

**Mendocino College Academic Senate Meeting**  
**AGENDA**

September 27, 2018

12:30 - 2:00pm

LLRC Room 4210

**I. Call to Order**

**II. Approval of the Agenda**

**III. Approval of the Minutes**

A. September 14, 2018

**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. Special Reports**

**A. Assembly Bill 705**

Debra Polak, Vice President of Academic Affairs, will present a legislative update

**B. Curriculum Committee Report**

(Time Certain 12:45)

Chair Tascha Whetzel will address recent committee accomplishments, progress on continuing tasks and training, as well as anticipated decision-making process related to the implementation of AB 705.

**VI. Old Business**

**A. Basic Skills Initiative Year-End Expenditures Report (Chair Buccelli) - Action**

(Time Certain 12:35pm)

Recommendation to accept the BSI 2016-217 Year-End Expenditure Report, as presented

**B. Committee Appointments - Action**

(5 minutes)

Recommendations to be presented and/or attached

**VII. New Business**

**A. Curriculum Committee Decision-Making Process for Implementation of AB705 - Action**

Recommended sanction of the Curriculum Committee proposed decision-making process for the implementation of AB 705.

**VIII. Standing Items**

(10 minutes)

**A. Guided Pathways**

1. Summary Guided Pathways / Integrated Planning Leadership Team
2. ASCCC Academic Academy: *Navigating New Frontiers: Faculty Leadership in Guided Pathways* <https://asccc.org/events/2018-09-14-160000-2018-09-15-210000/2018-academic-academy>
3. ASCCC Guided Pathways Liaison <https://asccc.org/guided-pathways-liaison>
4. ASCCC Web Page: <https://asccc.org/guided-pathways>

**B. Accreditation**

1. September 24, 2018 meeting report
2. ACCJC Standards <https://accjc.org/eligibility-requirements-standards-policies/#accreditation-standards>

**IX. Senate Reports**

(10 minutes)

**A. Senator Petti**

**B. Senator Cannon**

**C. President Indermill**

**D. Other**

**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.

**IX. Adjournment**

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**Assembly Bill 705 Overview**

“All community colleges are required to be in compliance with AB 705 no later than fall of 2019”<sup>1</sup>

The Bill requires CCC maximize the probability that students will enter transfer-level coursework in Math and English with one year timeframe (two semesters). Data shows that multiple levels of remediation are not likely to result in students successful completion of transfer math and English.<sup>1,2,3</sup> The Campaign for College Opportunity indicates “75 to 80 percent students are placed into remedial courses, despite a growing body of research showing that many of them could be successful if allowed to enroll directly into college-level courses”.<sup>3</sup>

The use of standardized placement test tend to “under-place” student in math and English and the use of this criterion is not an accurate measure of success.<sup>1</sup> Of note is the inequitable result of the current “placement test” protocol, in that students of color are more likely to be placed in remedial classes and less likely to meet their educational goals.<sup>1</sup>

Community Colleges are placing too many students into remediation and high school performance is a much stronger predictor of success than placement tests.<sup>1,2,3</sup> While Title 5 (Section 55522 ) requires the use of “multiple measure” to place students in math and English, this is not clearly defined and may not be used consistently. AB 705 requires the use of high school coursework, grades and gpa to be used as “multiple measures”.<sup>2</sup>

While there is some concern expressed in recent months about how to implement the law<sup>4</sup>, the most recent joint communication from ASCCC and the Chancellor's Office provide more specific details including metrics to align a student’s high school performance with placement into math and English.<sup>5</sup> Further, the ASCCC has taken a position to “ensure the right and responsibility of local academic senates to work with discipline faculty to use appropriate assessment instruments”.<sup>6</sup>

1. State of California Legislative Information: Assembly Bill 705: [https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB705](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB705)
2. California Community Colleges: <https://assessment.cccco.edu/ab-705-implementation/>
3. The Campaign for College Opportunity: <http://college.lattc.edu/catalog/files/2018/08/AB-705-Fact-Sheet-UPDATED-.pdf>
4. ASCCC Rostrum (February 2018): <https://www.asccc.org/content/local-implementation-ab-705%E2%80%94what-we-know-and-what-remains-be-answered>
5. ASCCC and Chancellor’s Office Memorandum (July 10, 2018): [https://asccc.org/sites/default/files/AA%2018-40%20AB%20705%20Implementation%20Memorandum\\_.pdf](https://asccc.org/sites/default/files/AA%2018-40%20AB%20705%20Implementation%20Memorandum_.pdf)
6. ASCCC Resolution: <https://asccc.org/resolutions/identifying-appropriate-assessment-measures>

## **Curriculum Committee Report**

### **Academic Senate Committee Report for 9.27.18 Senate Meeting**

**Submitted by Tascha Whetzel**

**Curriculum Committee**

**Chair-** Tascha Whetzel, faculty

**Vice Chair-** Debra Polak VPAA

**Meet-** Fridays 10-noon, 12 times in 2018-19.

#### **Progress and Accomplishments-**

- Have full committee of 16 including student, faculty, classified and admin
- New Curriculum Committee Web Page with eLumen, Committee info, Forms and Resources
- Implemented eLumen for all new courses and revisions. Programs are being transitioned.
- Ongoing support/training for faculty on eLumen
- Updated BP/AP related to Curriculum 4020 (Program, Curriculum, and Course Development), 4025 (Philosophy and Criteria for Associate Degree and General Education), 4100 (Graduation Requirements for Degrees and Certificates), 4260 (Prerequisites and Co-requisites)
- Revised Curriculum Handbook in progress.

#### **Actions taken-**

- Set up Planning Calendar in June 2018 and assigned past due departments deadlines for proposals with 9.24.18 deadline. Added extra meeting 11.16.18 and expanded hours 9-noon for Fall meetings only.
- Set up Planning Calendar in June 2018 and assigned 2018-19 departments deadlines for proposals beginning with 11.5.18 deadline. Added extra meeting 11.16.18 and expanded hours 9-noon for Fall meetings only.
- Presentation from VP Polak on overview of AB 705 on 9.14.18.
- Presentation of resources on our new Curriculum webpage at 8.31.18 meeting and PowerPoint on Curriculum Committee roles and responsibilities at 9.14.18 meeting. Follow up questions and issues on 10.12.18 draft agenda.

#### **Budget Information-**

- Budget managed by the VPAA essentially for professional development and travel. Typical activities include attendance of Chair, Vice Chair and/or Curriculum Technician to Curriculum Institute in Summer and Curriculum Regional Trainings in Fall and/or Spring semester.

#### **Pressing Issues-**

- Reviewing and approving modifications and proposals from 8 Departments with past due Curriculum 5- year reviews.
- Reviewing and approving modifications and proposals from 11 Departments for the 2018-19 Curriculum 5-year reviews.
- Understand AB 705 mandates and curriculum implications in regards to English and math matrices, advisory/prerequisites/corequisites, and deactivation/development of courses.
- Reviewing and approving course modifications and new class proposals in response to AB 705

- Training committee on roles and responsibilities of Curriculum Committee.
- Signature from Chair, Chief Instructional Officer, Senate President and College President for Annual Credit Course and Program Certification due October 16, 2018 to Chancellor's office. Includes that all approved curriculum aligns with Ed code, Title 5, Program and Course Approval Handbook (PCAH); college has a board policy related to credit hour (AP 4020.1); and college has a cooperative work experience plan.

**Academic Senate Assistance-(10 +1 matters in parentheses)**

- Encourage and educate part time and full time faculty to complete the 5-year review of Curriculum in timely manner (1, 2, 4, 9)
- Direct and endorse Curriculum Committee decision making process regarding implementation of AB 705 mandates through review of Math & English matrices (1, 2, 4, 5)
- Request for Senate President to sign Annual Credit Course and Program Certification prior to October 16, 2018 (1, 2, 4) See attached letter

*Note:* The *Annual Credit Course and Program Certification* follows on the next three pages:



**MEMORANDUM**  
September 20, 2018

AA 18-51| Via Email

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

**FROM:** Alice Perez  
Vice Chancellor, Academic Affairs

**RE:** Annual Credit Course and Program Certification

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This memorandum provides information regarding the Annual Credit Course and Program Certification, which supports the curriculum streamlining process of all credit course proposals, modified credit programs, and local credit programs, with the exception of Associate Degrees for Transfer (ADTs) and new Career Technical Education credit programs. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Moving forward, the Chancellor's Office will require each college to submit one certification form signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair and to provide the local governing board policy that defines the standards for credit hour calculations. These documents will be due October of each year to the Chancellor's Office. A reminder of these requirements will be provided to the colleges September of each year.

The certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 pm on **October 16, 2018**, to the Chancellor's Office. If these documents are not received by the due date, a manual review of credit course and program proposal submissions will be conducted by the Chancellor's Office until both documents are received.

Throughout the academic year, colleges may request for a technical assistance team--comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff--to assist on any curriculum related matter. Please submit these requests to your point of contact at the Chancellor's Office.

Please contact Jackie Escajeda, Dean in Academic Affairs, at [jescajeda@cccco.edu](mailto:jescajeda@cccco.edu) or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course and Program Certification

**Chancellor's Office, Division Name**  
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | [www.cccco.edu](http://www.cccco.edu)

# California Community Colleges Chancellor's Office



## Annual Credit Course and Program Certification

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By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- 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 courses that have local board approval;
- 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
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

This certification applies to the following:

1. All credit courses
2. Modified credit programs with the exception of ADTs
3. New credit programs with a goal of local program with the exception of new CTE credit programs and Apprenticeship

Please note: the Chancellor's Office will conduct periodic reviews of these proposals to monitor compliance data integrity.

**Email a PDF of this form to:** [curriculum@cccco.edu](mailto:curriculum@cccco.edu)

**OR**

**Mail the original form to:** California Community Colleges Chancellor's Office  
Attn: Academic Affairs Division  
1102 Q Street, Suite 4550  
Sacramento, CA 95811

# California Community Colleges Chancellor's Office



## Annual Credit Course and Program Certification

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By signing this document, I certify as the Chief Instructional Officer that  
\_\_\_\_\_ has completed this process.  
*(College name)*

\_\_\_\_\_  
Chief Executive Officer *(Signature)* Date \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer *(Print Name)*

\_\_\_\_\_  
Chief Instructional Officer *(Signature)* Date \_\_\_\_\_

\_\_\_\_\_  
Chief Instructional Officer *(Print Name)*

\_\_\_\_\_  
Academic Senate President *(Signature)* Date \_\_\_\_\_

\_\_\_\_\_  
Academic Senate President *(Print Name)*

\_\_\_\_\_  
Curriculum Chair *(Signature)* Date \_\_\_\_\_

\_\_\_\_\_  
Curriculum Chair *(Print Name)*



**Background**

The Academic Senate reviewed the Basic Skills Initiative Expenditure Report for 2016-2017 at the last meeting (9/13/2018). The BSI report details how funds were spent. The majority of the money went to covered half the cost for the salary and benefits of the interim coordinator. The remainder of the \$90,000 grant funded writing workshops for students and tutors, professional development , etc.: <https://app.luminpdf.com/viewer/ETHZSMXFT2qQ2buj5>

The senators requested additional information regarding the specific allocation of funds that appear in the report. This information appears on the follow page:

BSI Expenditure Worksheet for 2016-17 Allocation

A	B	C	D	E	F	G.1	G.2	G.3
Program, Curriculum Planning, Deve	Student Assessment	Advising and Counseling	SI and Tutoring	Articulation/Alignment	Instructional Materials	Coordination	Research	Professional Dev
20177.36 admin salary	16963.16 admin salary			English 85 training	391.51	11450		Faculty stipends
7585 benefits	6761.79 benefits		2256.44 SI	Canvas training Rose Bell	264.17 other supplies	950 WW & 85 training coord		benefits
			4398.07 Tutors	Alders Math jams	90 food	3629.54 benefits		Travel
	1458 Health aid		1660.31 benefits tutors/sis	427 benefits	1184.58 Catering			
		benefits other advertisement	1289.62 WW					
			435 WW benefits					
27762.36	25182.95	0	10039.44	2998.59	1930.26	16029.54		6056.86

A	27762.36
B	25182.95
C	0
D	10039.44
E	2998.59
F	1930.26
G1	16029.54
G2	0
G3	6056.86
Totals:	90000

The following committee continue to have vacancies, recommendations are noted:

**Accreditation Steering:** One FT Faculty At-Large

- ~~Recommend two-year appointment of Doug Boswell~~

**Distance Education**

- Emily Hashemian

**Educational Action Planning:** (EAP): SLOT Chair\*

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**Foundational Skills:** One FT Faculty

- Recommend one-year (2018-2019) replacement to be filled by Part-Time Faculty member Stuart Campbell

**Staffing:** One FT Faculty

- ~~Recommend one-year replacement to be filled by David Pai~~

**Student Learning Outcomes Faculty Chair (SLOT):** One FT Faculty\*

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**Hiring Committee / Director of Clinical Education:** Three FT Faculty

This is a categorically funded position that is required by the accrediting agency that oversees the Physical Therapy Assistant Program. The Director will be 50/50 “administrative” in nature overseeing the clinical portion of the PTA Program and teaching classes.

Volunteers:

- Sarah Bogner, FT Faculty Physical Therapy Assistant Program
- Sue Blundell, Biology
- Jim Xerogeanes, Agriculture
- Fran Laughton , Nursing

*Recommendation:* approve the appointment of the faculty volunteers and endorse Blundell as the Co-Chair of the committee.

Nicholas Petti  
Senator's Report  
9/20/2018

Vincent Poturica submitted a potential Flex opportunity from Butte College, a series of webinars devoted to OER. I forwarded the information to the Flex Committee to make sure it would be an approved flex activity for Mendocino College. The Flex Committee approved it and I sent it out to the Faculty at large.

Academic Senate Meeting September 13, 2018

A report from Senator Taylor Cannon will be presented at the meeting.

Academic Senate Meeting September 13, 2018

Academic Senate President's Report 9/27/2018

President's Policy Advisory Council

Last month BP 4220 / AP 4233.1 and BP 6505/AP 6505.1 were discussed and I have sent them out to the full- and part-time faculty for input. I anticipate these will be on the agenda for the 9/28/2018 meeting. I have received some feedback primarily related to academic freedom and the faculty responsibility in determining grading policies.

The proposed Academic Calendar for 2018-2019 was discussed. Phil Warf, MCFT President, sent out two options for the faculty to consider. It is significant that for the first time in a number of years there is more than one option to consider.

Planning and Budgeting Committee

A new categorically funded faculty position was approved - Director of Clinical Education, which is required by the accrediting agency for the Physical Therapy Assistant Program. p

Guided Pathways

I continue to work with VPAA Debra Polak and Classified Senate Past President Chris Olsen on planning and preparing for the Guided Pathways / Integrated Planning Leadership Team work. The first Leadership Team meeting of the year was held 9/20 We confirmed our core principles:

- Visible, Accessible and Clear Information
- Integrated Services
- Educational Sound Practices

And we established our vision statement: Create a student - ready college and establish social justice and equity for the entire college community. The point of the principles is to ensure that every decision that is made surrounding GP is grounded in these fundamental ideals. The vision statement is to help us maintain a broad perspective of our work.

We divided into three groups to *review* the 5 Key Elements identified (March 2018) as priorities for this first year of planning to confirm it is still relevant and a priority; *determine tasks to be completed* - including *recommendation* for a new work group or assigning the task to an existing group to coordinate efforts (without duplication). We will continue to work on these in the upcoming weeks and I will share more detailed information after I review our notes and plans with the Tri-Chairs.

Ginny Buccelli (Foundational skills Chair and member of the GP/IP Leadership Team) and I attended the ASCCC Academy: *Navigating New Frontiers: Faculty Leadership in Guided Pathways*. Ginny attended the pre-academy GP Liaison Training and has some important information to share that will be on an upcoming agenda. Most significantly, is that I have been thinking we do not need to have a faculty member designated as the GP Liaison, but Ginny learned some important information that indicates we should, in fact, have a liaison.

I have begun discussing the importance of every key-decision making committee folding the key elements into their committee descriptions and annual goals as appropriate. The point is the GP implementation is not selected to a few committees - it is District-wide and all committees should be working towards meeting these elements. I ask each Senator to review the key elements and determine which align with the committee you serve on, bring these up during your regular meetings.

#### Educational Planning Committee

Reviewed last year's work including Program Advisor Teams and discussed the need to have decisions "looped back" to EAP to ensure progress is made on the recommendations we make (for example if course modifications are recommended Curriculum Committee should report when they've been made and the action taken). We discussed tasks that need to be completed this year, including a comprehensive revision of the Educational Master Plan.

#### Accreditation Steering Committee

The first ASC meeting is scheduled for Monday, 9/24 and we are schedule each month thereafter. Our agenda includes review of the timeline, review of and discussion of the ACCJC Standards, including the development of the Standard Teams.

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