

MINUTES
Mendocino College Academic Senate
Thursday, September 17, 2015
Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:32 p.m.
- Present* Dan Jenkins, Reid Edelman, Jody Gehrman, Tascha Whetzel, Vivian Varela, Steve Cardimona, Jason Edington, Jessica Crofoot and Doug Browe
- Absent* Catherine McKay
- Guest* Leslie Banta, Sarah Walsh and Robert Nishiyama
- Agenda Approval* M/S/C (Edington/Cardimona) to approve the Agenda of September 17, 2015
- Minutes Approval* M/S/C (Edington/Varela) to approve the minutes of September 3, 2015, with suggested changes.
- Public Comment* Cardimona mentioned that the Accreditation Steering Committee is continuing to meet. The next level will focus on Student Equity. He is interested in leaving the committee and asked if another faculty member would be interested in serving.
- Edelman will send an e-mail to faculty asking for those interested in serving. He will ask Maria Cetto to see if she is interested.
- Banta provided notes from the Student Equity meeting of September 14. The committee unanimously supported pursuing a contract with CUE (Center for Urban Education). All funding for the contract will be provided by Student Equity funds. She mentioned that the processes and structures can be tailored to our needs and adapted to necessary areas. There is individual and group work on the part of faculty and staff within departments and service areas. Native American outreach, counseling, a tutor for Chemistry and the expansion of child care are priorities for this year. The Student Equity Plan is due soon. Banta mentioned that she would like input from the Senate regarding expectations for faculty involvement and approval.
- Edington suggested that Banta meet with Edelman to provide information in a timely manner for further review from the Senate, before Edelman's signature is necessary.

Edelman asked if the faculty meeting scheduled for Thursday, November 5, could be changed to Tuesday, November 3. Both Edelman and Edington will be attending a Plenary meeting at that time.

Committee Reports

Part-Time Faculty Report

Crofoot mentioned that the part-time faculty has a tentative agreement for the 2015/2016 academic year. There was a recent Social/meeting where information was discussed/shared with positive comments.

President's Report

Edelman provided a written report. The following information was provided: EAP 8/27/15 and PBC 9/1/15.

Enrollment Management Committee Report

Edington presented a report on the Enrollment Management Committee.

Edington stated that one of the functions of the committee is to review the process by which cuts to class offerings are conducted. While doing so, the committee needs to take into consideration the community and increase enrollments where necessary. He further stated that a major function of the Enrollment Management Committee is to ensure that everyone understands that we are all responsible for enrollment management.

Edington also stated that there is a push to have the “magic number” for classroom size be 16, but that there is an understanding that we will not go from the current magic number of 12 to 16 overnight. The plan is to have this number go up to 14 this year.

Crofoot mentioned the change of language in the contract to accommodate students and part-time faculty with regard to enrollment numbers may be necessary.

Old Business

Review Academic Senate Goals

Edelman mentioned that he removed the field institute from the list of goals.

Jenkins suggested that serving international students be a goal. The Senate should be kept informed and have input in the process of serving them.

Faculty Office Space – Recommendation #2

Edelman mentioned that the Senate has taken action with regard to Requests #1 and #3. To allow all part-time faculty that are teaching in the Science building to use the office space.

M/S/C (Edington/Browe) to approve the use of the office space by part-time faculty that are teaching in the Science building. Jenkins abstained.

Crofoot mentioned that the recommendation may be out of compliance with the contract which states that all part-time instructors will have access to all part-time faculty offices, not just those teaching in a particular building.

Edington mentioned that while further changes may be needed in the future to comply with MPFA contractual language regarding office space, at least the proposed recommendation by the Office Space Committee moves us closer to the language and intent of the MPFA contract.

Edelman suggested that the Senate approve what the committee has proposed.

Faculty At-Large Appointment – EAP

Edelman spoke with the Counselors about their interest in serving on the EAP Committee. Dean Kouanchao recommended Kurt Combs to serve. Edelman invited Kurt Combs to the meeting and has nominated him as a member.

M/S/C (Crofoot/Browe) to approve Kurt Combs as the faculty member at-large to serve on EAP.

New Business

Basic Skills Plan – Walsh

Walsh mentioned that the Basic Skills Plan is due October 1. The planned expenditures for the 2015/2016 academic year include a \$90,000 allocation for program and curriculum planning/development, student assessments, counseling services, tutoring, research and professional development. This funding does not need to be spent on salaries. Some of these costs may be shared with student equity funding.

Gehrman asked Walsh about embedded counseling within the classroom.

Walsh mentioned that a Counselor would be assigned to a class to help with support student success. Candie Dickinson has provided students with a discussion of study skills and test anxiety. Information can be shared with a group of students rather than a one-on-one meeting. A survey will be taken to determine what students need to help them succeed.

Edelman verified with Walsh that the funding within the document will not change only the analysis and data where necessary.

Jenkins stated that there is no reference to Student Learning Outcomes within the document.

Walsh mentioned there are no mandates by the state to do so.

Jenkins mentioned possible accreditation issues. He suggested that the committee look to assess where necessary. Data can be acquired that will help to support this endeavor.

Walsh mentioned that she will invite Jenkins to attend the next foundation skills committee meeting to discuss further.

Jenkins asked Walsh about the development of off-site classes.

Walsh mentioned possible expansion to Round Valley and Fort Bragg.

Jenkins suggested teleconferencing classes and the potential of doing so.

Walsh mentioned the need for the Learning Center Director position to assist with some portion of the Basic Skills project.

M/S/C (Jenkin/Whetzel) to have Edelman sign the Basic Skills Initiative Expenditure Plan on behalf of the Senate.

Discuss Assigning & Supporting Service of Adjunct Faculty

Edelman mentioned, from prior discussion, that a change in language be made stating that the part-time senators will bring perspective committee members names to the Senate for discussion and approval.

Edington mentioned that the Senate President represents all faculty including those that are part-time.

Edelman suggested that he will provide information to both full and part-time faculty and answer their questions.

Edington mentioned that the initial message should come from Edelman.

Crofoot stated that VP Guleff provided information to the part-time faculty regarding committee participation and to contact Crofoot, if interested.

Whetzel suggested that the letter to part-time faculty be changed. The Academic Senate President should send information regarding committee membership.

Browe mentioned that the union should not be involved. He suggested that the letter be sent with information regarding committee membership, but responses should be directed to the Senate President.

Edington suggested that an online form be created that will provide a database of interested part-time faculty members to choose from.

Edelman stated that academic committees are a Senate matter.

Crofoot would like to discuss this further before next semester in which the letter is to be sent.

Edelman mentioned that he will discuss the matter with VP Guleff and a suggestion will be made to have all full-time and part-time faculty contact the Academic Senate President for information.

Edelman mentioned that Section 6, Sub section 5 needs to be changed in the Bylaws. He suggested that the Senate determine what needs to be changed and amended.

Edelman recommends that the MPFA change their contract, so that the two will mesh regarding this topic.

Edelman will put this topic on the Agenda to discuss further.

Edington will share this information with state representatives to see what other colleges are doing.

Faculty Evaluation Process Revision Proposal

Edelman mentioned that the Senate received information regarding proposed changes for the process. The changes would make the process more rigorous and include a mentorship. Edelman asked if this information should be discussed at the next faculty meeting.

Jenkins mentioned that the change in the evaluation process may involve SUECO as well.

Edington suggested a discussion at the next faculty meeting about the interest in this process and possible changes.

Edelman will ask Indermill to see if she is available to attend the faculty meeting to discuss the process further.

Jenkins mentioned that the evaluation form on the Portal does not reflect the changes and integration of SLO information and needs to be updated.

Check-In - Topics and Food for October 8th Meeting

Lunch provided by (English/Library & Languages)

- OEI presentation – Edington
- Coast implementation & Faculty needs
- Academic Senate goals for 2015/2016

Edington mentioned the OEI meeting and Canvas software program presentation on October 8, from 2:30 to 3:00 p.m. in Room 4135.

November 3rd Meeting

Lunch provided by (Social Sciences, Psychology, Political Science & History)

- Report of statewide initiatives and plenary resolutions
- Experience with the College website.

Future Agenda Items

Review academic rank procedures & process
Faculty Evaluation process revision proposal
AS constitution & bylaw revisions
Review of minimum qualification procedure
On-line management system committee
Committee Reports (EAP, SLOT, Curriculum, Student Equity)
Follow-up on Curriculum Committee request – Math Pathways proposal

Next Meeting

Thursday, October 1, 2015, from 12:30 to 2:00 p.m.

Adjournment

The meeting adjourned at 1:55 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)	