend Senate meetings. If a discussion takes place at the Senate meetings they are aware of whether it is a union issue.

He also suggested that a classified senate liaison attend the Academic Senate meetings and vice versa, as well as, the Student Senate. He mentioned that building relationships are very powerful and important.

## **Academic Senate roles in policy development and league (CCLC) guidelines**

Referred to as “Effective Practices” - The fundamental ideas behind the CCLC is to set guidelines/goals to fit within particular parameters.

If Board Policy hit upon 10+1, then it should go the Academic Senate for review.

Edelman mentioned that our administration prefers not to deviate from CCLC recommended policies. We have been told that there is more flexibility with the Administrative Procedures. Some of the Board Policies that are being updated have not been updated for 20 years.

Braden stated that 65% of the colleges use the CCLC numbering guidelines for policies. The Board policies are appropriately more general.

## **Developed protocols and means within committee structure. Discussed prior to Board interaction**

Braden suggested that the Senate work with the Board to establish the process.

Jenkins mentioned - We have a good process and working relationships are respectful. There is a cooperative relationship with bargaining units and the faculty’s relationship with classified staff is good.

## **2:30 – 4:00 p.m. Session**

Kale Braden and Dolores Davison from the CA Statewide Academic Senate continued their session with the Mendocino College Academic Senate. They were joined by members of the Mendocino College administrative team, including Arturo Reyes, Debra Polak, Steve Hixenbaugh, and Eileen Cichocki.

The following topics were discussed:

**Language with regard to “rely primarily upon” and “consult collegially with”**

Explanation of terms “rely primarily upon,” “mutually agree upon” and “consult collegially with” in defining role of senate in interacting with administration on governance issues. Whatever the chosen language on each of the 10 + 1, the key is a trusting and effective relationship among the BOT, the college president and the faculty. It is essential to keep the BOT focused on its larger vision and responsibilities and not worry about the day-to-day issues that should be the focus of faculty, staff and administration.

**Resources available from State Academic Senate**

These include research papers and information / direction on a multitude of topics, regional special topics meetings and campus visits.

**Issues we have struggled with as a small rural college (Minimum Qualifications, lifelong learning & repeatability restrictions)**

Upcoming issues to have on our radar: these include the new CA State budget, new accreditation standards, the CTE task force and student success initiatives and BA degrees.

*Next Meeting*                      January 29, 2015 at 12:30 p.m. in Room 4210

*Adjournment*                      Meeting adjourned at 4:00 p.m.

**Academic Senate Membership - 2014-2015**

Reid Edelman – President  
Jason Edington – Vice President  
Catherine McKay  
Tascha Whetzel  
Jody Gehrman

Steve Cardimona  
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