

# Mendocino College Academic Senate

## Minutes

September 26, 2019

12:30 - 1:50 pm

LLRC Room 4210

### I. Call to Order

President Indermill called the meeting to order at 12:33

*Present:* Doug Browe, Janice Hawthorne Timm, Jody Gehrman, Julie Finnegan, Lisa Rosenstreich, Rhea Hollis (12:40-1:57), Rodney Grisanti, Taylor Cannon

*Absent:* Nicholas Petti

*Guests:* Chantal Cimmiyotti (1:00-1:10), Deborah White (12:42-1:15), Debra Polak (12:33- 1:55), Rebecca Montes (12:33-1:50), Tascha Whetzel

### II. Approval of the Agenda

**M/S/C to approve agenda without item III.A (Hawthorne Timm / Browe):**

*Unanimous*

### III. Approval of Minutes

#### A. September 12, 2019

None

### IV. Public Comment

None

### V. Consent Agenda

**M/S/C To approve the consent agenda as presented (Browe / Gehrman) *Unanimous***

#### A. Faculty Hiring Committee Appointment - Director of Nursing

Assistant Professor Kim Swift was appointed to the Faculty Hiring Committee - Director of Nursing

#### B. Faculty Hiring Committee Appointment - CAMP Counselor

Associate Professor Alicia Mendoza, Professor Jaime Cechin and Professor Tascha Whetzel were appointed to the Counseling Faculty (CAMP) Hiring Committee.

### VI. New Business

#### A. Curriculum Committee Mandated Training Review

Curriculum Committee Chair, Tascha Whetzel will provided an overview of the committee training required by the Chancellor's Office (Attachment 1). She introduced that the chancellor's office has streamlined curriculum approval processes to allow more local control. The Chancellor's Office requires that the Curriculum Committee Chair, Chief Instructional Officer Academic Senate president and a California Community College Chancellor's Office (CCCC) representative must certify appropriate training has occurred regarding rules and regulations to ensure compliance. Whetzel noted the actual form requiring these signatures was received via email this morning. Specific areas of focus include:

- Course hours and units are correct
- The course line of record has been approved by board of trustees

- The college has board policies and administrative procedures that address consistency in a wording units of credit.
- Senators confirmed appropriate training of the Curriculum Committee has occurred and instructed President Indermill to verify this on the appropriate form.

**VII. Standing Items**

**A. AB 705**

Dean Rebecca Montes provided enrollment data for English and math class this semester, as related to AB 705. She reminded the senate that the new math and english requirements set forth by AB 705 went into effect this Fall (2019). She presented an excel spreadsheet of data on the number of students enrolled in math and english classes (including support labs) this semester and comparing them to previous years (Attachment 2). Following is a summary of data presented:

Summary			
<b>Math</b>		<b>English</b>	
<b>students served at these two levels</b>			
F18	949		669
F19	781		534
<b>sections</b>			
F18	38		30
F19	32		25
<b>FTE</b>			
F18	149.4		79.4
F19	109.9		55.5

Senators raised concerns about the “placement” tool, such as:

- If students understood it well enough to “self-place” appropriately ,
- If it provided enough detail and explanation for students,
- Are the students using the online tool or other means of selecting classes?,
- How do we know students are in the right class or ability and interests?,

Montes agreed these are areas of concern and that currently we don’t have enough information about the student’s decision-making processes to know how they “self-placed”. Professor Deborah White noted students are “unhappy” about being in classes that don’t want to be in and that don’t apply to their major. She advocated that students need to be able to challenge the classes they are placed into. Montes clarified, students can work with a counselor to challenge placement for math. Senators requested this be added to a future agenda for additional discussion about tracking students enrollment decisions and progress.

**B. Accreditation**

President Indermill provided a copy of and reviewed the timeline for submitting the Institutional Self Evaluation Report to ACCJC (Attachment 3). She noted that the Academic Senate will have an opportunity to review early drafts of the ISER at this meeting and the next (10/3), then the *first* and *second readings* are scheduled for October 24 and November 14, respectively. The Board of Trustees will complete their *first* and *second readings* on November 13 and December 11, respectively.

Indermill reviewed the four accreditation “standards” (Attachment 3) and the expectation that the ISER address how the college aligns with the standard (and each of the sub-standards) by providing evidence of such. She explained how to breakdown the standard to its component parts in order to understand what is being asked and if the evidence supports the requirements of the standard. She asked the senators to read the ISER for clarity and content; to ensure the evidence is supportive vs. constrictory of the statement; and for the accuracy of the statements. Vice President Debra Polak added, that is is critical that all parts of the standard are met. If senators note something that seems incomplete, we need to know that.

Specific content for ISER Standards I and II were addressed by VP Gehrman. She noted redundancy in content, typographical errors and missing page numbers (formatting). She noted a need to emphasize the importance of Pomo Pathways more specifically. The information about the collaboration between the tribes and the college is not clear. She noted the college is going into “their community” (specifically the Coyote Valley Education Center), these classes are not held on campus. It is important that the college is meeting these students in their own community. In addition, emphasis on how this program addresses equity as stated in the Mission of the College should be emphasized. She asked if the CUE information was the same in both standards.

### **C. Guided Pathways**

President Indermill will provide a verbal report from the North/Far North Regional meeting held via Zoom on September 20, 2019. In her role as Guided Pathways Leadership Team Tri-Chair she participated in the meeting. Our Guided Pathways Regional Coordinators plan to conduct regular Zoom meetings with the colleges in the North/Far North to establish a more cohesive network among the colleges (particularly the smaller more rural campuses). This first meeting focused on including the student voice in Guided Pathways decisions. She was asked to discuss how we included students in our processes. She said there were a few things we did differently to encourage student participation. First we contacted students who already had a connection to campus (e.g., athletes, FYI, CAMP) asking them to participate. Then we met with them before the meeting to explain the work, how important they were to the process etc. This helped to empower them and validate their voice. After the meeting we also met with them to again validate their input and “debrief”, answering any questions they had, thanking them, etc.

## **VIII. President’s Report**

No comments were given on the report provided (Attachment 4).

**IX. Open Forum**

Senator Julie Finnegan reported the SLOT committee approved a recommendation for accessing Student Learning Outcomes at the course level “by student” as opposed to a general course summary. Indermill requested SLOT report be placed future agenda.

**X. Adjournment**

**M/S/C to adjourn the meeting at 1:57 (Browe/ Gehrman) *Unanimous***

Fall 2019 Future Meetings

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October 3 \*\* / October 10 / October 24 / November 7 \*\* / November 14 / December 5  
(\*\*Faculty Meetings)

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**Chancellor's Office Memorandum Regarding Curriculum Committee Mandated Training**



MEMORANDUM  
September 25, 2019  
AA 19-33 | Via Email

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Curriculum Chairs  
Academic Senate for Community Colleges  
Curriculum Specialists

**FROM:** Raul Arambula,  
Dean, Educational Services & Support

**RE:** Periodic Curriculum Review

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**Background**

In 2016, title 5 changes were made giving authority to colleges to locally approve courses and local programs once an Annual Certification form was signed and returned to the Chancellor's Office. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. In the annual certification form it is detailed that the Chancellor's Office will provide periodic review of those courses and programs in order to support colleges' efforts in following title 5.

This memorandum is to inform colleges that the Chancellor's Office will begin the periodic review process of all courses and programs as of January 2, 2020. In accordance with the annual certification form, colleges have agreed to the following:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- cooperative work experience plan has local board approval and is on file;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCCO PCAH; and

**Chancellor's Office, Educational Services & Support**  
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Periodic Curriculum Review  
September 25, 2019

- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance (CCR, §55002(a) (1)).

In the event, courses and programs do not fulfill the requirements, they will be returned to the college for revisions. Colleges will be asked to respond to the revision request within 60 days. Once the college responds that the revision request has been received, the college will have an additional 6 months from the date of their response to make the necessary revisions for approval.

If during the revision process, significant unresolved flags or process discrepancies are found; with discussion and collaboration between the college and the Chancellor's Office, a Review Team will be assembled for the purpose to support the college through a closer examination before any self-certification is rescinded.

**Review Team Composition**

Each year 5C will establish a Review Team composed of the following:

- CCCCO Representative
- ASCCC Representative
- CIO Representative
- Curriculum Specialist

However a representative may not be employed at the college or district under review.

**Associate Degrees for Transfer**

With regards to Associate Degrees for Transfer (ADT's). The Chancellor's Office would like to remind the colleges that the program is a partnership with the California State University system and as such, need to ensure that all ADT's are compliant with the guidelines detailed in the legislation, title 5 and the PCAH. ADT's will be reviewed for the following:

1. Most current TMC is used
2. All COR's are attached and the COR's were reviewed to make sure they meet the current standards.
3. All courses included on TMC meet the requirement listed on the TMC – C-ID articulation, AAM, BCT or GECC
4. Unit count and double count totals
5. Review the Narratives including the Catalog Descriptions with random checks against the current school catalog to confirm they are the same.

Specifically for ADT's, colleges will be asked to respond to the revision request within 60 days. Once the college responds that the revision request has been received, the college will have an additional 6 months from the date of their response to make the necessary revisions for approval. If a college does not meet the set forth parameters, the program will be deactivated in COCI.

If you have questions, please contact Dean Raul Arambula via email at [raramubula@cccco.edu](mailto:raramubula@cccco.edu).

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Marty Alvarado, Executive Vice Chancellor

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**Academic Senate Meeting September 26, 2019**  
**ATTACHMENT 2**

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**Excel Spreadsheet data to be inserted**

**Academic senate Meeting September 26, 2019**  
**ATTACHMENT 3**

**ISER Timeline**

- September 26<sup>th</sup>—Drafts of Standards I and II on Academic Senate Agenda as discussion item.
- October 7—Drafts of Standards III and IV ready for Academic Senate review
- October 7—Notes on Standards I and II due to portal page from Accreditation Steering Committee
- October 10—Drafts of Standards III and IV on Academic Senate Agenda as discussion item.
- October 14—Notes on Standards III and IV due to portal page from Accreditation Steering Committee
- October 18— complete ISER draft ready for Academic Senate review
- October 24—ISER first read at Academic Senate
- November 6—complete ISER draft ready for Board review
- November 13—ISER first read at Board
- November 14—Academic Senate second read
- December 4—ISER final draft ready for Board review
- December 11—Board approval/certification

**ACCJC Eligibility Standards**

The link to the document addressing the Standards is:

<https://accjc.org/eligibility-requirements-standards-policies/#accreditation-standards>

### President's Report

The **Board of Trustees** met September 11th at the Coast Center. The Mendocino College Federation of Teachers Tentative Agreement 2019/2022 was ratified unanimously with no discussion. Interim Superintendent / President Eileen Cichocki acknowledge the contributions made by Vice Presidents Debra Polak and Ulises Velasco in her monthly report to the board. She indicated it was a “collaborative effort”. The 2019/20 Adopted Budget was reviewed and approved as presented. All the board budget parameters were met:

- The ending fund balance in the General Fund shall be 15% of total unrestricted expenditures (the reserve is 26.57%),
- There is a balanced budget,
- The health fund contribution rate shall be set for the next fiscal year (\$1700/month per employee).

The board unanimously approved the 2019/20 District priorities as presented. The four priorities focus on student success. Accreditation, strengthening educational opportunities and sustaining enrollments, supporting equity-minded professional development and “strengthening inclusive, equitable, ethical and ideological diverse culture” are specifically noted. The trustees asked about the High School Equivalency Program (HEP) lack of funding this year. Noting that HEP students are the some of those our priorities are addressing. Discussion centered on service to these students, what resources do we have to support them, not wanting to “give up” this program. It was explained that this federally funded grant was not renewed, but that we are submitting another application. There is an upcoming meeting, VPAA Polak will attend that is a consorsium facilitated by the college that will discuss ideas for how to fill the gap left without the grant. Trustees asked for a presentation about hEP at an upcoming BOT meeting.

The board selected TeMashio Anderson as the provisional board member representing Area #7 out of the four applicants. All four candidate submitted a letter of interest and other materials (see board packet) and were interviewed by the trustees in open session. The public, each of the constituent representative, the Vice Presidents and Interim Superintendent/President were asked to provide comments after the interviews and before the trustees debated the qualifications of the candidates and made their decision. All of the candidates had strengths that could serve the district well, but I think Mr. Anderson will provide the best leadership. I noted in my comments that he has a long history of community service that compliments the district's mission , values and goals. He emphasized “cooperation”, outreach and networking in his answers, which is important to the success of the college moving forward. In addition, I thought he was best suited to honor participatory governance. Mr. Anderson will be sworn in at the next BOT meeting.

In their trustee reports, some noted a sense of increased engagement, a feeling that the campus seems more relaxed, a sense of having a clearer understanding of information being presented. President Pinoli thanked Cichocki and staff for the information presented at in service, noting the college feels more like a “community”. Student trustee Aidan Lagorio reported he attended a Student Trustee Conference which was beneficial in understanding his role and learning about others viewpoints.



With the resignation of Paul Ubelhartn, Trustee Area #1 is now vacant. An ad hoc committee was appointed to review the applications for the vacancy. Committee members are Cichocki, Trustees Myers and Tompkins and each of the constituent leaders (Judy Kanaval, MSC; Jeanna Thompson, Classified Senate President; and myself). Interviews are scheduled for the October BOT meeting.

There has been one **Planning and Budgeting** (PBC) meeting this year. We reviewed the budget before it went to the board of trustees and were provided with a 50% Law update (we are at 51.33%). We approved the immediate replacements of three positions: Financial Aid Technician, FYI/CAMP Administrative Assistant and CAMP Counselor. The work completed by the Staffing Committee was reviewed and discussed, including the final ranking for staffing (MSC, Classified and Faculty). Additional information about the net cost for these positions was requested and will be provided at the next meeting for further consideration. The agenda and some of the supporting documents was provided about a week before the meeting.

I have convened meetings to review **Minimum Qualification Equivalency** for four applicants since the last senate meeting. Recommendation for three of the four have been forwarded to the Director of Human Resources, Nicole Marin. The fourth is still under review by the committee.

**President's Policy Advisory Council** has met once and will focus on Chapter 6 Business and Fiscal Affairs this year. The agenda for this meeting was provided about a week in advance of the meeting. The 2020-2021 Academic Calendar was reviewed at PPAC as well as two new Board Policies and Administrative Procedures that are legally required:

- BP 6100 and AP 6100.1 / Delegation of Authority
- BP 6150 and AP 6150.1 Designation of Authorized Signatures

These have been sent to the constituent groups for information and input.

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