

Agenda
Mendocino College Academic Senate
Thursday, May 7, 2015
Room 4210 (Library Classroom) 12:30-2 PM

Approval of Agenda
Consent Calendar:

Approval of Minutes – Minutes of April 23, 2015

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

- **Part-Time Faculty Report –**
- **President’s Report – Report to BOT attached**

Old Business:

1. Faculty Office Space recommendations—action required {11} (15 minutes)
2. Discussion of SLOT Report from April 23 meeting(Dan Jenkins){1 & 4} (15 minutes)
3. Confirm committee assignments as presented for 2015-16 (10 minutes) {6, 9, 10, 11}
4. Check in on Senate Elections and election committee (Jason & Doug) (5 minutes) {11}

New Business:

1. Enrollment Management Report (Jason) {1, 4, 5, 10} (5 minutes)
2. Check in on topics and food for the May 14 faculty meeting {11} (5 minutes)
 - Food by Doug Browe & CVPA area
 - topics to include: Debra Polak on our K12 special enrollment & dual enrolment policies
 - excellence awards
 - introducing the new senate

Future Agenda Items? Next Meeting TBA, Fall 2015

1. Review academic rank procedures & process {11}
2. Faculty Evaluation process revision proposal{8}
3. Discussion of enrollment management issues (Jason) {1, 4, 5, 10}
4. AS bylaw revisions???
5. Review of Min Qual. Procedures

Academic Senate Membership 2014-15

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

MINUTES
Mendocino College Academic Senate
Thursday, April 23, 2015
12:30 – 2:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 12:30 p.m.
- Present* Dan Jenkins, Tascha Whetzel, Sarah Walsh, Steve Cardimona, Doug Browe, Reid Edelman, Jason Edington, Jody Gehrman, Catherine McKay, and Jessica Crofoot.
- Guests* Dean Debra Polak, Alan West, Debra White and Aeron Ives
- Agenda Approval* M/S/C (*Jenkins/Cardimona*) to approve the Agenda and the Consent Calendar of April 23, 2015 with the following changes. Move #4 – 2nd reading of resolution on fair accreditation to #3 within New Business. Move #2 under the Consent Calendar regarding the ASCCC Leadership College to New Business.
- Consent Calendar* Approve equivalency committee for Nursing: Virginia Guleff, Barbara French, Fran Laughton and Reid Edelman.
- Minutes Approval* M/S/C (*Gehrman/Cardimona*) to approve the Minutes of April 16, 2015. Crofoot and Jenkins abstained due to absence.
- Public Comment* West appreciates the assistance with the Bookstore requisition process. He is, however, unhappy with the lack of efficiency in the process. He is willing to assist with developing a form to transmit requisitions more efficiently, if still working on this process. He mentioned that there is also an issue with the number of textbooks available for student use.
- Browe mentioned the opening of the Student Art Show, to be held April 23 – May 14, 2015. 79 students are participating, showing a total of 111 artworks ranging from Photography, Textiles, painting, drawing, ceramics and sculpture. The Gallery is open from 12:30 to 3:30, Tuesday - Thursday for viewing.
- Committee Reports* **Part-Time Faculty Report**
A meeting has been scheduled for May 6, for mediation.
- President's Report**
Edelman provided a written report in which the following information was included: Notes from the State Academic Senate Plenary Session (4/9-11) and PBC Meeting (4/14).

Edelman mentioned the equivalency process. The review of Math Department applicants went very well. There are some areas that need to be revised.

SLOT Report

ACCJC Annual Report was completed. An evaluation of SLO assessments was also completed. An overall improvement in the quality of assessments was noted, and most assessors believe outcomes are being achieved without the need for modifications. The most significant theme identified was a lack of connection between current assessments with previous assessments (especially in regards to results of identified modifications needed). It was determined that this could be addressed with a modification to the Program Review procedure.

Faculty completing Program Review Part II this year were informed of the need to complete PSLO assessments. Documents to assist in the PSLO assessments were created and uploaded to the portal.

Program Review screens were evaluated and modifications were suggested – to include PSLOs and SAOs in PR Part II; and to include an opportunity for outcome assessors to comment on the results of recommendations from previous assessments. This will provide much needed information on how assessments are affecting institutional decision-making.

Old Business

Check-In Online Management System

McKay mentioned that Foothill/DeAnza College has converted to the Canvass software program.

Edington mentioned that a meeting will take place during the fall semester for further discussion. ETUDES has provided a lengthy document regarding the differences between the ETUDES and Canvass software programs.

Confirm Staffing of Committees -

Curriculum

EAP

Enrollment Management Committee

Staffing Committee

SLOT

Basic Skills

Distance Education

Student Equity

The Academic Senate authorized Reid Edelman to work with Committee chairs on final recommendations for staffing of these committees. Edelman will report back at the next meeting with a final set of recommendations for staffing and terms.

Senate Elections and Election Committee

Edelman will send an e-mail regarding the election dates and times.

The ballot includes three nominees:

Conan McKay (Social Sciences)

Vivian Varela (Social Sciences) and

Tascha Whetzel (Student Services, Learning Skills & Counseling / Incumbent)

Edington and Browe will assist with the ballot count process.

New Business

Dual Enrollment Courses

Edelman provided information regarding Dual Enrollment in the Presidents Report of April 23, from the statewide plenary session.

Polak mentioned that classes occur at the area high schools. Sometimes there is a welding class offered in the evening at Ukiah High School; An Art class at Willits high school; A Life guard class at the Willits High School. Also, Transition to College classes are being offered. These classes are offered to a targeted population and are open enrollment.

Classes taught during the regular school day, referred to as, dual enrollment, can be taught by college and qualified high school faculty. Any time a Mendocino College class occurs at a high school campus the enrollment has to be open.

A College Success class is being offered at Fort Bragg High School. As well as a career development, career choices, setting goals class where students receive college credit. These classes are being taught by the counselors at Fort Bragg High School.

Edelman mentioned that a resolution was passed to expand dual enrollment and is supported by faculty at the statewide level.

Polak mentioned that Jennifer Riddell, Doug Boswell, Jim Xerogeanes, Bob Bartow came to Willits High School to discuss what classes would and would not work at those sites. Polak mentioned that she tries to involve those that may be concerned depending on the situation and classes offered.

CTE dual enrollment is new. The College is in the process of developing relationships with area high schools and class offerings.

Edelman mentioned that there are faculty concerns about this concept.

Whetzel suggested that dual enrollment be discussed at the next faculty meeting.

Jenkins mentioned possible behavioral issues. The expectations are different for college classes. There will be a different approach on how to handle particular situations.

Edington suggested that we be clear about the standards and the difference in teaching high school students.

Office Space Committee

REQUEST #1--- USE OF OFFICE 9180 FOR THE REPLACEMENT MATH INSTRUCTOR

It is logical to use office #9180 for the new/replacement math instructor. The faculty office committee recommends that this request be approved.

REQUEST #2---USE OF OFFICE 9179 BY ADJUNCT MATH FACULTY

The faculty office committee recommends that this request be approved and expanded. We recommend that adjunct office #9179 not only be available for science and math part-time instructors but also be available to other departments occupying the science building. These additional departments would include Political Science, History, CDV and Psychology. Adjuncts from these departments wanting to use the office would send their request to the chair of the faculty office committee. Upon approval, the faculty office committee would advise the instruction office about the request. The instruction office would then send a key request to facilities. When the keys are produced they would be sent to the instruction office for distribution to the part-time faculty.

REQUEST #3--- USE OF ADJUNCT OFFICE SPACE BY FULL-TIME INSTRUCTORS FOR MEETINGS

The faculty office committee did not reach an agreement on this issue. The faculty office committee recommends that the academic senate discuss and take action on this issue. It is our opinion that this is a larger, campus-wide issue that should be discussed by the entire Academic Senate. The question for me is how, as full-time faculty members, do we want to treat our adjunct faculty as it concerns their office space. I think that adjunct

offices should only be used by part-time faculty. All members of the office committee did not agree with this idea so we are sending the request on to you. Please let us know when this third issue will be discussed by the senate.

West stated - How do we want to treat our adjunct faculty? Should this space be used for adjunct faculty only?

Catherine McKay thanked Alan West for his assistance with the office request process.

Jenkins asked, if multiple adjuncts are using the space, is there was scheduling of the room? Are there known times when the space is not utilized?

Alan mentioned that some adjunct faculty will have office hours and post their times of use.

White mentioned that this space has not been utilized this past year. The Math instructors would like to use the space because of its location.

Ives mentioned this is the only area near faculty offices. Staff meetings are currently held in Room 700 with no computer use.

West mentioned that this situation is not only a Science building issue. He suggested that the Senate look at other areas that are used by adjunct faculty. He mentioned that during college hour there are a lot of open classrooms for meetings to be held.

Edington mentioned the need for information from his office when meeting across campus. He would appreciate a meeting space closer to the Math faculty offices.

Crofoot mentioned the need for a designated adjunct faculty space.

M/S/C (*Cardimona/Browe*) to agree with Request #1 and #2, not with Request #3 because faculty office space should continue to be separate. Agree to further discussion of Request #3.

Edington, McKay and Crofoot opposed. Edington mentioned that he was voting as directed by his constituent group.

M/S/C (*Browe/Whetzel*) move to withdraw the prior motion.

M/S/C (*Jenkins/Edington*) to approve Request #1 and table Request #2 and #3 for further discussion at the next Senate meeting.

Edington mentioned the need for more input from faculty regarding this issue. There may be issues with contracts. The designated office space may need to be for all adjunct faculty and not just the adjunct faculty within the Science building.

2nd Reading of Resolution – Fair Accreditation

Crofoot read the Resolution.

M/S/C (*Browe/Jenkins*) to approve the Resolution

Check-In – Faculty Meeting (April 30th)

Lunch will be provided by CTE

Agenda items will include:

- Brief updates on committee assignments, equivalency committees and events
- Update & faculty input on Dual Enrollment at Mendocino College
- SLO Assessment presentation by John Koetzner
- Input on issue regarding adjunct office space

ASCCC Leadership College (Consent Calendar Cont.)

Edington mentioned that he is involved at the State level. Conan McKay has been involved at various plenary meetings, the State task force and is running again this year to be a Senate member.

Jenkins asked if there were other faculty “at large” interested in attending the Leadership Conference. How is Conan going to add to the leadership at the college? How is he addressing the concerns and taking concerns from the Senate and representing us? If in leadership role, he will need a manner in which to report back information.

Edington agreed that the Leadership College information should be provided to all faculty. He does feel that Conan would be a good candidate. He was voted onto two statewide committees and has been asked to represent a third committee. Edington also mention that there is larger role needed from CTE.

Browe asked that he report back to the senate based on his connections and information received.

M/S/C (*Jenkins/Browe*) to approve to sending both Edington and McKay for nomination to the Leadership College pending funding.

Catherine McKay and Jason Edington abstained.

UPDATE: following the meeting, it was discovered that each college may be limited to nominating only one faculty member to the Leadership

College. If this is indeed correct, President Edelman suggests nominating Jason Edington given his role as current senate VP.

Report – Statewide Academic Senate Plenary Session

A full report is provided in the President’s Report for April 23, 2015

*Future Agenda
Items*

**Review Academic Rank Procedures & Process
Faculty Evaluation Process – Proposal
Discuss Enrollment Management Issues**

Next Meeting

Thursday, May 7, 2015

Adjournment

The meeting adjourned at 2:05 p.m.

Academic Senate Membership 2014-2015

Reid Edelman – President

Steve Cardimona - Science

Jason Edington – Vice President

Catherine McKay – Part-Time Faculty

Doug Browe – CVPA

Dan Jenkins - CTE

Jessica Crofoot – Part-Time Faculty

Sarah Walsh – Social Sciences

Jody Gehrman – English, Library & Languages

Tascha Whetzel – Student Services, Learning Skills & Counseling

ACADEMIC SENATE PRESIDENT'S REPORT FOR MENDOCINO COLLEGE BOT, May 13 Meeting

Respectfully submitted by Reid Edelman, Academic Senate President, May 1, 2015

First I want to apologize for being unable to attend both the April and May BOT meetings. In April, Academic Senate Vice-President Jason Edington and I were attending the Statewide Academic Senate Plenary Meetings in San Francisco. And this month, both Jason and I are in the Little Theatre conducting the final dress rehearsal of the Mendocino College 12th Annual Festival of New Plays. The play festival has performances on Friday and Saturday May 15 & 16. I hope you will be able to attend!

The Academic Senate has been quite busy recently. In recent weeks, the senate has:

- 1) Completed staffing assignments to key campus committees for 2015-16. The committees we have recently staffed include the following:

Proposed Committee Staffing for 2015-16 (to be confirmed at May 7 AS meeting)

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

Basic Skills Terms not specified Chair: Sarah Walsh	Leslie Banta Jaime Cechin Ginny Buccelli Tascha Whetzel Maria Cetto Andrew Letsky (PT Rep)	AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed: Roger Adhers: (through 2016) Jean Stirling (through 2017) Jaime Cechin (through 2016) Ginny Buccelli(through 2017) T. Whetzel(through 2016) Maria Cetto(through 2017) Andrew Letsky (PT Rep)
Distance Education 2 year terms Includes 5 FT, 1 PT, 1 counselor plus chair Chair (distance ed. coordinator): V. Varela	Conan McKay Jason Edington Roger Hock Dan Jenkins Steve Crossman (by position) Catherine McKay (PT Rep)	Catherine Indermill to replace Conan McKay. Terms should be established as indicated: Catherine Indermill (through 2017) Jason Edington(through 2017) Roger Hock(through 2016) Dan Jenkins(through 2016) Steve Crossman (by position) Catherine McKay (PT Rep)
Student Equity Terms not specified Co-Chairs: Leslie Banta & VP Guleff	Jordan Anderson Tascha Whetzel Rhea Hollis, Maria Cetto Jessica Crofoot Leslie Banta Sarah Walsh Mike Guiffrida	Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee: Jordan Anderson (term ends 2017) Tascha Whetzel (term ends 2017) Rhea Hollis (term ends 2017) Maria Cetto (term ends 2017) Jessica Crofoot (term ends 2016) Tonja Ramming (term ends 2017) Sarah Walsh (term ends 2016) Mike Guiffrida (term ends 2016)

- 2) Appointed and initiated equivalency committees for the Nursing, Spanish and Math Departments. The Math committee has already met and taken action on several applicants. This test run of our new equivalency procedures has been very informative and we are working to improve the procedures in the future. The procedures will be returning to PPAC for discussion of some minor adjustments.
- 3) Appointed a senate committee to investigate online education platforms, including *Etudes* and *Canvas* in relation to new statewide directions, including a new pilot program with *Canvas*.
- 4) Researched and addressed faculty questions with regard to Dual Enrollment & Concurrent Enrollment. I attended a break-out on this topic at the recent Plenary Session and Dean Debra Polak addressed the senate on this topic at our April 23 meeting.
- 5) Hosted a presentation by the SLOT Committee on SLO assessment at our recent April 30 Faculty Meeting.
- 6) Participated in meetings with our Accreditation Team during the recent follow-up visit.

Committee Assignments: Current Status of Discussions

<u>Committee</u>	<u>2014-15 Committee Composition</u>	<u>Faculty stepping down</u>	<u>New Volunteers</u>	<u>Recommended Committee Composition for 2015-16</u>
EAP 2 year terms <u>Need 6 FT & 1 PT fac</u> Co-chairs: AS Prez & VPI Reid & Ginna	Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016)		Catherine McKay	Recommended action: *Renew term for D. Jenkins. * recognize that Curr. Chair & VP serve by virtue of their positions; align term with these offices. * Discuss wishes of PT reps re committee assignments
Enrollment Management Committee Terms not specified <u>Need 6 FT & 1 PT fac</u> Co-Chairs: VPI: V. Guleff & AS Pres or VP: J. Edington	Vivian Varela (term ends 2017) Conan McKay (term ends 2017) M. Frederickson (term ends 2017) Les Pfitzenreuter (term ends 2016) Roger Hock (term ends 2016) Jessica Crofoot (term ends 2016)	Les Pfitzenreuter?		Reaffirm current membership & specify 2 year terms as indicated.
Curriculum 2 year terms for FT 1 year term for PT Chair: R. Montes	Leslie Banta (term expiring) Tim Beck (term expiring) Julie Finnegan (term ends 2016) Rodney Grisanti (term expiring) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep)	Rodney Grisanti	Conan McKay Leslie Banta Jeff Brunner Jordan Anderson	Leslie Banta & Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti. 2015-16 committee composition to be: L. Banta (term ends 2017) Tim Beck (term ends 2017) J. Finnegan (term ends 2016) Conan McKay (term ends 2017) Tascha Wetzel (term ends 2016) Jeff Brunner (PT rep)
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				2017) Christine Soldate (PT-2016)
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From: Alan West
Sent: Monday, April 06, 2015 9:09 AM
To: Reid Edelman
Cc: Aeron Ives
Subject: Office Requests

Hello Reid,

As you know, Aaron Ives recently sent an email to the office committee with 3 office requests from the math department. Here are the faculty office committee recommendations to the Academic Senate.

REQUEST #1--- USE OF OFFICE 9180 FOR THE REPLACEMENT MATH INSTRUCTOR

It is logical to use office #9180 for the new/replacement math instructor. The faculty office committee recommends that this request be approved.

REQUEST #2---USE OF OFFICE 9179 BY ADJUNCT MATH FACULTY

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REQUEST #3--- USE OF ADJUNCT OFFICE SPACE BY FULL-TIME INSTRUCTORS FOR MEETINGS

The faculty office committee did not reach an agreement on this issue. The faculty office committee recommends that the academic senate discuss and take action on this issue. It is our opinion that this is a larger, campus-wide issue that should be discussed by the entire Academic Senate. The question for me is how, as full-time faculty members, do we want to treat our adjunct faculty as it concerns their office space. I think that adjunct offices should only be used by part-time faculty. All members of the office committee did not agree with this idea so we are sending the request on to you. Please let us know when this third issue will be discussed by the senate.

Thanks,

Alan B. West

SLOT Report: Academic Senate
4-23-15
Dan Jenkins, SLOT chair

ACCJC Annual Report completed – SLOs beginning on page 3. Minimal increase over last year in the percentage of courses evaluated. Most notable improvement over last year is the revision of SAOs.

ACCJC standards call for an alignment (“mapping”) of SAOs with Institutional Learning Outcomes. Since ILOs are “learning” outcomes and are based on graduation requirements (competency areas), SAOs don’t map. We made the argument that SAOs are clearly student-centric and support student learning in measurable ways, and a link can be made between successful SAO outcomes and student learning, but that we don’t expect to “map” individual SAOs to the ILOs. Instead, SAOs were aligned with accreditation standards applying to the different service areas.

All but one Service Area Outcome has been drafted (most are finalized). These will be assessed during Program Review, Part II.

Faculty completing Program Review Part II this year were informed of the need to complete PSLO assessments. Documents to assist in the PSLO assessments were created and uploaded to the portal.

An evaluation of SLO assessments was completed. An overall improvement in the quality of assessments was noted, and most assessors believe outcomes are being achieved without the need for modifications (altering lesson plans or assignment schedules were identified as the most common modifications needed). The most significant theme identified was a lack of connection between current assessments with previous assessments (especially in regards to results of identified modifications needed). It was determined that this could be addressed with a modification to the Program Review procedure.

Program Review screens were evaluated and modifications were suggested – to include PSLOs and SAOs in PR Part II; and to include an opportunity for outcome assessors to comment on the results of recommendations from previous assessments. This will provide much needed information on how assessments are affecting institutional decision-making.

John Koetzner will facilitate a discussion during the faculty meeting on 4/30 regarding the influence SLO assessments have had on faculty.

ISLO assessment (Jenkins, Polak, Flores) had to be rescheduled due to illness. Pending.