

**Mendocino College Academic Senate  
MEETING MINUTES  
January 27, 2022**

Library and Learning Resource Center, Room 4210  
1211 Del Mar Drive, Fort Bragg, California  
and  
Zoom

**I. Call to Order**

President Indermill called the meeting to order at 12:32pm.

*Present:* Greg Allen, Lucy Bayer, Jaime Cechin, Pamela Heston-Bechtol, Laura Mays, John Rall, Nick Wright, Ginny Buccelli

*Absent:* Brianna Zuber

*Others:* Mary Houghton, Toni Fort, Rebecca Montes, Tascha Whetzel (1:43pm), Sarah Walsh (1:43-2:12pm).

**II. Approval of the Agenda**

**M/S/C (Allen/Heston-Bechtol) approve the agenda:**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli; *Nays:* None

*Absent:* Zuber

**III. Public Comment**

None

**IV. Approval of Minutes**

**M/S/C (Buccelli/Cechin) to approve the minutes from December 9, 2021, as revised (Attachment #1):**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli; *Nays:* None

*Absent:* Zuber

Currently, the SI is not included in Canvas Class. Information has been shared with the lead faculty that the SI is not ~~actually enrolled in or teaching the course~~ enrolled as a student or the instructor of record and this limits their abilities to support students without access to Canvas.

**V. Consent Agenda**

**A. None**

**VI. Unfinished Business**

**A. District-wide Transition Update**

President Indermill reported that there is not much to report, however there has been significant activity “behind the scenes helping students with the MendoMobile App and tracking students not complying with Board Policy 2901. Disenrollment of students began the week before classes and will continue through Census Day. The students are being encouraged and when possible assisted to re-enroll. Students who have opted to test will be monitored to make sure they are testing weekly. If they are not they will be contacted and if they don’t comply with the required testing then they will be dis-enrolled. Indermill anticipates that by February, if not before, there will be an update on how the process is going and will report to the senate, as is appropriate.

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President Indermill asked senators to assure their constituents that it is not the faculty responsibility to check student passes or if they are scanning the QR codes on the MendoMoble App. Students will be contacted by email and faculty will be notified if there has been an exposure in their class. If a student has a red code the faculty will receive an email from the Vice President of Student Services, Ulises Velasco, and the same information that is given to the student will be given to the faculty. For Covid exposure notices from students, faculty should direct the student to [covid@mendocino.edu](mailto:covid@mendocino.edu). Indermill will follow up on last month's recommendation of making QR codes more accessible to students.

**B. Executive Department for the State of California: Executive Orders N-29-20 and N-08-21 Update  
M/S/C (Wright/Buccelli) approve the Academic Senate to resume meeting remotely per Assembly Bill 361:**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli; *Nays:* None  
*Absent:* Zuber

Assembly 361 allows for public entities such as the Academic Senate to meet remotely under certain conditions and must be reaffirmed every 30 days. Mendocino County Public Health Department still has in place the recommendation for physical distancing, which meets the provisions of AB 361. The Academic Senate meeting scheduled February 17, 2022 will be held remotely, via Zoom.

**C. Academic Senate 2021 - 2022 Goals Update**

The following updates were provided regarding the current status of this year's goals (Attachment 2):

- Goal #1 - Constitution Review and Goal #2 - Bylaws Review: President Indermill and Senator Allen are working together revisions to the Constitution and Bylaws. They will make recommendations for a few revisions to both documents, including the addition of a statement about diversity on Academic Senate appointed committees approved last Spring by the senate.
- Goal #3 - BoardDocs: President Indermill noted the Board of Trustees will be given an overview of the BoardDocs platform February 9, 2022. After that, she will meet with Senators Heston-Bechtol and Wright to determine what steps the senate should take.
- Goal #4 - Native American Land Acknowledgement: This will be addressed at this meeting (agenda item VI.E).
- Goal #5 -Native American Resolution: Vice President Buccelli and Senator Rall reported significant progress was made on this resolution at the end of last semester. Rall noted that they have reached out to community members to make sure they are getting an appropriate voice in the Native American Land Acknowledgment. President Indermill recommends the first reading be included on the agenda at the next senate meeting.
- Goal #6 - Diversity, Equity and Inclusion Committee Communication: This will be addressed at this meeting (agenda item VI.D).

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**D. California Community Colleges Chancellor's Office Diversity, Equity and Inclusion Task Force**

Senators (Allen, Cechin, Rall and Wright) did not have updates from the committees they serve on as representatives of the Academic Senate. President Indermill reported that the portions of the DEI report related to the Equal Employment Opportunities Committee (EEO) of which she and Senator Mays are on were shared early last semester.

**E. Academic Senate Resolution F'21 - 01: Faculty Adoption of a Native American Land Acknowledgement**

**M/S/C (Buccelli/Rall) to approve Resolution F'21 - 01, as revised:**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli; *Nays:* None  
*Absent:* Zuber

The Resolution (Attachment 3) was revised as a result of senator feedback at the first reading, December 9, 2021.

- A recommendation that faculty include a similar Native American Land Acknowledgement in class materials has been added.
- The recommendation that the District adopt a similar Native American Land Acknowledgement was removed because it does not relate to senate and faculty actions (a new resolution is proposed to address this).

**VII. New Business**

**A. Academic Senate Resolution S'22 - 01: Support for District Adoption of a Native American Land Acknowledgement**

Senator Heston-Bechtol read the resolution into the record (Attachment 4). President Indermill noted this resolution is for the District's adoption of a Native American Land Acknowledgment. Minor formatting was addressed.

**B. Screening Committee Appointments**

**M/S/C (Cechin/Wright) to appoint faculty to screening committees, as discussed.**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli; *Nays:* None  
*Absent:* Zuber

- Instructor - Physical Therapy Assistant (non-tenure track categorically funded)
  - Greg Allen
  - Sara Bogner (Co-Chair)
  - Joe Munoz
- Administrative Assistant I - Student Services
  - Fernando Calderon
- Assistant Director of Employer Partnership Committee Appointments (for Shasta College, Attachment 5)
  - Apryl Guisasola
  - David Pai

**C. Grading and Academic Records Symbols - Administrative Procedure 4230.1**

Professors Sarah Walsh (English as a Second Language) and Tascha Whetzel (Learning Skills) provided an overview of a proposal to add a Satisfactory Progress (SP) grade option for non-credit courses (Attachment 6). Currently the only option is to assign "credit" (CR) or "non-credit" (NC), even if a student has completed a significant number of the learning outcomes, but have not completed enough attendance hours they must

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be assigned NC. They have communicated with all the full-time faculty who teach non-credit classes and there is consensus among them that this grade designation will benefit students.

- The SP designation will allow faculty to communicate and support students by encouraging them to re-enroll and complete the missing work, instead of simply assigning NC (which can be discouraging).
- The NC is viewed as “failing” even if the student has made progress
- Admissions and Records calculates the total hours the student has completed based on the classes they have taken and are non-credit programs to reach the 272 hour requirement. The challenge has been that if a student is absent one or two days they need to come to class the following semester to complete the number of hours required to receive the non-credit certificate.
- The SP will increase the faculty’s ability to track student’s progress and support them..

President Indermill indicated to include this grade option, the Curriculum Committee will need to support this and Administrative Procedure 4230.1 will need to be revised. The senators directed Indermill to request review of the SP grading option by the Curriculum Committee and recommend they take action to support the change and request the President’s Policy Advisory Council (PPAC) revise AP 4230.1. Indermill will communicate this to the Curriculum Committee Chair, Marcus Frederickson.

#### **D. Academic Senate Vacancy**

**M/S/C (Buccelli/Allen) to appoint Senator Zuber as Vice President of the Academic Senate for the remainder of the vacated 2020-2022 term:**

Yeas: Allen, Bayer, Cechin, Heston-Bechtol, Mays, Rall, Wright, Buccelli

President Indermill has accepted Vice President Buccelli’s resignation from the Academic Senate effective January 28, 2022, due to personal, family obligations. The resignation affects only her work related to the senate and not her other faculty committee responsibilities (e.g., Guide Pathways Leadership Team and Credit for Prior Learning Ad Hoc Committee). The Academic Senate Constitution Article IV, Section 1 (Attachment 7) requires the senate to make an appointment to complete the vacated term.

### **VIII. Standing Items - No Updates were provided**

#### **A. AB 705**

#### **B. Guided Pathways**

#### **C. California Community Colleges Chancellor's Office *Call to Action***

### **IX. Reports - Information and Discussion**

*(10 minutes)*

#### **A. Senator Reports**

- Senator Wright reported a concern from his constituents regarding the work environment for counseling faculty. There is a virus surge which has decreased the number of students on campus. In person appointments have greatly declined and remote appointments have increased. The question that is being asked is, “what is the purpose of being on campus when students are being served remotely either by email, phone, or video platform. Counselors could be providing the same student services remotely and decreasing their exposure to the virus at this time. Senators noted that in these trying times, it would be beneficial to have some counselors

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present on campus to assign students, but recognize that not all counselors need to be on campus all the time. President Indermill noted this issue relates to the senate purview of "student preparation and success" and asked Wright to provide an update on the situation, as is appropriate.

- Senator Rall reported that there will be a number of Open Educational Resources (OER) workshops this semester. A few instructors have already adopted OERs and others have begun to include OER-based resources in their classes.

#### **B. Academic Senate President's Report**

President Indermill provided a written report (Attachment 8). She noted the omission of a decision to fill a vacancy on the Professional Development Leave Committee. In keeping with her practice when immediate decisions, such as this appointment, are required she consults with the Vice President and one senator. In this case, Buccelli and Senator Allen confirmed the appointment of Tim Beck to complete the 2021 - 2023 vacated term on the Professional Development Leave Committee.

In addition, she highlighted that the Physical Therapy Assistant program received full national accreditation on December 2, 2021. The Board of Trustees had a Special Meeting last night (1/26/22). This was a joint meeting with the Mendocino College Foundation Board of Directors and a budget workshop.

#### **X. Open Forum**

- Senator Allen asked how to expand the committee volunteer list so the senate can include diversity, equity, and inclusion in decisions about appointments. President Indermill will add this to a future agenda for discussion. She also noted, the senate approved a diversity statement to be included in the Bylaws.
- Senator Heston-Bechtol reported that the campus is extremely dark at night and asked if this is something the senate can address. Senator Wright, as the senate representative on the Facilities and Safety Committee, will ask them to address this.

#### **XI. Adjournment**

President Indermill adjourned the meeting at 2:22pm

(Approved Academic Senate and Faculty\* Meeting Schedule: February 10\*, February 17, March 3\*, March 10, March 24\*, March 31, April 21\*, April 28, May 12\*, May 19)

# Academic Senate Agenda Attachments 1 - 9 January 27, 2022

*Note: all are highlighted in green*

## January 27, 2022: Attachment 1

### Mendocino College Academic Senate MEETING MINUTES December 9, 2021 Via Zoom

#### I. Call to Order

President Indermill called the meeting to order at 12:31pm

*Present:* Greg Allen, Lucy Bayer (12:35pm), Ginny Buccelli, Jaime Cechin, Pamela Heston-Bechtol, Laura Mays (12:40pm), John Rall, Nicolas Wright, Brianna Zuber

*Others:* Mary Houghton, Toni Fort (12:46pm), Neeka Aquirre

#### II. Approval of the Agenda

**M/S/C (Buccelli/Allen) to approve the agenda as presented:**

*Yeas:* Allen, Buccelli, Cechin, Heston-Bechtol, Rall, Wright, Zuber; *Nays:* None;

*Absent:* Bayer, Mays

#### III. Public Comment

None

#### IV. Approval of Minutes

**A. Regular Meeting November 18, 2021**

**M/S/C (Allen/Zuber) to approve the minutes as revised to clarify item VII.A.**

**Institutional Student Learning Outcomes Revision Report:**

*Yeas:* Allen, Bayer, Cechin, Heston-Bechtol, Rall, Wright, Zuber; *Nays:* None;

*Absent:* Mays; *Abstain:* Buccelli

#### V. Consent Agenda

**A. None**

#### VI. Unfinished Business

**A. District-wide Transition Update**

President Indermill gave a brief update from the COVID Transition group. Rapid COVID tests are now available to employees. The discussion about event protocols continued and the decision has been made that all indoor events hosted by the college will require proof of vaccination and we will recommend the same for those hosted by outside organizations, however it will be the responsibility of the host to organize and implement. The college is having a large presence about vaccination requirements for students and looking to incorporate the information into the Week of Welcome. January In Service will be held in-person and Centers can join remotely. Full time employees are required to attend and part time employees are invited to attend. Any full-time faculty teaching

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online should come in person but can make individual arrangements with their Dean if they have extenuating circumstances. An announcement about In Serve will be sent soon.

**B. California Community Colleges Chancellor's Office Diversity, Equity and Inclusion Task Force**

President Indermill reminded the senators that the work focused on the DEI will be ongoing into the future, but the senate's role in communicating with committees their responsibilities should wind down in the Spring. She asked senators to be prepared to share out the DEI information on the committees they serve on at the January 27, 2022 senate meeting. Vice President Buccelli shared how the Credit for Prior Learning and Mission and Values Ad Hoc committee's work aligns with DEI (Attachment 1).

**VII. New Business**

**A. Distance Education Committee Report**

Senator Rall provided a report from the Distance Education Committee (Attachment 2). He noted that any online course is on the California Virtual Campus Exchange (CVC).

- Our Peer Online Course Review (POCR) group will be involved next semester in getting their courses on the Open Educational Resources (OER) Rubric.
- Faculty workshops are planned for the Spring semester that will focus on the four categories of the OER standards
- There are 20 instructors needed to have courses ready for CVC.
- It is not clear if the OER is certifying instructors or courses
- Currently, Vivian Varela, Director of Distance Education is conducting "the accessibility challenge" for faculty to participate in
- The committee is discussing textbooks and online classes, without a physical bookstore it may be more difficult for some students get print textbooks.

**B. Outreach and Marketing Committee Report**

Senator Cechin provided an update from the Outreach and Marketing Committee (Attachment 3):

- The Mendocino College website redesign should be ready to launch in February 2022, but could be delayed another month. The new website is catering to a new student perspective.
- Athletics also had a website redesign which went live in November 2021 with statistic tracking.
- Safety materials for COID have to be created and implemented. A safety video is being created.
- The outreach committee bought an outreach van that counselors/staff can take to local high schools for outreach.
- Changes to department websites should be made ahead of the migration to the new website.
- Still working on an athletics logo.
- Good things to report on the center's outreach campaign.

**C. Academic Senate Resolution F'21-01: Adoption of a Native American Land Acknowledgement**

Senator Heston-Bechtol read into record the Resolution F'21-01, including the draft of the Native American Land Acknowledgement (Attachment 4). After discussion senators recommended:

- Faculty should be encouraged to include this, or a similar statement, in the class syllabi,
- The Academic Senate should consider providing a template for faculty to use

## VIII. Standing Items

### A. AB 705

No report was provided.

### B. Guided Pathways

1. Senator Zuber provided a report from the *Strengthening Student Success* Conference sponsored by the RP Group for California Community Colleges (Research, Planning, Professional Development). Zuber said the conference focused on equity, addressing inequity in the classroom, utilizing students in guided pathways, dismantling white supremist, OER, free textbooks, etc. Mendocino College got a shoutout during a presentation about employing 28 students in our committees and guided pathways. More information about not using acronyms, paying students in some way for their committee participation, and more in depth training for students on finding and using their voices. Having a debrief with students after each meeting was suggested in case the students are not comfortable speaking at the main meeting. There was a student panel during the welcome presentation where students addressed faculty about their concerns with online learning, the vaccination and digital inequities.
2. President Indermill reported on the new Student Engagement and Innovation Grant available for Spring 2022. Mendocino College has been selected again to participate in the Student Engagement and Innovation Grant . Currently submitting a grant application and should receive \$5,000 for spring semester. Those funds could go to helping the college recourite and support students working on committees.

### C. California Community Colleges Chancellor's Office *Call to Action*

No report was provided

## IX. Reports - *Information and Discussion*

### A. Senator Reports

1. Senator Allen reported on the creative ways faculty are reaching out to students. Satellite classrooms are being created and this allows faculty to teach in person in Ukiah while broadcasting to Centers. Supplemental Instructors (SI) will be in the remote locations to support students. Currently, the SI is not included in the Canvas Class. Information has been shared with the lead faculty that the SI is not enrolled as a student or the instructor of record and this limits their abilities to support students without access to Canvas.
2. Senator Rall said there will be an OER Spring workshop for faculty.

### B. Academic Senate President's Report

President Indermill announced that the Physical Therapy Program has earned full national accreditation. A written report was also provided.

## X. Open Forum

- Neeka Aquirre addressed the senate about the board policies on minors on campus. Mendocino College's current AB/AP suggests that minors should not be on campus unless they are in a child care area. Neeka addressed concerns about this policy being inequitable and negatively affecting our female students and staff. Other institutions are changing their policies and she believes we should be seriously considering changing our policies too. This topic is in the academic senate preview and the next step is to add this item to the agenda and have an open discussion about if the senate should be pushing towards an AP/BP change.
- President Indermill noted she plans to include goals update at the January meeting and asked senators to be prepared to report activity related to their assigned goal.



**XI. Adjournment**

President Indermill adjourned the meeting at 2:24.

(Approved Academic Senate and Faculty\* Meeting Schedule: January 27, February 10\*, February 17, March 3\*, March 10, March 24\*, March 31, April 21\*, April 28, May 12\*, May 19)

**Academic Senate Agenda Attachments  
December 9, 2021**

**December 9, 2022 - Attachment 1**

**VI.B. California Community Colleges Chancellor's Office Diversity, Equity and Inclusion Task Force**

**Diversity Equity and Inclusion Report  
For the  
Credit for Prior Learning Ad Hoc Committee  
Date 12/9/21**

Committee Name: Credit for Prior Learning Ad Hoc

Your name and role on committee (i.e. chair, co-chair, member, etc.): Chair

Chair(s): Ginny Buccelli

Meeting days/times (if regularly scheduled): n/a

**Vision for Success Commitment 2:** Always design and decide with the student in mind

Credit for Prior Learning (CPL) is geared entirely toward increasing equity for our students by allowing them to use prior experiences to earn college credits. CPL affirms consistent and equitable practices, validates students' college-level skills and knowledge gained outside of the classroom, and allows students to complete degrees at twice the rate of students with no CPL credit. It is especially impactful for African American students (who graduate at 4 times the rate of non-CPL students) and Latinx students (who graduate at eight times the rate).

Faculty are beginning to engage in the work of expanding CPL opportunities for students by creating discipline course crosswalks and clearly mapping opportunities for students to use prior experiences to earn college credit.

Admissions and Records has adopted a newly designed petition for Credit by Assessment, formerly known as Credit by Exam.

The Board Policy and Administrative Procedures have been revised and the cost to students has dropped from the equivalent of three units to zero.

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**Diversity Equity and Inclusion Report  
For the  
Mission Vision and Values Ad Hoc Committee**

**Date December 9, 2021**

Committee Name: Mission, Vision, Values Ad Hoc

Your name and role on committee (i.e. chair, co-chair, member, etc.): member

Chair(s): Tim Karas

In accordance with the Diversity, Equity and Inclusion Report (2020) from the California Community College Chancellor's Office, the MVV was updated by an Ad Hoc committee formed by President Karas.

The key changes to the language of the statements are highlighted below. These align with the *Vision for Success* Commitment 5: Take ownership of goals and performance, Strategy A: Celebrate the diversity of the California Community Colleges.

Key terms were added to the **Vision Statement** including: Mendocino College encourages and nurtures student success through instructional excellence, **social justice, and anti-racists practices**. Mendocino College instruction and services facilitate an **inclusive**, caring, and **accessible** learning environment based on individualized student needs.

Value Statement additions:

**Anti-Racism: We support anti-racist practices and policies through institutional actions. We are actively working to dismantle systemic and structural racism through professional development, ongoing dialogue, analysis, and reflection.**

**Equity: We work towards achieving equity in student educational outcomes, regardless of race, ethnicity, ability, gender identity, geographical location, and socio-economic status. We move beyond issues of access and place success outcomes for racially minoritized students as our focus. We aim to remove barriers to educational success and embrace student abilities.**

Justification:

All discipline, program, and course level Program Review activities require an alignment to the Mission, Vision, and Values. By updating this anchoring guidance language, we ensure that ownership of goals and performance are mapped through the entirety of our student focused system.

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## December 9, 2021 - Attachment 2

### VII.B. Distance Education Committee Report

**Distance Education Committee  
Date 12/08/2021**

Committee Name: **Distance Education Committee**

Your name and role on committee: **John Rall, Academic Senate Representative**

Chair(s): **Vivian Varela**

Meeting days/times (if regularly scheduled): **3rd Thursday of each month**

1) What are the most pressing issues your committee is currently addressing? Please be specific.

**The DE Committee is currently addressing :**

- **POCR (Peer Online Course Review) for 21-22**
  - **We need to have at least 20 instructors to have courses ready for CVC.**
  - **Taking the rubric one criteria at a time, starting with accessibility.**
  - **POCR reviewers - workshops section by section of the OEI Rubric Spring 2022**
- **Accessibility Challenge– December**
- **Textbook cost discussion – OER (Open Education Resources), the definition of low-cost text, signifiers in schedule, other concerns?**
- **Honest Pledges– Students recirculating assignments**

#### **Example: Honesty Affirmation**

**When submitting unit exams and papers/projects you will be asked to affirm that the work you submit is your own.**

***I pledge that the submitted work abides by the guidelines set by the Mendocino College Academic Honesty Policy (AP 5500.2 Academic Honesty Guidelines and is my own thoughts and ideas. This includes proper citations, proofreading, studying, originality, integrity and honesty to the College and this course.***

2) What actions (if any) has your committee undertaken to address these challenges?

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**The committee, Vivian, organized the 10 Day Accessibility Challenge and we are in the process of planning Spring activities and training to help faculty reach important requirements in online courses to meet the OEI rubric standards for the CVC (exchange).The accessibility training planned for Spring will support 20+ faculty to have their courses accessible and meet accreditation.**

- 3) How can the Academic Senate be of assistance in handling these issues? (Please see the primary purview of the senate listed below in the “10+1” if needed.)

**The Senate can serve the DE committee by supporting efforts to train faculty in area 4, 5, and 8 of the 10+1. The committee will help faculty develop knowledge and skills for well constructed online course meeting OEI standards, participating in the CVC, and meeting expectations for accreditation.**

- 4) List any relevant timeline issues, such as grant application deadlines, academic calendar deadlines, accreditation deadlines, etc.

**We are in need of 20 instructors to have their courses reviewed for continued participation in the CVC. The POCR reviewers will participate in trainings to support faculty.**

- 5) Anything else you want to discuss about your committee? Feel free to report here on progress and accomplishments as well.

**Discussions about expanding the committee and the need for more organized and equipped faculty to improve online course is a must as online education continues to grow.**

\*\*\* end of report \*\*\*

## December 9, 2021 - Attachment 3

### VII.B. Outreach and Marketing Committee Report

#### Marketing & Outreach Committee Report 12/01/2021

Committee Name: Outreach & Marketing

Your name and role on committee: Jaime Cechin, Academic Senate Representative

Chair(s): Janelle Myers-Bird, Tony Novelli

1. What are the most pressing issues your committee is currently addressing? Please be specific.

The single most pressing issue facing the committee recently has been completion of the college website upgrade/redesign. This redesign has also created an increased need for translation of materials and demand for graphics. Covid has also presented the committee with new issues to address, notably the formulation of a marketing response to capture more students in a time of lower enrollment numbers.

2. What actions (if any) has your committee undertaken to address these challenges?

Chairs Myers Bird and Novelli, along with the committee, have worked hard to provide our web designers with a clear vision of the updated college website. We've approached the design process with a future student-centered focus, with the help of student feedback. At present, the new website is set to be complete February 2022, with an official launch shortly after. This launch will coincide with launch of the new athletics website through Presto; the department began using the program in November 2021, but the accompanying website will likely launch along with the main college website in Spring 2022.

In order to fulfill the increased marketing demand, the committee discussed the hiring of a third-party translator and secured the necessary budget. Graphic support was provided for general enrollment campaigns as well as campaigns for various CTE programs such as Child Development, Fire Science and Agriculture. The committee also provided feedback on Covid-specific campaigns, including the creating of Covid safety materials; additionally, a covid-safe option for campus tours, a virtual tour, is nearly finalized and is currently on track to launch in January 2022. Finally, the committee is currently discussing the final design touches on a newly purchased "Outreach Team Van," to be used to visit local high schools and make appearances at local events.

3. How can the Academic Senate be of assistance in handling these issues? (Please see the primary purview of the senate listed below in the "10+1" if needed.)

The Academic Senate can best support the work of the committee by encouraging constituents engage with the new website as it rolls out. Data migration will begin in the next couple weeks

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(an email will be sent ahead of this), so departments are encouraged to make important updates/changes to material now rather than after the new site is launched. Faculty is also encouraged to direct students to these resources (website, covid virtual tours, etc.) and provide feedback as they see fit.

As the newly redesigned website rolls out, we will need to plan for trainings (how to manage departments pages), likely need in Spring 2022.

4. List any relevant timeline issues, such as grant application deadlines, academic calendar deadlines, accreditation deadlines, etc.

Covid-related funding to be spent by Feb 2022. CTE marketing funds to be spent by June 2022.

5. Anything else you want to discuss about your committee? Feel free to report here on progress and accomplishments as well.

The committee is also close to finalizing an athletics logo. The virtual tour is scheduled for a soft launch in late December, so faculty are encouraged to test it out and provide feedback!

\*\*\* end of report \*\*\*

**December 9, 2021 - Attachment 4**

**VII.C. Academic Senate Resolution F'21-01: Adoption of a Native American Land Acknowledgement**

**Mendocino College Academic Senate Resolution F'21 - 01  
Adoption of a Native American Land Acknowledgement**

**Sponsors / Contacts: Pamela Heston-Bechtol**

**Academic Senate Representative: Ginny Buccelli**

**Academic Senate First Reading: December 9, 2021**

**Academic Second Reading:**

**Decision:** APPROVED / FAILED

**Vote Count** (list names of senators):

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

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**Whereas**, Mendocino - Lake Community College District boundaries reside within traditional Native Lands

**Whereas**, the First Nations of Lake and Mendocino Counties are Chato, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki

**Whereas**, The Mendocino College Academic Senate has purview for academic and professional matters, such as “student preparation and success” (Title 5 section 53200);

**Whereas**, The recognition of the rightful stewards of the lands in which the District resides will foster diversity, equity, inclusion, accessibility and student success;

**Whereas**, The Mendocino College Academic Senate recognizes the injustices and atrocities committed against the local Indigenous Peoples;

**Therefore be it resolved**, The Mendocino College Academic Senate adopt a *Native American Land Acknowledgement* to be included at our public meetings (attachment 1);

**And Therefore be it finally resolved**, The Mendocino College Academic Senate recommends that the Mendocino - Lake Community College District Board of Trustees adopt a similar Native American Land Acknowledgement to be included at public meetings. -----  
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**Mendocino College Academic Senate Resolution F'21 - 01  
Attachment 1**

**Draft  
Native American Land Acknowledgement  
12/9/21**

The Mendocino College Academic Senate collectively acknowledges that the Mendocino-Lake Community College District occupies the ancestral, traditional, and contemporary Lands of the local First Nations: Chato, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki. We recognize, support, and advocate for their sovereignty

We acknowledge all Indigenous Peoples who have called Lake and Mendocino Counties their home for thousands of years, and their efforts to revive and cultivate their cultures, language, and identities despite the atrocities committed against them. The Mendocino College Academic Senate is committed to ending these struggles and racist experiences within the district.

We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present. Lastly, we thank them for their strength, perseverance and resilience.

By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold Mendocino College Academic Senate more accountable to the educational needs of local First Nations and Indigenous Peoples.

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## December 9, 2021 - Attachment 5

### IX.B Academic Senate President's Report

There have been fewer committee meetings, etc. since the last meeting of the Academic Senate due to the recent Thanksgiving Holiday break, however work has been continuing. The most recent focus on the bimonthly meetings with **Vice Presidents Polak and Velasco** have centered on January In Service planning. We expect to have much of the afternoon focus on professional development sessions specifically designed for faculty.

At our monthly meeting with **President Karas**, Buccelli and I discussed the importance of including faculty in planning and/or communication about campus events that will benefit students. Faculty are one of the best resources to communicate with students about events they may find interesting, etc. Karas also brought us up-to-date on the redistricting process. I anticipate the Board of Trustees will be provided a report at the December 15th meeting.

The **President's Policy Advisory Council (PPAC)** recommended the approval of Board Policy 1200 - District Mission. This will go to the Board of Trustees for two readings and anticipate approval. PPAC continues to review the policies and administrative procedures under the jurisdiction of the BOT (Chapter Two).



### BOARD POLICY

No. 1200

### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

#### DISTRICT MISSION

The mission of the Mendocino-Lake Community College District is:

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, **equity, and anti-racist practices** the College **is committed to student success and achievement** offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success and achievement through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment, and providing services to students at all stages of their educational and/or career path. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.

The mission is evaluated and revised on a regular basis.

Reference: ACCJC Accreditation Standard I.A

APPROVED

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The **Education Action Planning Committee** (EAP) continues to work on summarizes of the Program Review and Planning documents submitted Spring 2021 and the *Educational Master Plan*. A Program Advisory Team report on inclusion of new programs related to electric vehicles for Automotive Technology was approved. EAP will consider action on these programs at a subsequent meeting. The Program Review and Planning Part Two Workshops were discussed and tentative topics and agendas were developed. The first workshop was held December 3 and covered a general overview of the process and how the subsequent workshops will build upon each other to assist faculty in completing the report due in May 2022.

Respectfully Submitted,

*Catherine Indermill*

Academic Senate President

\*\*\* end December 9, 2021 Academic Senate Minutes \*\*\*

## January 27, 2022: Attachment 2

### VI. Unfinished Business

#### C. Academic Senate 2021 - 2022 Goals Update

#### Academic Senate 2021 - 2022 Goals Approved October 7, 2021

##### **Goal #1: Constitution Review**

Review the Mendocino College Academic Senate Constitution for accuracy, best practices and currency.

- Senator Leads: Indermill and Allen

##### **Goal #2: Bylaws Review**

Review the Mendocino College Academic Senate Bylaws for accuracy, best practices and currency. Include the revisions to Article VI, Sections 1 and 2 approved May 2021

- Senator Leads: Indermill and Allen

##### **Goal #3: BoardDocs**

Review and determine best practices on how to use it for senate agendas and minutes. Coordinate senator training.

- Senator Leads: Heston-Bectol and Wright

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**Goal #4: Native American Land Acknowledgement**

Research and consider the adoption of a local Native American Land Acknowledgment.

- Senator Leads: Indermill and Heston-Bechtol

**Goal #5: Native American Resolution**

Review the draft developed last year, consider revisions, updates and adoption

- Senator Leads: Buccelli and Rall

**Goal #6: Diversity, Equity and Inclusion Committee Communication**

Review the *California Community College Diversity, Equity and Inclusion Report*, align the *Strategies* and *Best Practices* with each decision-making committee and share with chairs and/or committee members to determine what has been accomplished and what should be addressed.

- Senator Leads: Indermill and Zuber

**January 27, 2022: Attachment 3**

**VI. Unfinished Business**

**E. Academic Senate Resolution F’21 - 01: Faculty Adoption of a Native American Land Acknowledgement**

Academic Senate Resolution F’21 - 01 was revised to reflect the recommendation made at the December 9, 2021 first reading. The tracked changes are included on the initial [Resolution F’21 - 01](#). Inserted below are the revisions without tracking.

**Mendocino College Academic Senate Resolution F’21 - 01  
Faculty Adoption of a Native American Land Acknowledgement**

**Sponsors / Contacts: Pamela Heston-Bechtol**

**Academic Senate Representative: Ginny Buccelli**

**Academic Senate First Reading: December 9, 2021**

**Academic Second Reading:**

**Decision:** APPROVED / FAILED

**Vote Count** (list names of senators):

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

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APPROVED

**Whereas,** Mendocino - Lake Community College District boundaries reside within traditional Native Lands

**Whereas,** the First Nations of Lake and Mendocino Counties are Cahto, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki

**Whereas,** The Mendocino College Academic Senate recognizes the injustices and atrocities committed against the local Indigenous Peoples;

**Whereas,** The recognition of the rightful stewards of the lands in which the District resides will foster diversity, equity, inclusion, accessibility and student success;

**Whereas,** The Mendocino College Academic Senate has purview for academic and professional matters, such as “student preparation and success” (Title 5 section 53200);

**Whereas,** supporting student success includes recognizing and respecting their local cultural backgrounds;

**Whereas,** The recognition of the rightful stewards of the lands in which the District resides will foster diversity, equity, inclusion, accessibility and student success;

**Whereas,** The Mendocino College Academic Senate recognizes the injustices and atrocities committed against the local Indigenous Peoples;

**Therefore be it resolved,** The Mendocino College Academic Senate adopt a *Land Acknowledgement* (attached) to be included at all meetings;

**And therefore be it resolved,** The Mendocino College Academic Senate recommends faculty include this or a similar *Land Acknowledgement* in class materials (such as syllabi, welcome announcements) and faculty sponsored events.

-----  
**Attachment:**

The Mendocino College Academic Senate collectively acknowledges that the Mendocino-Lake Community College District occupies the ancestral, traditional, and contemporary Lands of the local First Nations: Cahto, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki. We recognize, support, and advocate for their sovereignty

We acknowledge all Indigenous Peoples who have called Lake and Mendocino Counties their home for thousands of years, and their efforts to revive and cultivate their cultures, languages, and identities despite the atrocities committed against them. The Mendocino College Academic Senate is committed to ending these struggles and racist experiences within the district.

We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present. Lastly, we thank them for their strength, perseverance and resilience.

APPROVED

By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold Mendocino College Academic Senate more accountable to the educational needs of local First Nations and Indigenous Peoples.

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**Action Planning:**

Resolution and Land Acknowledgement will be sent to all full- and part-time faculty no later than \_\_\_\_\_, by the Academic Senate President.

The Academic Senate President will include the Land Acknowledgement at the first public meeting following the adoption of the resolution.

The Land Acknowledgement will be included as an Appendix in the Academic Senate Bylaws.

On behalf of the Academic Senate:

\_\_\_\_\_  
Catherine Indermill, Academic Senate President

\_\_\_\_\_  
Ginny Buccelli, Academic Senate Vice President

\_\_\_\_\_, Academic Senator At-large

\*\*\* end \*\*\*

**January 27, 2022: Attachment 4**

**VII. New Business**

**A. Academic Senate resolution S'22 - 01: Support for District Adoption of a Native American Land Acknowledgement**

**Mendocino College Academic Senate Resolution S'22 - 01  
Support for District Adoption of a Native American Land Acknowledgement**

**Sponsors / Contacts: Pamela Heston-Bechtol,**

**Academic Senate Representative: John Rall**

**Academic Senate First Reading: January 27, 2022**

**Academic Second Reading:**

**Decision:** APPROVED / FAILED

**Vote Count** (list names of senators):

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

-----  
**Whereas,** Mendocino - Lake Community College District boundaries reside within traditional Native Lands

**Whereas,** the First Nations of Lake and Mendocino Counties are Cahto, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki

**Whereas,** The Mendocino College Academic Senate has purview for academic and professional matters, such as “student preparation and success” (Title 5 section 53200);

**Whereas,** The recognition of the rightful stewards of the lands in which the District resides will foster diversity, equity, inclusion, accessibility and student success;

**Whereas,** The Mendocino College Academic Senate recognizes the injustices and atrocities committed against the local Indigenous Peoples;

**Whereas,** The Mendocino College Academic Senate has adopted a *Land Acknowledgement* to be included at public meetings (Academic Senate Resolution F'21 - 01);

**Therefore be it resolved,** The Mendocino College Academic Senate recommends that the Mendocino - Lake Community College District Board of Trustees adopt a similar Land Acknowledgement to be included at all public meetings and events.

APPROVED

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**Attachment:**

The Mendocino College Academic Senate collectively acknowledges that the Mendocino-Lake Community College District occupies the ancestral, traditional, and contemporary Lands of the local First Nations: Cahto, Concow, Pit River, Nomlaki, Pomo, Sinkyone, Wailacki, and Yuki. We recognize, support, and advocate for their sovereignty

We acknowledge all Indigenous Peoples who have called Lake and Mendocino Counties their home for thousands of years, and their efforts to revive and cultivate their cultures, languages, and identities despite the atrocities committed against them. The Mendocino College Academic Senate is committed to ending these struggles and racist experiences within the district.

We recognize, honor, and respect these nations as the traditional stewards of the lands and water on which the District is now present. Lastly, we thank them for their strength, perseverance and resilience.

By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold Mendocino College Academic Senate more accountable to the educational needs of local First Nations and Indigenous Peoples.

---

**Action Planning:**

**Sent to Superintendent/President (or designee) for a meeting scheduled on \_\_\_\_\_.**

**Specific Request:**

(the resolves are entered here as the specific statement of request)

**Meeting discussion notes and/or additional action planning decisions**

(if appropriate):

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**Statement of Mutual Agreement:**

**Date of Implementation:**

On behalf of our respective organizations, we have reached mutual agreement related to this resolution, as noted above.

For the Board of Trustees:      For the Academic  
Senate:

\_\_\_\_\_

Tim Karas, Superintendent/President  
Catherine Indermill, Academic Senate  
President

\_\_\_\_\_

\_\_\_\_\_

APPROVED

\_\_\_\_\_, Vice-President \_\_\_\_\_,  
Academic Senate Vice President

Date of Mutual Agreement:

\*\*\* end \*\*\*


**January 27, 2022: Attachment 5**

## VII. New Business


### B. Screening Committee Appointments

- Assistant Director of Employer Partnership (need 2 volunteers)

This is the position VP Polak mentioned at In Service. The position will be "housed" here but will be an employee of Shasta College. They have requested our faculty participate in the hiring process.



**INSTRUCTION HIGHLIGHTS:**  
**New position —**  
**Assistant Director of Employer Partnerships**



- Position will work at and supporting Mendocino College
- Each College in the North/Far North Regional Consortium will have this position
- Employed by Shasta College as the fiscal agent for the funding from the Chancellor's Office
- Oversight provided by a Regional Director of Employer Partnerships

"The Assistant Director of Employer Partnership (ADEP) will work to accomplish three main goals:

- 1) increase work-based learning opportunities for students,
- 2) increase job placements of program completers, and
- 3) improve responsiveness to employers."

APPROVED

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**VII. New Business**

**C. Grading and Academic Records Symbols - Administrative Procedure 4230.1**

It is recommended the *SP* grading symbol be added to the list included in AP 4230.1. According to Title 5, Section 55023, Sp is defined as: *Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)*

***SP Grading - Huge Win for Noncredit  
February , 2017  
[Jarek Janio](#)  
Santa Ana College***

On September 20, 2016, the Board of Governors approved a change to §55023 of Title 5 of the California Code of Regulations to include SP as an official grading designation. This evaluative symbol is defined as “Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol).” The adoption of this new grading designation was preceded by a substantial vetting process that was initiated in 2009 when the effort of establishing a grading system for all noncredit providers began. The SP designation completes the list of noncredit progress indicators, which already includes P (passing) and NP (no pass). These two grade indicators have been in existence but were insufficient on their own because the progress of noncredit students cannot be divided into passing and non-passing cohorts without losing track of efforts made towards attendance and course completion by students who, for a variety of reasons, cannot complete their courses in a single academic term.

Noncredit apportionment is based on positive attendance, which means that noncredit institutions are reimbursed by the state only for students who are attending classes. Because of the open entry – open exit system of attendance instituted at a majority of noncredit institutions, but not all, students are free to come and go from the class of their choosing. Students with the fewest hours of attendance earn an NP grade because they are not able to achieve the course outcomes in the limited time they attend. Students with P grades normally attend school more consistently and are able to achieve the course outcomes. The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do; they are worthy of the state reimbursement. The SP designation is therefore a reflection of student progress and success.

Noncredit practitioners have been waiting for recognition of the SP for a long time, and its official recognition is a welcome component of efforts designed to keep noncredit programs accountable while also equipping them with adequate tools to reflect their success. The SP indicator is a means of tracking the efforts of countless noncredit students who progress through academic programs in an open-entry system with stops and starts along the way. The SP designation is meant for noncredit faculty to document the effort of their students, to encourage the students to pursue their education, and, ultimately, to be used as a measure of noncredit student success.

The noncredit field, just like its credit counterpart, is under growing pressure to standardize itself through systems that will allow for more effective transition of students in and through academic programs into technical or vocational training and an eventual career or employment opportunity. The SP grade accomplishes all of these goals by informing students that while their road to success may be winding, their efforts and progress cannot be denied. In an effort to make noncredit more transparent, standardized, and consistent across the field, institutions offering noncredit programs have been granted an effective tool to accurately reflect on their students' success.

Note: This article was also published in the ACCE Fall 2016 Journal.

## January 27, 2022: Attachment 7

### VII. New Business

#### D. Academic Senate Vacancy

##### ARTICLE VI: Resignations, Absences and Removal from Office

###### *Section 1. Resignations*

- B. If the vice president resigns with less than three semesters (or 51 weeks) remaining of the term, **the Academic Senate will appoint a sitting full time faculty senator to complete the term.** If more than 3 semesters (or 51 weeks) remain of the term, a special election will be held to fill the vacancy. The special election will be held within one month of the resignation; if the resignation occurs in the summer months, the election will be held within one month of the start of fall semester.

## January 27, 2022: Attachment 8

### IX. Reports

#### B. Academic Senate President's Report

Due to the Winter break, there have been fewer than the norm in terms of regular meetings, however work has been continuing. Meetings with **Vice Presidents Polak and/or Velasco** were increased in frequency to focus on finalizing plans for faculty-centered professional development for In-Service, as well as efforts to contact students who have yet to comply with Board Policy 2900. Numerous social media posts have been made and students have been sent emails, text messages, etc. in order to have them comply with using the MendoMobil App, so we can have a safe and healthy campus environment this Spring semester. The disenrollment of students has been occurring, as planned, and all feel poorly about it, but acknowledge the necessity of this temporary situation. The focus of our efforts and work has been, and will continue to be, on supporting faculty and students through this transition.

**The Planning and Budgeting Committee** (PBC) met December 7, 2021. Topics included continued dialog about staffing positions. PBC recommended hiring a replacement position for full-time faculty in Nursing due to a pending vacancy. The budget and auditors findings were reviewed in preparation for review by the Board.

The only regular meeting to report on is the **Board of Trustees** (BOT) December meeting. The annual organizational topics were discussed and approved. The meeting schedule and officers were approved. The officers for 2022 are: President, Robert Jason Pinoli; Vice President, Marie Myers; and Clerk, Xochilt Martinez.

The annual audit report for fiscal year ending 2021 was presented and approved. External accountants from Cossolias/Wilson/Dominquez/Leavitt (CWDL) CPAs conducted the audit. The process is very comprehensive and takes about 7 months to complete. Their representative presented their findings indicating the overall report is “very good” and there are “no findings”. The district is in full compliance with all state and federal fiscal regulation. Of significance is the ending balance reserve of 38.93%, higher than projected.

The BOT continued to review policies from Chapter 2; a number were approved as revised or deleted. An ad hoc committee of trustees is reviewing, making recommendations and sharing with the President’s Policy Advisory Council (PPAC) for approval prior to full BOT consideration. The BOT were presented with a draft of the district’s decennial redistricting map. Education Code 5019.5 requires trustee areas to be reviewed every ten years to ensure equal voter representation in each area based on 2021 census data. The intent is to have the voting population in each trustee area as close as possible. With the acquisition of College of the Redwoods (2011) Area 1 became larger, thus requiring a shift in the area boundaries. In general, Area 3 (Ukiah) will expand to incorporate Potter Valley and Area 6 will incorporate some of west Lake County.

Lastly, I want to highlight the tremendous work of faculty members Sara Bogner and Joe Munoz from the Physical Therapy Assistant Program. On December 2, the College received notification from the Commission on Accreditation in Physical Therapy Education (CAPTE) that the Physical Therapy Assistant Program has been granted accreditation for five years. This is due to their leadership, collaboration, attention to detail and passion. With the support of Dennis Aseltyne, Dean of Career Education and a unique partnership with Shasta College, we now have a solid and robust program to serve our students and community. This has been a long time coming. The first cohort of students completed their courses in December. It was an honor to represent faculty at the first ceremony to celebrate this graduating class.

Respectfully Submitted,

*Catherine Indermill*

Academic Senate President

End January 27, 2022 Attachments 1 - 9

APPROVED

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