

MINUTES  
Mendocino College Academic Senate  
Thursday, December 3, 2015  
Room 4143 (Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:32 p.m.
- Present* Jessica Crofoot, Jody Gehrman, Tascha Whetzel, Steve Cardimona, Jason Edington, Vivian Varela, Catherine McKay, and Reid Edelman
- Absent* Doug Browe and Dan Jenkins
- Guests* Kate Veno, Ginny Buccelli, VP Guleff and Julie Finnegan
- Agenda Approval* M/S/C (McKay/Edington) to approve the Agenda of December 3, 2015  
  
M/S/C (Edington/Gehrman) to switch Old Business in place of New Business due to guests in attendance.
- Minutes Approval* M/S/C (Edington/Cardimona) to approve the minutes of November 12, 2015
- Public Comment* None
- Committee Reports* **Part-Time Faculty Report**  
No report
- President's Report**  
Edelman provided a written report. The following information was provided: BOT meeting (11/10/15); EAP (11/12/15); Strategic Planning Retreat (11/13/15); Committee Chairs Meeting (11/13/15) and PBC (11/17/15).
- Follow-up on items from November 12<sup>th</sup> meeting -**  
Edelman had a recent conversation with VP Guleff and Dean Polak regarding the change in the Academic Calendar for the Thanksgiving holiday. He stated, if we were to have Wednesday as a holiday, the fall semester would start earlier or possibly continue further into the month of December. This item will be discussed in the spring semester.
- Mendocino College is still a non-smoking campus -**  
The signs were removed and will be re-posted soon.
- Mendocino College is an HSI institution -**  
VP Guleff stated that Mendocino College has been given the designation of an HSI institution.

Edelman mentioned that the college did not receive a recent HSI grant, but the institution is still definitely an HSI.

#### **Committee Assignments -**

In regard to committee assignments, the Senate President will solicit adjunct committee volunteers and will follow the same process used for selecting full-time faculty members.

#### **Resolution for Point Arena Field Station -**

Edelman has spoken with Cardimona and President Reyes regarding the resolution. He mentioned that further discussion is necessary and changes need to be made. Edelman suggested that the field station committee provide the Board of Trustees with a progress report of the work that has been done and the projects that still need to be completed.

Cardimona mentioned that he has discussed the field station resolution with Blundell regarding the latest requests.

Edelman mentioned that resolutions need to pertain to 10+1 issues. Budgetary items cannot be included in the resolution. The Senate approval does not guarantee any power regarding the Board of Trustees and the financial decisions that are made. Edelman removed information regarding the budget and suggested that the resolution be kept more educationally focused.

Cardimona mentioned that the 10+1 issues have been addressed in the resolution.

Edelman suggested that the resolution be changed and further discussion and approval is necessary. He suggested that the committee members focus on the positive aspects of the field station, how the site is used educationally, as well as, updates regarding fundraising and provide a report to the Board.

#### **Fall Plenary Report (Edelman, Edington and McKay)**

Edelman mentioned that the Plenary session was very informative. He discussed with colleagues regarding elections of adjunct faculty to the Senate. The focus was accreditation taskforce, dual enrollment, common assessment initiatives, diversity and faculty hiring.

Edington mentioned that there is a push for diversity in hiring practices statewide. He stated that the Chancellor's Office has provided funds to increase the ranks of faculty around the state, and this coupled with retirements that are expected gives us the opportunity to hire faculty that are well-versed in cultural sensitivity. There is also a push to offer a

bachelor's degree at the community college level, specifically within the Nursing program. Edington is working with other colleges to write a Rostrum article regarding colleges in rural areas.

Edington asked if any faculty members would like to attend the next area meeting. If interested please access the ASCCC website for further information <http://www.asccc.org/>. Let Edington know if you are interested.

*Old Business*

**Check-In on status of ad hoc committee – Mentoring of new faculty**

Dan Jenkins was unable to attend the Senate meeting. The report will be postponed until January.

**Consider AS constitution & bylaw revisions**

This item will be discussed in January.

*New Business*

**Review and discuss draft of Student Equity Plan Revision**

Edelman mentioned that the Student Equity Plan will require his signature once it has been read and approved.

Veno stated that the committee has been analyzing student success rates, access to classes, course completion, degree and certificate completion and transfer to help determine the areas that need improvement based on research.

She mentioned that CUE (Center for Urban Education) will be hired to assist with processes, research, and analysis. The cost of hiring CUE is approximately \$200,000 spread out over two years. The cost is categorically funded from student equity funds.

VP Guleff stated that CUE members attended the recent In-service in August. The staff members will help to analyze college processes, assist with research methods, and assist with identifying particular groups of students. She mentioned that we will learn how to analyze ourselves through CUE by using their methods and suggestions. The information obtained will help to insure our improvement and help to change ways of looking at student experiences.

Veno mentioned that it is a 20 month process. Approximately 12 members will be on campus at various times to help facilitate processes. There will be a phone consultation as well.

Finnegan asked how equity can be incorporated with SLO's. She mentioned that some students live in poverty. Those particular students will answer economic questions differently based on their income.

VP Guleff suggested that SLO's be discussed further and information regarding equity be added to that process.

Gehrman asked about the scorecard and what is included in the process.

VP Guleff stated that there will be detailed work that is specific to our areas, assessments, orientations, how do students move from basic skills to transfer level English. Determine what the impacts are and make changes where and when necessary.

Crofoot mentioned that the committee has one more meeting this semester and suggested that further changes be made by December 14.

VP Guleff mentioned that the plan requires Board approval. A placeholder will be put in the packet so that further changes can be made prior to the meeting.

M/S/C (Varela/Gehrman) to authorize Edelman to sign the Student Equity Plan when the document has been completed.

### **LMS Ad Hoc Committee Report**

Edington provided information from the LMS Ad hoc committee. The committee recommends moving forward with the transition to Canvas. Further information will be provided at the next meeting in January for voting purposes.

There are 6 suggestions noted in the committee report, as well as, recommendations that need to take place regardless of the decision made by the Ad hoc committee.

Edington stated that, if we do transition to Canvas, every class offered will have a Canvas shell. This will create further demand on the system which already has intermittent access issues. He also mentioned that there are standards that have to be met, as well as, ADA compliance. (See the attached report).

VP Guleff suggested that this information be included in the Technology Plan.

Edelman suggested that further discussion regarding Distance Education and the transition to Canvas be discussed at a future Senate meeting.

Crofoot stated that she appreciated the work and efforts of the committee members to make this decision and recommendations.

Edington mentioned that the state of California has made the commitment to use Canvas for at least the next four years. He thanked the committee members for their direction, input and recommendations.

Edelman thanked Edington for taking on the role of the team leader of the LMS.

VP Guleff mentioned that there are several timelines for the Canvas transition. She will work with Edington and Varela on this transition and information will be brought back to the Senate.

Edelman suggested that Edington share information regarding the decision and recommendations at the next faculty meeting to be held on Dec. 17<sup>th</sup>.

*Future Agenda  
Items*

Faculty Meeting – December 17 (food by Sciences/Cardimona)  
Review academic rank procedures & process  
Review of Minimum Qualification Procedures  
On-line Management System Committee  
Committee Reports (EAP, SLOT, Curriculum, Student Equity...)  
Test Proctoring  
CTE Liaison position & Senate CTE representation  
Consider altering calendar – Wednesday prior to Thanksgiving  
Staffing & services – Native American Resource Center

*Next Meeting*

Thursday, January 28, 2016, from 12:30 to 2:00 p.m.

*Adjournment*

The meeting adjourned at 1:50 p.m.

**Academic Senate Membership 2015/2016**

Reid Edelman – President	Jason Edington – Vice President – (Math)
Doug Browe – (CVPA)	Steve Cardimona – (Science)
Dan Jenkins – (CTE)	Vivian Varela (Social Sciences)
Jessica Crofoot (PT Faculty Rep)	Catherine McKay (PT Faculty Rep)
Jody Gehrman – (English, Library & Languages)	
Tascha Whetzel – (Student Services, Learning Skills & Counseling)	