

**Mendocino College Academic Senate**

**MINUTES**

August 29, 2019

12:30 - 1:50 pm

LLRC Room 4210

**I. Call to Order**

President Indermill called the meeting to order at 12:31

*Present:* Doug Browe, Jody Gehrman, Julie Finnegan (12:31-1:25), Lisa Rosenstreich, Nicholas Petti, Rhea Hollis, Rodney Grisanti, Taylor Cannon

*Absent:* Janice Hawthorne Timm

*Guests:* Debra Polak (12:31-12:45)

**II. Approval of the Agenda**

**M/S/C (Gehrman /Petti) to approve the agenda as presented with the notification that Item VI.A. is *Information: unanimous***

**III. Approval of Minutes**

**A. August 13, 2019**

**M/S/C (Gehrman / Hollis) to approve the minutes for August 13, 2019**

*Yeas:* Cannon, Finnegan, Gehrman, Hollis, Petti, Rosenstreich. *Nays:* none;

*Abstentions:* Browe, Grisanti

**IV. Public Comment**

Debra Polak, Vice President of Academic Affairs, stated she may have misinterpreted the senate's request for Staffing Committee information. If she originally denied the request for information that can be shared, she will be happy to provide it. She explained, however, that committee rankings of the staffing requests are not public and will be brought to Planning and Budgeting Committee (PBC) for review and PBC will determine the timeline for them to be shared.

**V. New Business**

**A. Middle College Update**

VPAA, Debra Polak reviewed the first year of Middle College program at Mendocino College and its current status. She presented a powerpoint (Attachment #1) that summarized the goals of the program, student eligibility and all the data derived about the classes taken by middle college students. The Middle College is essentially a high school located on a college campus that is focused on serving high potential but at risk students to help them earn their high school diploma and earn their A through G requirements at the same time. As of last year, 26 10th graders began the program and 25 will be returning for the 11th grade. The present goals include recruiting more students and giving more time to work out the student's schedules in while continuing their original vision of the program.

The senators raised concerns for the safety of high-schoolers in a college classroom potentially being near someone dangerous and that faculty do not know if some of the students in their class are underaged. Debra explaining that all faculty and staff are “mandated reporters” and must report suspicious or dangerous behaviors. The senate asked if the Middle College program might be expanded to other locations, in addition to the Ukiah campus. Debra explained that though there are currently no plans to do so, but there may be an opportunity at the North County Center due to the convenient location and proximity of Willits High School.

**B. Faculty Meeting September 5, 2019**

The Senate discussed the agenda for the first faculty meeting of the year scheduled 9/9 at 12:30-1:20. The senate supported inviting the Interim Superintendent / President, Eileen Cichocki for an open forum for faculty to ask her questions or provide comments about the transition to find a new permanent S/P. It was noted that there is a culture of dominance by the administration rather than a partnership that is important to effective collaboration.

In addition Resolution F’ 10 - 01 Classified Staff Recognition will be presented to Jeana Thompson, Classified Senate President.

**C. ASCCC Open Educational Resources Liaison 2019-2020**

**M/S/C (Petti / Browe) to appoint Taylor as Open Educational Resources Liaison**  
*Yeas:* Browe, Finnegan, Gehrman, Grisanti, Hollis, Petti, Rosenstreich; *Abstention:* Cannon

**D. Ruffalo Noel Levitz Follow Up - Committee Communications Ad Hoc Committee**

**M/S/C (Browe / Rosenstreich) to appoint Nicholas as senator representative on the Ad Hoc committee.**

*Yeas:* Cannon, Browe, Finnegan, Gehrman, Grisanti, Hollis, Rosenstreich;  
*Abstention:* Petti.

**VI. Old Business**

**A. Senator Constituent / Contact Lists (approved August 13, 2019)**

The senate reviewed the faculty constituent list for the 2019 - 2020 Academic Year (Attachment #2). President Indermill asked senators to communicate with the faculty on their list to ensure they who to contact with issues/concerns.

**B. Committee Appointments**

**M/S/C (Gehrman / Petti) approval of committee appointments that have as many volunteers as they require. *Unanimous***

- Academic Review: Kurt Combs
- Distance Education: Casey Terrill
- Outreach and Marketing: Gred Hicks
- Staffing: Greg Hicks and Bart Rawlinson

**M/S/C (Petti / Browe) to approve appointments as discussed. *Unanimous***

- Kim Swift and Steve Crossman to the Curriculum Committee
- Leslie Banta and Rachel Donham to the Flex Committee

**M/S/C (Gehrman / Rosenstreich) to appoint Rodney Grisanti to Enrollment Management Committee, Nicholas Petti to Professional Development Leave Committee, and Doug Browe to Faculty Office Space Committee: *unanimous.***

Indermill noted there were no volunteers for the committees noted in the motion and asked senators for ideas of who can fill the vacancies. VP Gehrman mentioned the importance of Enrollment Management Committee and it's expanded role related to Guided Pathways, as Co-Chair she'd like to see a senator on the committee.

**C. 2019 - 2020 Goal Planning**

No discussion due to lack of time

**VII. Committee Reports**

(10 minutes)

**A. Staffing Committee - Senator Rodney Grisanti**

Senator Rodney Grisanti gave a staffing committee report (Attachment #3). He informed everyone that VPAA Polak is the chair and that the committee does not meet regularly. He noted there have been many changes in the staffing request process in the last few years to make it more transparent, to create a timeline for submission and develop a scoring rubric for committee members to use when evaluating the requests. He said the changes have made the process easier to follow and score. Discussion included:

- Concern when a full-time faculty member resigns/retires the position is often not filled in a timely manner so by the time it gets to the staffing committee the enrollments have declined and the program is suffering so it doesn't rank highly enough according to the rubric
- There is continued need for full-time faculty, we have many disciples with only part-time faculty
- Program Reviews are completed without knowledge of budget parameters for hiring, so by the time the priorities get to PBC there may not be budgetary support to fill the positions recommended
- It was agreed that hiring of full-time faculty should be addressed further by the Academic Senate

**VIII. President's Report**

None due to lack of time

**X. Open Forum**

None due to lack of time

**XI. Adjournment**

**M/S/C (Gehrman / Hollis) to adjourn the meeting at 2:00**

Fall 2019 Meeting Schedule

August 29 / September 5 \*\* / September 12 / September 26 / October 3 \*\* / October 10  
October 24 / November 7 \*\* / November 14 / December 5  
(\*\*Faculty Meetings)

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# Middle College

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Academic Senate

August, 29, 2019

## What is a Middle College?

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- Middle College High School (MCHS) programs are secondary schools/programs located on a college campus. These schools/programs offer challenging academics designed to serve high-potential, at-risk students. MCHS features effective support services and the opportunity for students to concurrently take college classes. Students enrolled in the Middle College programs have the opportunity to earn 30 to 60 college transferable units, complete A-G requirements, and earn a high school diploma.

## Purpose of Middle College

It is designed to serve high-potential, at-risk students.

CDE defines an at-risk student by multiple measures. Schools can use one or more of those measures for selection purposes

### Measurements for at-risk may include

- First in family to attend college
- Historically underserved in 4 year colleges
- Low income
- At-risk of not performing up to potential in a large high school environment

### Measurement for high potential may include:

- At, near or above on SBAC ELA and math assessments
- At least a 2.0 High School GPA
- Possess the following characteristics
  - Motivated to succeed
  - Solid school attendance
  - Disciplined
  - High maturity level

## Enrollments

Year	Enrollment
2018-2019	26-- 10th graders
2019-2020	25 --11 <sup>th</sup> graders
	14 -- 10 <sup>th</sup> graders



# Fall 2018

## Enrollment & Courses Taken

### 25 students

Fall semester students took a cumulative 72 units

CCS 119	Orientation to College
CCS124	Success Online Student
PSY 205	Introduction to Psychology
CDV 200	Psychology of Development
THE 230A	Contemporary Dance
THE 242A	Beginning Ballet
THE 265A	Dance Repertory
DAM 105	Introduction to Digital Design
MATH 210	Calculus / Analytic Geometry
CDV 121	Infant/Toddler Curriculum

*Group GPA of 3.55  
in College Courses*

# Spring 2019

## SPRING SEMESTER

### 26 students

Spring semester students taking a cumulative 113 units

Art 240A	Ceramics 1	GEL 203	Earth History (Geology)
ASL 200	American Sign Lang 1	HIST 202	The United States to 1877
AST 200	Astronomy	HLT 104	Medical Terminology
BIO 200	Concepts of Biology	KIN 100	Intro to Physical Therapy
CDV 200	Psychology of Development	KIN 109	Fitness Instructor Training
CHM 200	Introduction to Chemistry	MTH 211	Calculus / Analyt Geom. 2
CSC 500	Computer Science Lab	PSY 205	Introduction to Psychology
ENG 201	Critical Thinking W/ Literature	SPN 200	Spanish Level 1

I did not have the data at the end of the school year to calculate Group GPA.

## Summer 2019 Enrollments

Summer Courses taken	# of Students
AUT 51	1
CAM 152	1
CHM 200	1
ENG 200	1
MTH 60	2
MTH 77	3
MTH 80	2
MTH 220	3
PE 280	1
POL 200	1

## Fall 2019 Course Taking

Courses	# of Students
ART 240	1
AST 200	1
BIO 202	11
BIO 202 L	10
CAM 70 A	1
CAM 70B	1
CAM 152	1
OCS 110	12
CHM 200	3
CSC 220	2
CSC300	1
HLH 114	2
HST 200	2
KIN 100	1

Courses	# of Students
KIN 200	1
MTH 121	6
MTH 212	1
MTH 214	1
MTH 220	1
MTH 80	1
NRS 200	1
PEF 80	10
SPAN 200	7
SPN 210	6



**Academic Senate Meeting August 29, 2019**  
**ATTACHMENT #2**

**Senate Academic Area Constituent / Contact List 2019 - 2020**

**Rhea Hollis (19/21)**

- Steve Crossman
- Emily Hashemian
- Fernando Calderon
- Alicia Mendoza
- Apryl Guisasola
- Maria Avina
- Nick Wright
- Kurt Combs

**Rodney Grisanti (19/21)**

- Marcus Frederickson
- Greg Allen
- Roger Ahders
- Deborah White
- Casey Terrill
- Jason Edington
- Chantal Cimmiyotti
- Leslie Banta

**Jody Gehrman (18/20)**

- Ginny Buccelli
- Vincent Poturica
- Tascha Whetzel
- Jaime Cechin
- Sarah Walsh
- Greg Hicks

**Lisa Rosenstreich (18/20)**

- Reid Edelman
- Steve Decker
- Phillip Lenberg
- Joseph Munoz
- Sara Bogner
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**Julie Finnegan (18/20)**

- Neeka Aguirre
- Steve Hixenbaugh
- Bart Rawlinson
- Vivian Varela
- David Pai
- John Rall
- Valentina Velazquez-Zvierkova
- Jason Davis

**Nicholas Petti (18/20)**

- Fran Laughton
- Heidi Crean
- Kim Swift
- Shanti Adhikari
- Jim Xerogeanes
- Laura Mays
- Doug Boswell

**Doug Browe (18/20)**

- Roger Hock
- Phil Warf
- Rachel Donham
- Sue Blundell
- Brianna Zuber
- Tim Beck
- Steve Cardimona

**Janice Timm (18/20)**

**Taylor Cannon (19/21)**

- All Part-Time Faculty

**Committee Report: Academic Senate Questionnaire**

*In order to better serve you, the academic senate seeks feedback about issues encountered and/or progress made while chairing or sitting on committees. Please use the questions below to guide your verbal and written report to Senate.*

Committee Name: Staffing Committee

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

Rodney Grisanti, committee member

Chair(s): Debra Polak

Meeting days/times (if regularly scheduled): Not regularly scheduled

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

The most pressing issues of the committee include:

- Providing a fair and equitable process and application form for departments and/or areas of the college to request the hiring of a new or replacement position. The three areas of the college that request positions are faculty, staff, and management. A fair and equitable process includes creating an application form that takes into account the various needs and functions of the three areas. It also includes a timely and transparent application process.
- Providing a fair and equitable process for evaluating and ranking the staffing requests in order of importance or need from faculty, staff and management.
- Submitting the rankings of the requesting staffing positions to PBC in a timely manner.

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

In the past three years the staffing committee has undertaken many actions to ensure an equitable process. The timeline for requesting staffing positions has been adjusted several times. This has been done to ensure that faculty, staff, and management have the appropriate amount of time to create an explanation and justification for the need of the requested position. The established timeline has been adjusted so that the staffing committee has the appropriate amount of time to evaluate the requests and submit them to PBC. The staffing request form has been adjusted many times to protect the equitable process. This has included changing the weighting of various areas of the request form, modifying the questions on the form, and providing easy to

access hyperlinks to the necessary information for justifying a position such as FTES and FTEF. The rubric for each of the three staffing request areas has been modified each year to ensure that committee members have the best possible evaluation process. The requests are often quite numerous and the rubric is essential to streamlining the evaluation process while providing a process that is fair and unbiased to each request.

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

I am unsure as to the relevance of many of the 10+1 areas. However it seems that number 4 may be applicable. Many departments or areas of the college lack a full-time faculty member. This may be due to a retirement or vacated position. Some of these positions have been left empty for some time. As a result the department or area suffers in terms of course offerings and enrollment. The staffing request process relies on FTES and FTEF to justify the replacement or new position. This situation makes it very difficult, if not impossible, for the applicant to strongly justify the request. Due to the large number of vacancies, these positions are overlooked year after year.

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

I made a request to VP Polak for a timeline for the upcoming staffing request process. She denied the request. The requests were due during the first week of April in the last 2 years.

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

I requested the evaluation results of the staffing committees work from May but was denied. The staffing committee was shown these results at the end of last semester and was told to keep them private. VP Polak said that the results would given to PBC in the coming weeks. I requested the 3 staffing application forms but was denied by VP Polak. I requested the rubric used by the committee to evaluate the requests and was provided that rubric by Minerva. I will attach the rubric to this document.

Below are the “10 + 1” areas that make up the primary purview of Academic Senate

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development

5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.