

Mendocino College Academic Senate Meeting

AGENDA

May 23, 2019

12:30 - 1:50 pm

LLRC Room 4112

I. Call to Order

II. Approval of the Agenda

(Note the time change: 12:30-1:50pm to accommodate senators with class beginning at 2:00pm)

~~III. Approval of the Minutes~~

~~A. Specific meetings to be agendized per Item II~~

IV. 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.

V. New Business

A. Vision for Success Plan - *Action*

Debra Polak, VPAA, will present the report due to the Chancellor's Office May 30, 2019 for acceptance by the Academic Senate
(10 minutes)

B. In-Service and Flex - *Information and Discussion*

Report from meeting with administration and follow up from Academic Senate President's Report on 5/9/2019
(10 minutes)

C. Meeting Dates for 2019 -2020 Academic Year - *Action*

Approval of Academic Senate and Faculty meeting dates and locations
(5 minutes)

D. Hiring Committee Appointments - *Action*

Appointment of faculty hiring committees for:

- Director of Information Technology
- Administrative Assistant II - Counseling and Student Programs

(5 minutes)

E. Academic Senate Elections - *Action*

Elections results will be presented for acceptance by the Academic Senate
(5 minutes)

F. Academic Senate End-of-the-Year Report - *Information*

Review preliminary draft and solicit input from senators
(5 minutes)

VI. Old Business

A. Student Equity Plan and Executive Summary - *Information*

Ulises Velasco, VPSS, and the Equity Committee Co-chairs Jason Edington and Adan Chaidez, will present the planning document for a first reading
(10 minutes)

B. Academic Senate Goals Update

(10 minutes)

- **Goal #1 Constitution / Bylaw Revisions - Action**
Recommendation to approve the Bylaws as presented
- **Goal #2 Minimum Qualifications - Discussion**
Continued review of Board Policy 7211 and Administrative Procedure 7211.1
<https://www.mendocino.edu/sites/default/files/bp7211.pdf>
<https://www.mendocino.edu/sites/default/files/ap7211.1.pdf>
- **Goal #3 Hiring Committees - Discussion**
Continued review of Board Policy 7120 and Administrative Procedure 701.1
<https://www.mendocino.edu/sites/default/files/docs/BOT/Policies/bp7120.pdf>
<https://www.mendocino.edu/sites/default/files/docs/BOT/Procedures/ap701.1.pdf>

VII. Committee Reports

~~A. Staffing Committee – Senator Rodney Grisanti~~

~~— Discussion of recent committee activities~~

~~(10 minutes)~~

B. Curriculum Committee

Year-end summary report and discussion

(10 minutes)

VIII. Standing Items

A. Guided Pathways

Report from Guided Pathways Leadership meeting (May 8) and Course Mapping Workshop (May 17)

(5 minutes)

B. Accreditation

Report from meeting of May 15, 2019 and next steps

C. Assembly Bill 705 Report - Ginny Buccelli

Professional development activities for math and English faculty during the Spring 2019 semester:

<https://drive.google.com/file/d/1BjPgZwqj6akahP5YSQeUljol3uSyTNnl/view?usp=sharing>

(10 minutes)

IX. Senate Reports

(5 minutes)

A. President Indermill

X. Open Forum

Members of the public, as well as senators, may address the senate with comments that are within the purview of the Academic Senate. The total amount of time allotted will be determined and announced by the chair based upon the scheduled adjournment time.

XI. Adjournment

Academic Senate Meeting May 23, 2019

Vision for Success Plan

This report was introduced at the May 9, 2019 Academic Senate meeting during Open Forum. It has been discussed in the Educational Action Planning and Planning and Budgeting committees. The goals have been established primarily by EAP based on existing data and institutional strategic goals. The Board of Trustees approved this report at the last meeting (May 15).

- https://drive.google.com/file/d/139xTef1velqKXvGTiENfc_63Jg-BcJox/view?usp=sharing

Recommendation is to “accept” the report, as presented. This means the Academic Senate President will sign off that participatory governance has occurred in the development of the has and the Academic Senate concurs with the contents of the report.

In-Service and Flex
Information and Discussion

President Indermill and Vice President Gehrman will report on a meeting with Vice Presidents Polak and Velasco from May 21, 2019 regarding the faculty's ongoing requests to be more involved with planning of professional development activities during in-service. In addition, the following is an excerpt from the Academic Senates President's report from April 4, 2019 about the issue:

Flex Committee Follow Up

I (we) received an email from Leslie Banta, Chair of the Flex Committee, inquiring about a report she made to the Academic senate in Fall of 2017. The approved Academic Senate Minutes November 11, 2017 contain this information about her report:

- Excerpt from the minutes:

FLEX Committee Report

Summary comments and Report Highlights from Leslie Banta:

- All members on the committee are new
 - Not many changes have been made to the FLEX handbook, mainly clarifications – in general FLEX rules are pretty well understood
 - Committee talked about conducting a more intensive review of the handbook in the future
 - The FLEX Committee is asking for the Academic Senate to Support their recommendations, specifically that the FLEX committee be included in the planning of In-Service days and that those 2 days be limited to 6 hours each as per contract. (Details are in the written report.) 2 I
 - FLEX committee is happy to survey the faculty (regarding In-Service topics) if the Senate wants
 - Strongly recommends that there be Faculty evaluations of In-Service days
- The attachment included in the minutes follows:

Flex Committee Report to the Academic Senate Fall 2017

Committee Members: Leslie Banta (chair), Jody Gehrman, Roger Hock

The committee worked over the summer to revise the Flex Handbook for clarity and readability. As required in section 7.9.4 of the CBA, we did so in consultation with interim VP Polak and HR Director Meyer. Additionally, because flex is a contractual obligation, we consulted with MCFT Pres. Warf and Chief Negotiator Rawlinson. The process was fairly easy and straight-forward with all parties working toward a focused goal. Changes included revised submission timelines (adding an additional week for faculty) and a proportional flex allotment for those on professional development or load bank leaves. Additionally, a percentage allotment was made for specific types of wellness activities.

The committee has overseen its first full batch of flex agreement requests. We asked for clarification when needed to assure that the flex guidelines were appropriately met.

The committee has discussed professional development opportunities on campus and has some specific requests of the Academic Senate in this regard.

- Per the flex handbook, the Flex Committee, in conjunction with the Academic Senate, plans the activities for in-service days (pg. 2). The Flex Committee respectfully requests that we be included in such planning.
 - The *Guidelines for the Implementation of the Flexible Calendar Program* provided by the ASCCC state that “Faculty should not be subject to attendance mandatory activities or days unless agreed to by a shared governance process”.
 - The Flex Committee feels that, in recent years, the in-service days have become increasingly driven by Administration rather than by the needs of faculty. Suggestions for improving in-service include:
 - Surveying the faculty for activities they would like to see.
 - Returning to faculty designed and led activities after the first morning general session.
 - Including input from the Flex Committee in representing the faculty interest during the in-service planning process.
 - A faculty evaluation of the in-service activities that includes what participants think about the activities, what faculty feel that they got out of the in-service activities, and whether or not knowledge gained through in-service activities will be used to modify what they do on a day-to-day basis (Title 5, section 55730(d)).
- The CBA (7.1) and the Flex Handbook (pages 2-3) note that a flex day is comprised of 6 hours. This is in line with the *Guidelines for the Implementation of the Flexible Calendar Program* provided by the ASCCC (sect. 2A). Our last in-service flex day was scheduled for more than 6 hours. The Flex Committee would like to see the 6-hour day implemented for the two scheduled in-service days.

The Flex Committee looks forward to working with the Academic Senate to support meaningful professional development activities for our faculty.

Respectfully,

Leslie Banta

Flex Committee Chair

While I do not see any other reference of this report from the Flex Committee or the Academic Senate, I think we need to address a concern/request that comes from faculty. But there are some necessary clarifications. First the Academic Senate, via the President and Vice-President have been engaged in discussions with the Vice President of Academic Affairs Debra Polak since this report was given to the senate. Past President Jason Edington and I (as Vice President) expressed our desire to have more faculty involvement in the planning of In Service and the need to have it focus on professional

development as it relates to teaching. Likewise, Vice President Gehrman and I have continued these discussions with Polak and now, Vice President of Student Services, Ulises Velasco.

In addition, the Collective Bargaining Agreement (CBA) states the two mandatory professional development / flex days (Inservice) are “district-organized” (Article 7.1). This has not changed since the first CBA was ratified. There is nothing in the CBA indicating faculty have the responsibility to organize inservice sessions. It is my understanding the District considers only the time when sessions are actually occurring towards the six hour requirement (for example the lunch hour is not included). Fall 2018 and Spring 2019 inservice meetings were 6 hours.

While there has not been a formal request made to faculty regarding topics of interest there have been some informal discussions of this at a few faculty meetings. Some of the suggestion from the Flex Committee seem to be the responsibility of the Professional Development Committee which has not met, to my knowledge, in over two years. The most recent Professional Development Committee description (approved by the committee for 2016-17) includes making recommendations for professional development activities based on Program Review information. I will add this to an upcoming faculty meeting agenda to generate suggestions for inservice and remind faculty to include their needs in Program Review. In addition, I will request the Professional Development Committee meet before the end of the semester.

Meeting Dates for 2019 -2020 Academic Year

Following are the suggested dates for the Academic Senate and Faculty meetings. All Academic Senate meetings are to be held from 12:30-1:50pm in LLRC 4210. Faculty meetings** are to be held 12:30-1:20pm in locations are to be determined.

<u>Fall 2019</u>	<u>Spring 2020</u>	<u>Spring</u>
		<u>Alternative</u>
August 29	January 23	
September 5 **	February 6 **	
September 12	February 13	
September 26	March 5 **	
October 3 **	March 12	
October 10	March 26	
October 24		April 2 **
November 7 **		April 16
		April 23
November 14		April 30
December 5		May 7 **
		May 14 **
		May 14

The following dates are suggested for the Academic Senate Planning Retreat:
August 13, Tuesday
August 8, Thursday
August 24, Saturday

Director of Information Technology Hiring Committee

Administrative Procedure 701.3

- 2.2.4. The Director of Human Resources and the chairperson will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position.
- 2.2.4.1. A minimum of 6 members selected from the Vice-President, Management/Supervisory/Confidential, Faculty, Classified, and Student groups.
- 2.2.4.2. EDUCATIONAL ADMINISTRATOR POSITIONS: When possible, a minimum of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

Academic Senate Election Results

Academic Senate elections were held in the Library and electronically (via ElectionBuddy Inc.) on May 14 - 15, 2019. The results are as follows:

- Approval of changes to the Academic Senate Constitution
- 2019-2021 senate terms for Rodney Grisanti and Rhea Hollis representing the full time faculty
- 2019-2021 senate term for Taylor Canon representing part time faculty

Recommendation to *accept* these election results.

Student Equity Plan and Executive Summary
Information from Academic Senate Agenda Packet from May 9, 2019

A memorandum from the Chancellor's Office (February 13, 2019) outlined various tasks and reports due between April and June of this year, including our *Equity Plan*. It reads in part:

As a condition of receiving allocations under the Student Equity and Achievement Program, and to effectively meet local *Vision* goals, each college must submit board-approved Student Equity Plan every three years. The plan is due to the Chancellor's Office by June 30, 2019. The template was released in January as a Word document and will be available in March in a fillable electronic format. Using baseline metrics pre-calculated and pre-populated in the electronic plan template, colleges will identify goals and activities designed to close gaps for disparately-impacted equity populations.

During the planning process, it is critical that districts discuss the impacts of "at-scale" implementation of Guided Pathways on the disparately-impacted equity populations. Further, the planning process should involve the college's business officials, because it should represent a foundational document for the development of annual budgets.

The *Student Equity Plan and Executive Summary for 2019-2022* can be found here:

- https://drive.google.com/file/d/1ItZ9QmT5xbpqJLmSBROJI_aoss1Zinjs/view?usp=sharing

Goal #1 Constitution / Bylaw Revision

The Academic Senate Constitution was unanimously approved by a vote of the faculty during the election held May 14-15, 2019:

https://drive.google.com/file/d/1WxpPZaNv04cwZH02aIFOwBRIdHpsO_Q_/view?usp=sharing

No additional information, suggestions, etc. have been received to the draft Bylaws (dated 5/1.2019). Only Article I needs additional discussion:

- S
 ection 1: Full-Time Faculty Representation and
- S
 ection 2: Part-Time Faculty Representation

This is the current draft (dated 5/1/2019) and a "clean" draft of the Bylaws will be provided at the meeting:

https://drive.google.com/file/d/186JL3w_0W1cGGO89JSsluwyZWKpunUZI/view?usp=sharing

Curriculum Committee Report to Academic Senate - May 23, 2019
By Tascha Whetzel- Curriculum Chair

2018-19 Accomplishments

- 5-year review completed on the following departments: Changes will be effective in the 2019-20 Catalog
 - ASL, ATH, CCS, ENG, HST, KIN, PEA, PEF, PEM, PES, PHL, POL, THE
- 5-year review completed on the following departments. Changes will be effective in 2020-21 Catalog
 - ART, CLO, EDU, HLH, NUR, SPN, WLD
 - 50 new courses and programs
 - 233 modified courses and programs
 - 21 course and program inactivations
 - AB 705 work with Math and English Matrices and courses
 - English-new course ENG 65 *Academic Literacy*
 - Math-new courses MTH 31/531 *Just in Time Support for Intermediate Algebra*; MTH 32/532 *Just in Time Support for Statistics*; Math 79 *Math for Technical Fields*
 - Graduation requirements
 - MTH 78 became MTH 178: meets math competency and CSU Transferable and CSU GE Area B-4, MC GE D-2
 - MTH 79: MC GE D-2, math competency for local degree
 - Reviewed prerequisites and advisories related to changes in AB 705 legislation
 - Discussed Non-Credit Distance Education Contact Hour Requirements and will be following up on a reporting mechanism with A&R
 - Reviewed proposed changes by 5C to Title 5 in response to AB 705 sent from ASCCC.
 - Approved the Course Substitution for math for students with disabilities list. The courses were agreed upon by content faculty and will be part of a pending new AP 5140.
 - Revised MC GE Area C form to reflect the units accepted by CSU and IGETC for GE.
 - Ongoing trainings/information on curriculum committee member roles/responsibilities, AB 705, accreditation needs. guided self-placement
 - Participation in Summer Curriculum Institute and Fall Regional Curriculum Institute