

Mendocino College Academic Senate
Special Meeting
Approved Minutes
January 31, 2019
LLRC Room 4210

I. Call to Order

President Indermill called the meeting to order at 12:35pm

Present: Taylor Cannon, Julie Finnegan (12:37), Jody Gehrman, Rodney Grisanti, Rhea Hollis, Nicholas Petti

Absent: Doug Browe, Janice Hawthorne Timm

II. Approval of the Agenda

M/S/C (Gehrman/Rodney) *Unanimous*

III. Approval of the Minutes

M/S/C (Petti/Gehrman) *Unanimous*

Minor misspellings were noted

IV. Public Comment

None

V. New Business

A. Academic Senate Special Election

M/S/C (Gehrman/Petti) to adopt Plan 2 (Attachment 1) in reference to an election timeline to fill an open position within the Senate. *Unanimous*

President Indermill has accepted a request of resignation from a Senator. With three semesters left in the term, and in accordance with the senate constitution, a special election must be held to replace this position. Two plans were presented outlining potential timelines for the special election.

There was a general discussion about the timeline of the election and allowing adequate time to solicit faculty participation and volunteers, as well as the necessity of a special meeting to be held on February 21st.

President Indermill called for a Senator to volunteer as a member of the election committee to count votes. Rhea Hollis volunteered. The election committee will consist of Hollis and Indermill.

B. ASCCC Open Education Resources Liaison

M/S/C (Gehrman/Finnegan) to appoint Senator Taylor Cannon as ASCCC OER (Open Education Resources) Liaison. Yeas: Gehrman, Finnegan, Petti, Grisanti, Hollis; Abstain: Cannon

Indermill brought to the attention of the Senate the need to appoint an OER liaison (Attachment 2). Discussion included duties of this position, as well as the duration and ASCCC stipend. This position might include once a month webinars, as far as needed. Additionally, President Indermill requested that this individual report back to the Senate. Taylor Cannon volunteered for this position, and a brief discussion followed including his qualifications for this position.

C. Advancement of Academic Rank

M/S/C (Petti/Cannon) to approve advancement of rank as presented (Attachment 3).

Unanimous

In the Fall 2018 semester, Vice-President Gehrman emailed faculty, informing them of the process to update their academic rank. Presented to the Senate was a list of those faculty who responded with completed forms, as well as their updated academic rank. Discussion included the necessity to revise the faculty directory for currency and clarity, as well as the importance of advancing rank in general. It was also noted that adjunct faculty titles needs to be listed as adjunct instructor, adjunct professor, etc.

VI. Old Business

A. Academic Senate Goals Update

President Indermill brought to the attention of the senate the need for updating the Academic Senate goals (Attachment 4). Each of these goals will be assigned to meeting dates to discuss the recommended revisions, as well as contact with constituents. The team leader for goal 2 was vacant, President Indermill called for a senator to take the lead on this goal. Rhea Hollis volunteered for this. The team leaders will present updates on the goals at the following Academic Senate meetings:

- February 7: Goal 1 (Indermill)
- February 21: Goal 2 if updates are available (Hollis)
- February 21: Goal 3 (Gehrman)

B. Faculty Meeting Hosts

Hosts were assigned for the following faculty meetings:

- February 14: Rodney Grisanti
- March 14: Rhea Hollis
- April 11: Jody Gehrman
- May 16: Catherine Indermill

Discussion centered on the duties of the hosts, which include helping to develop the agenda, meeting the group, making introductions and running the meeting.

VII. Standing Items

A. Guided Pathways

Indermill will be acting as the Guided Pathways Faculty Lead for this semester to direct the planning of the implementation of Guided Pathways over the next few months. She provided to the Senate a report on the Integrated Planning meeting held on November 29th, in which she attended. Indermill brought to the attention of the Senate that the Chancellor's Office and statewide Senate has hired Regional Coordinators (Attachment 6) to help faculty work within their own resources and structures to move toward Guided Pathways as well as help with networking. Regional Coordinators Kate Mahar and Timothy Morehouse presented at this meeting and emphasised that they would like to help create colleges that are more alike which are more far apart, which includes creating cohesive networks between these colleges.

Indermill will meet with Tri-chairs Debra Polak and Chris Olsen to start setting up her leadership duties for this semester.

B. Accreditation

Indermill attended the Accreditation Steering Committee on December 10th and provided a report (Attachment 7). The most significant topic which was discussed was the new portal and how this can be used by the Accreditation Steering Committee. ACCJC requires all supporting documentation be submitted digitally. The entire report will be put on separate flash drives for each team member, and that information will be readily available. There is another meeting which will be held on January 31st, where this will be discussed further, as well as the timeline.

C. Assembly Bill 705

There is no new information on AB705; however, Indermill provided information to the Senate that the district has used Basic Skills Initiative funding to hire Ginny Buccelli to work with Math and English faculty on how to implement AB705 and how to revise teaching methods to include a broader range of academic ability coming into classes. Concern was expressed over Senate involvement in appointing reassignment for faculty leadership positions and the need for Senators to be somewhat involved in the decision making. Discussion included how to be involved in this process without impeding time-sensitive decision making, as well as hurdles presented to Senators, such as meetings held during times in which the Senators may not be able to be present, and the role of the union. It was suggested that representation in the Administrative Cabinet would help to resolve some of these concerns. Indermill will contact the Ruffalo Noel Levitz faculty lead and add this to their list of items in which to discuss.

VIII. Senate Reports

A. President Indermill

Indermill presented a printed report to the Senate (Attachment 8). Included was an updated budget for the Senate. Discussion included concerns over the new student housing project. The Senate was advised to attend the forum to be held on Wednesday, February 13th, review the materials, and to share any concerns with the board of trustees.

Two items were added to President Indermill's report:

- Because of time constraints, President Indermill and Vice-president Gehrman had to make an appointment for the Telecommunications Technicians Hiring Committee. David Pai was appointed for this position.
- Additionally, Nicholas Petti was appointed to complete the recent Senator's vacant term to Accreditation Steering Committee.

B. Other

Finnegan provided information to the Senate that she will be working with her constituent group (science) to develop and plan Earth Day and Teacher's Institute related to climate change, etc.

IX. Open Forum

Nicholas Petti stated he had noticed that in McMillan Hall, the Senate President's plaque had not been updated since 2011. Indermill will look into this.

Grisanti has events coming up, including a ukulele festival, held on campus on March 30th. He will be also hosting a concert held afterward in the Little Theatre.

X. Adjournment

M/S/C (Grisanti/Gehrman) to adjourn the meeting at 1:55. *Unanimous*

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Attachment 1

Academic Senate Special Election

According to the Academic Senate Constitution (Article VI, Section 3) a special election (Article IV Section 1) will be held to fill a vacancy that resulted from a resignation of a senator. Per Article IV Section 1 and 2 an election committee is required to set up and certify the election. Two proposed plans are as follows:

Plan One

- Call for nominations / volunteers is sent to all full time faculty January 31st
- Deadline for nominations / volunteers is 4:00pm February 11th
- An election take place February 12th (8:30am) through February 14th (noon)
- The election committee consist of President Indermill and Vice-President Gehrman and/or Senator Browe
- The Academic Senate will certify the election at a special meeting February 14th (time to be determined, but likely immediately following the faculty meeting)

Plan Two

- Call for nominations / volunteers is sent to all full time faculty January 31st
- Deadline for nominations / volunteers is 4:00pm February 14th
- An election take place February 19th (8:30am) through February 20th (4:30pm)
- The election committee consist of President Indermill and Vice-President Gehrman and/or Senator Browe
- The Academic Senate will certify the election at a special meeting February 21st (12:20-12:30pm)

The Constitution and Bylaws are linked below, for reference:

- https://www.mendocino.edu/sites/default/files/constitution_of_the_mendocino_college_academic_senate_-_revised_2016.pdf
- https://www.mendocino.edu/sites/default/files/bylaws_of_the_mendocino_college_academic_senate_-_2016.pdf

ASCCC Open Education Resources Liaison

The following link describes ASCCC Liaisons, in general: <https://asccc.org/liaisons> . Specific information about the OER Liaisons, including the suggested duties and the Fall 2018 resolution in support of this position, follows:

- **Open Educational Resources (OER) Liaisons**

At the Academic Senate for California Community Colleges (ASCCC) Fall 2018 Plenary Session, a resolution (17.02) was adopted that called on the ASCCC to "...urge local academic senates to identify a local OER point-person to act as a liaison to facilitate OER-related communication between the college and the Academic Senate for California Community Colleges." The introduction and identification of local OER Liaisons is intended to be an integral component of the ASCCC OER Initiative (OERI) that will formally launch in spring 2019. As explained in the ASCCC proposal that secured five years of funding for the OERI, the goal is to support local college OER efforts by creating a network of OER Liaisons that serve to connect local colleges to the OERI and centrally-hosted OER-related support systems, ensuring an effective means of communication between the OERI, available resources, and the system's 114 colleges.

While some colleges may opt to merely identify a local OER contact, it is hoped that most will choose to identify a senate-appointed faculty member who will serve as the OER Liaison. It is the OERI's goal to support OER Liaisons so that they may serve as advocates by taking an active role in increasing local OER awareness, adoption, and support. An OER Liaison will be eligible for a yearly stipend of \$1,000. As the OERI will be launched in the second half of the current academic year (2018-2019), OER Liaisons who complete the specified activities will receive \$500 at the completion of the spring term. In subsequent years of the Initiative, OER liaisons will be eligible to receive the entire stipend.

OER Liaison Expectations – Spring 2019

1. Sign up for the ASCCC OER listserv by selecting "ASCCC OER Initiative" at <https://www.asccc.org/signup-newsletters>.
2. Forward ASCCC OERI messages to appropriate faculty.
3. Attend an OER Liaison Orientation. Orientations will be delivered via the Zoom videoconferencing system. Liaison availability will inform the scheduling of Orientations and attending an archived session will be an option.
4. In addition to the Orientation, attend three additional OERI meetings during the spring term. These meetings may be selected from the monthly OER Liaison meetings (TBD) and the weekly OER webinars (Fridays at 9:30, beginning 2/1/19).
5. Communicate with the local senate and campus faculty regarding ASCCC's OER ongoing efforts.
6. Meet at least twice (via phone or Zoom) with an OERI representative to share

local needs and issues.

- **Establish Local Open Educational Resources Liaisons**

Fall 2018 - Resolution Number: 17.02

Whereas, The ASCCC will be initiating a five-year open educational resources (OER) initiative in spring 2019 that will provide OER-related support and resources to the colleges and gather data from the colleges related to OER use and challenges;

Whereas, Research has shown that access to and use of textbooks and ancillary materials are correlated with successful course completion by students, and students postpone or fail to purchase textbooks due to escalating textbook prices and other educational costs, which could impact their success and course completion;

Whereas, Various college-level OER funding opportunities have required the establishment of a local point-person to coordinate such efforts, and the Academic Senate for California Community Colleges has urged local senates to be involved in the process for appointing individuals to such positions (Resolution 19.10 S16); and

Whereas, The OER initiative plan developed by the ASCCC proposes to further OER use by providing centralized support for local OER efforts, and that support must be informed by local needs and effectively disseminated at the colleges;

Resolved, That the ASCCC urge local academic senates to identify a local OER point-person to act as a liaison to facilitate OER-related communication between the college and the Academic Senate for California Community Colleges.

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Attachment 3

Advancement of Academic Rank - Vice President Gehrman

The Process: Fall semester 2018, Jody Gehrman (Senate VP) emailed faculty inviting them to submit paperwork to update their academic rank. She explained the process briefly and included a form they would need to fill out in order to be considered for advancement as well as a spreadsheet outlining the titles attached to years of service. For example, less than three years of full-time equivalent service holds the title of “instructor,” three to six years qualifies the faculty member as “Assistant Professor,” etc. This is not an official appointment by the Board of Trustees, but instead is a traditional practice in higher education which recognizes professional preparation and experience.

The following faculty members responded with completed forms. Their updated academic rank is

listed.

Full-time:

- Jason Davis, English, Assistant Professor
- Casey Terrill, Math, Assistant Professor
- Rachel Donham, Biology, Professor
- Nicholas Petti, Culinary Arts, Associate Professor
- John Rall, English, Associate Professor
- Vincent Porturica, English, Assistant Professor
- Jody Gehrman, Communications, Professor

Adjunct:

- Merie Holl, Adjunct Counseling, Associate Professor
- Heidi Morgan, Adjunct Psychology and Counseling, Professor
- Lorraine Brady Arthur, Adjunct Fine Art, Associate Professor
- Lilia Albuquerque, Adjunct ESL, Professor
- Euline Olinger, Adjunct ESL, Associate Professor
- Nancy Buzzell, Adjunct Child Development, Associate Professor
- Douglas Prather, Adjunct Anthropology, Professor
- Susan McCauley-Callagy, Adjunct Kinesiology, Instructor

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Attachment 4

Academic Senate Goals 2018 -2019 Update

Three main goals and Team Leader were identified as follows:

- Goal 1: Update Constitution and Bylaws / Team Leader Indermill
- Goal 2: Review and Make Recommendation for Revisions of Minimum Qualifications Board Policy 7211 and Administrative Procedure 7211.1 / Team Leader Vacant
<https://www.mendocino.edu/sites/default/files/bp7211.pdf>
<https://www.mendocino.edu/sites/default/files/ap7211.1.pdf>
- Goal 3: Review and Make Recommendation for Revisions of Hiring Committees Board Policy 7210 and Administrative Procedure 701.1 / Team Leader Gehrman
[https://www.mendocino.edu/sites/default/files/docs/BOT/Policies/bp7120 .pdf](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>

February 21 (Goal 1) and February 28 (Goals 2 and 3) are the recommended meeting dates for updates on progress made and determining the next steps, including target dates.

Faculty Meeting Hosts

February 14:	_____	April 11:

March 14:	_____	May 16:

Guided Pathways / Integrated Planning Meeting November 29th Report

There was a brief review and discussion about the Chancellor's Office “Aligning Resources and Programs to Put Students First”, the October Teacher’s Institute and a need to “front load” technological upgrades with faculty so they can better inform students (e.g., cranium cafe and revised orientation). The majority of the meeting was devoted to meeting with our newly appointed Guided Pathways Regional Coordinators and discussing their role. The two links below (followed by their bios) introduce the role of the coordinators:

- http://cccgp.cccco.edu/Portals/0/GPRegionalCoordinators_Nov30_ADA.pdf
- <https://cccgp.cccco.edu/coordinators-map/north>
- **North / Far North Regional Coordinators**

Aimee Myers, PhD
amyers@ccco.edu
530.492.0504

Aimee Myers, one of three Regional Coordinators for the North/Far North region, is a proud product of California public education system. She received her PhD in American History from UC Riverside in 1995 and for the last 16 years has taught world and American history at Sierra College. An active participant in Sierra’s shared governance structure, Aimee has served in various leadership positions, including Curriculum Chair, Student Learning Outcomes Coordinator, Academic Senate Vice-President, and Dual Enrollment Coordinator.

Timothy Morehouse
tmorehouse@cccoco.edu
530.567.4122

Timothy Morehouse is currently one of three North/ Far North Regional Coordinators. A proud product of the California Community College System and graduate of American River College, Tim brings decades of experience working in educational institutions, non-profits, multinational corporations and small businesses in the areas of collective impact, and economic and workforce development. Most recently, Tim worked for the University of California’s Office of the President building college-going cultures on middle school campuses in northern California.

Kate Mahar, EdD
kmahar@cccoco.edu
530.356.6003

Kate Mahar is one of three North/ Far North Regional Coordinators. She has held various leadership roles in K-12, community college and the UC system and is a previous Dean of Institutional Effectiveness at Shasta College and former Chief Learning and Research Officer for North State Together, a collective effort to increase educational attainment in far northern California. Kate has an MPS in Humanistic/ Multicultural Education from SUNY, New Paltz, an EdD in Educational Leadership from University of Southern California, and is a recent alumna of the California Education Policy Fellowship Program.

Tim Morehouse and Kate Mahar met with the Leadership Team and shared various aspects of their role as our regional coordinators. A primary focus is “support and communication”. The idea is that they will assist us in providing resources and establishing networks with other colleges in our region. They shared an interest in developing learning communities, exploring the nature of guided pathways that may be unique to the smaller, rural colleges, shared professional development with K-12 educational partners.

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Attachment 7

Accreditation Steering Committee December 10th Report

Karen Christopherson and Tim Todd presented information about the “new” portal and how we might be able to use as the “vault” for documents gather to show evidence of compliance with the four standards. This appears to be a viable place to store information and we will continue to coordinate the site with IT.

The timeline until leading up to our site visit was discussed. Pertinent dates are as follows:

- March 21: Advanced Institutional Self-Evaluation Report (ISER) Training

- This will include a campus visit from ACCJC Vice President Gohar Momjian. This is her bio as it pertains to ACCJC from their website (<https://accjc.org/staff-directory/>):

Gohar Momjian joined the commission staff in September 2017. Accreditation is the cornerstone of her 20+ years' experience in higher education. As Associate Vice Chancellor of Institutional Development, and Accreditation Liaison Officer (ALO) for City College of San Francisco from July 2012 until June 2015, she helped to lead the College's improvement processes. Most recently, she served as Interim Director of Operations at Cañada College. Prior to that, Momjian gained in-depth knowledge working with the WASC Senior College and University Commission as the ALO for the American University of Armenia. She holds a B.A. in Psychology with a specialization in Business Administration from UCLA, and an M.A. in International Education, Administration and Policy Analysis from Stanford University. Vice President Momjian supports the Commission's Evaluation and Planning Committee (which includes planning for the annual Commission Development Workshop) and facilitates agency research and grant writing activities.

- May: ISER Draft completed
- September: Comprehensive constituent groups review
- December: To the Board of Trustees
- January 2020: Report due to ACCJC
- March 2020: ACCJC Site Visit

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Attachment 8

Academic Senate President's Report

Following is a summarization of some of my activities since the last Academic Senate meeting.

Board of Trustees

At the December meeting the board welcomed the two newly elected trustees, Xochilt Martinez (Area 2 / Ukiah) and Ed Nickerman (Area 5 / Potter Valley). In addition, Robert Jason Pinoli was elected as the President. Meeting dates were approved for 2019 the second Wednesday of the month excluding July. The board reviewed and "received" the 2017-2018 Audit Report prepared by Cossolias/Wilson/Dominguez/Leavitt CPAs. Copies should be available for review in the President's Office, Library and Fiscal Services. The board directed Vice President Cichocki to set the Nonresident Tuition Fee (as recommended by PBC) at the rate provided by the Chancellor's Office when it has been set. The nonresident tuition fee for 2018-2019 was \$258 per semester unit. In addition, new Board Policies 5015 / Resident

Determination and 5110 / Counseling were approved. The brief agenda can be found at: <https://www.mendocino.edu/college/board-trustees/board-trustees-agendas-and-minutes>

There was a special meeting on January 16, 2019. The main item was a presentation from Derivi Castellanos Architects about student housing. The firm has identified five potential locations on the Ukiah campus suited for a mixed-use housing project. Three of the five are more viable and recommended as the primary locations for the board to consider. Each have strengths and weakness in terms of their feasibility. Related, primarily to the amount of ground preparation, vehicle access, proximity to student-life areas of campus, views, pedestrian flow, and access of utilities. The general proposal is to have 201 beds, approximately 39,000 square feet, at a cost of roughly \$14.9 - 15.7 million. The proposed mix of units, at this time, is 10 bedrooms and 5 studio apartments for employees; 5 apartments for 4 students and the remainder will consist of double bedrooms. There will be a common shower/bath facility for the non-apartment style units. There will be an open forum February 13 at 2:30 for Derivi Castellanos Architects to present these findings and field questions. It is anticipated the board will consider their next steps (confirm the housing mix and location) and take action at the February or March meeting. The brief agenda can be found at: <https://www.mendocino.edu/college/board-trustees/board-trustees-agendas-and-minutes>

Educational Action Planning Committee

The last meeting of the semester was December 5, 2018. At this meeting EAP was provided an update on pending Program Assistant Team (PAT) work.

- Welding - work on the 5-year review of the stand-alone courses continues and a certificate or Associate degree may be recommended;
- Education (EDU) - recommendation to deactivate courses
- Sustainable Construction Technology (SCT) - Associate Degree has been approved; work continues with CSU articulation

Part Two of Program Reviews were reviewed by teams assigned to them for:

- Communications - there is no need for attention from EAP, however the SLOs were not comprehensively reviewed (it was requested that this occur)
- ESL - it was noted that professional development is needed for faculty
- Political Science - the summary indicated the department is “healthy”, however there is a low number of majors, but enrollments are good, some outreach occurs, there is relevance for the courses in other majors
- CAMP - the focus was on SAOs because of the requirements for the program, outcomes are above national averages for the most part

The document “Aligning Resources and Programs to Put Students First” obtained from the Chancellor's Office was reviewed as it relates to the work of EAP, specifically the Educational Master Plan. A draft outline of the Table of Contents for the revised Educational Master Plan was reviewed and modified. The committee will continue to work on this through the spring semester.

Planning and Budgeting Committee

At the PBC meeting held December 4, 2018 the members were provided updates on Nonresident Tuition fees, current recruitments, the status of FTES at NCC. The Chancellor's Office “Aligning Resources and Programs to Put Students First” was reviewed and discussed in terms of

our local Strategic Plan/Goals. It was noted that the Chancellor’s Office *Vision for Success* is “unrealistic”, but that we are to continue working towards these goals. In some ways these can be considered “stretch goals”. We will need to continue to work to reach these as they are tied to the new funding formula.

Academic Senate Budget Update

The following is a summary of the Academic Senate budget, to-date:

January 31, 2019			
	Beginning Balance	Expenditures	Current Balance
Business Travel	\$600.00	\$0.00	\$600.00
Professional Development Travel	\$6,317.00	\$1,661.61	\$4,655.39
Dues/Memberships	\$2,200.00	1587.43 ASCCC Annual dues	\$612.57
