

Agenda
Mendocino College Academic Senate
Thursday, March 12, 2015
Room 4210 (Library Classroom) 12:30-2 PM

Approval of Agenda
Consent Calendar:

Approval of Minutes – Minutes of February 26, 2014

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.

Committee Reports

- **Part-Time Faculty Report –**
- **President’s Report – see attached**

Old Business:

1. Check-in on textbook ordering ad hoc committee (Steve & Catherine) (5 minutes) {11}
2. Check-in on online management system ad hoc committee (Jason & Catherine) {1 & 4} (5 minutes)
3. Brief check-in on feed-back received on Faculty Evaluation proposal (5 minutes) {8}

New Business:

1. Review and discuss proposed draft of **Substantive Change Document** regarding expansion of services to Mendocino {1,4,5,7, & 10} (40 minutes)
2. Discuss topics for upcoming faculty meeting on March 19 (10 minutes) {11}:
(Food by Jody Gehrman & English, Library & Languages areas)
- Forum with College President Arturo Reyes on any matters of concern to faculty
-other topics: faculty evaluation proposal feedback, online management issue / input
3. (if time allows) Resolution from Jessica Crofoot on fair accreditation (10 minutes) {7 & 11}

Future Agenda Items? Next Meeting March 12, 2015

- Review and discuss proposed draft of **Substantive Change Document** regarding expansion of services to Mendocino {1,4,5,7, & 10} (2nd reading 3/26)
- Review academic rank procedures & process
- Committee staffing & senate elections check-in (March 26 & possible added April meeting)
- CTE curriculum review cycle (Rebecca Montes) (scheduled for March 26 meeting)
- Discussion of enrollment management issues (Jason) (scheduled for April 23 meeting)
- Check in on dual enrollment classes and best practices (invite Sue Blondell & Debra Polak for March 26 meeting?)

Academic Senate Membership 2014-15

Reid Edelman – President	Jason Edington – Vice-president / Math
Doug Browe (CVPA)	Steve Cardimona (Science)
Jessica Crofoot – MPFA	Jody Gehrman (English, Library & Languages)
Dan Jenkins (CTE)	Catherine McKay – MPFA
Sarah Walsh (Social Sciences)	Tascha Whetzel (Student Services, Learning Skills & Counseling)

MINUTES
Mendocino College Academic Senate
Thursday, February 26, 2015
12:30 – 2:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 12:34 p.m.
- Present* Jason Edington, Sarah Walsh, Jessica Crofoot, Catherine McKay, Steve Cardimona, Doug Browe, Dan Jenkins and Tascha Whetzel
- Absent* Jody Gehrman
- Agenda Approval* M/S/C (*Edington/Crofoot*) to approve the Agenda of February 26, 2015.
- Minutes Approval* M/S/C (*Edington/Cardimona*) to approve the Minutes of February 12, 2015 with corrections.
- Public Comment* Walsh mentioned the Teachers on Teaching Conference to be held on March 14, from 9:30 to 3:30 p.m. Schools within the District area have been invited to attend.
- Browe mentioned a Gallery opening to be held on Thursday, March 5, from 4:00 to 6:00 p.m. The show will feature works from alumni and current Art faculty. The show will be available for viewing until March 26.
- Browe would also like to give credit to Nicholas Petti for teaching the students to create the various foods and drinks during classes. The meals provided are excellent!
- Committee Reports* **Part-Time Faculty Report**
No written report.
A future agenda item - There is concern regarding dual enrollment and the possibility of hiring high school instructors. This would take away jobs that would have been offered to part-time faculty. The classes held at the high school would not provide the same college experience.
- TB Test - The K-12 employees no longer need to take the TB test. This information was shared at a State council meeting. A (TB) Risk Assessment Questionnaire can be completed and signed by a licensed health care provider.
- President's Report**
Edelman provided a written report in which the following information was included: PBC (2/10/15); VP/Deans/Senate Meeting (2/10/15); and BOT Meeting (2/11/15).
- There have been a lot of issues with younger students that want to enroll for classes and have been told they cannot do so. A review of the current policy for K-12 students is taking place. A more clear policy will be completed for the Deans regarding admittance.

Discuss proposal from C. Indermill & Others

Edelman mentioned that the proposal will be discussed at a future meeting during the fall semester.

Jenkins and also a comment submitted by Conan McKay ~~did not like the~~ preferred not to include the surprise visit during class time and the addition of the Teaching Philosophy. Jenkins mentioned, there is no wrong teaching philosophy and the self-evaluation should represent this.

Browe mentioned that the evaluation process worked during his class time and those that served on his team seemed to work well.

Walsh is in favor of question #14 on the student evaluation form, which reads as: "Today's class presentation is consistent with other classes this semester"

Jenkins mentioned that question # 14 will be impossible to answer if the evaluation forms are distributed at the beginning of the class meeting.

Cardimona received feedback from representatives within his area. They agreed that the mentor should be separate and the process should be left alone.

Edelman asked if Edington would draft questions that could be sent to constituents regarding the proposal. Edelman will assist with this process.

Repeatability Report for Spring Plenary -

Browe mentioned that another resolution regarding repeatability cannot take place for 3 years according to ASCCC rules.

Edington mentioned that they will know more this spring. Both Edington and Browe will work on possible changes.

Edelman will work with Browe to help create different levels of classes within the family structure for repeatability issues.

Walsh mentioned that students can no longer repeat ESL or Spanish classes.

Update on Equivalency Committee Planning & Processes -

Edelman mentioned that there is a process in effect. He Signed off to a change at the last PPAC meeting. The process for a full-time or part-time instructor with an application of equivalency will be as such: applications will be received by Personnel and sent to the Senate for consideration.

The senate president shall convene an Equivalency Committee. For Full-Time hires, the committee shall generally include the faculty on the hiring committee, a Dean or instructional VP, and the President or Vice-President of the Senate. All individuals will sign off on the application. The part-time faculty would have the same process, though the faculty representatives will be selected by the senate president from faculty within the discipline or a related discipline\.

Walsh mentioned that she hires part-time faculty each semester. The process may be too time consuming. Edelman mentioned that an e-mail with the documents can take place with conversations where necessary.

Follow-up on Part-Time Pay Equity Resolution -

M/S/C (*Mckay/Edington*) to change the order of the Agenda, so that Online Management System can be discussed.

Edelman mentioned - We were not going to take this to our Administration, but go on record to support this Resolution.

Jenkins stated - this has to do with pay compensation and should not be dealt with at the Senate

Edington responded that this is within our prevue to support other groups.

Crofoot asked for clarification regarding the Resolution and what decisions have been made.

Edington responded, we have signed off on the Resolution to show support. It will be placed in a binder in the President's Office along with the other Resolution documents.

Edelman will inform Mary and Arturo that the Resolution does not require the Administration to do anything with it.

New Business

Check-In on Goals and Objectives

High Priority Goals for 2014/2015:

- Review committees & membership – (consider streamlining)
Edelman mentioned that elections need to be taken care of in March and April.
- Finalize AP on Minimum Qualifications and submit
- Study & recommend action – Fort Bragg/coast campus
- Study & recommend action on Field Institute –
Edelman mentioned that meetings were held. There were guidelines from the State – 11 or 12 things need to be met. He is satisfied if all items were met.
- Participate in decision-making regarding Pt. Arena

Ongoing matters requiring Senate Involvement and Action:

- Student Success Act and Repeatability
- Respond wo Accreditation issue relating to inclusion of SLO assessment in faculty evaluation process
- Improve communication (e-mail, Portal, representative area reports)
- Update academic rankings – review in the fall semester – contact Warf to set up a meeting date.
- Coordinate with Union on issues of mutual responsibility

Long Range Matters:

- Review Constitution and/or Bylaws – C. McKay, Edington and Edelman are currently attending meetings/Plenary and CTE conferences for updated information.
- Increase representation & involvement of our local AS at the statewide level
- Consider revising criteria for academic rank advancement

Textbook Ordering Process

Cardimona has received questions from part-timer instructor regarding the textbook ordering process. He mentioned that it seems to be different each semester.

Crofoot - There may be an issue with part-time instructors where this is no oversight on what is being used. If nothing has changed then a simple e-mail can be sent to Brian, the Bookstore Manager, that states so.

Jenkins has asked constituents for feedback regarding the textbook ordering process and possible changes that need to be made.

Crofoot would like to know what the Instruction Office tells part-time instructors about the textbook ordering process. She will contact Toni Fort regarding this matter.

Edelman suggested that an ad hoc committee be created to assist with the necessary changes. He nominated Cardimona and Crofoot to investigate and recommend adjustments to the textbook ordering process and meet with Brian and Dean Polak to discuss further. When ready to proceed, the topic will be placed on the Agenda for further Senate consideration.

Edelman mentioned that he will postpone the Resolution in Support of Fair Accreditation for California Community Colleges until the next meeting held on March 12.

Online Management System (ETUDES/Canvas)

Koetzner sent an e-mail regarding OEI standards and the Canvas online system. PPAC is interested in a course management system that is similar state-wide. The expense for the program will be low or no cost to colleges.

Varela mentioned that all classes will need to meet OEI standards. There are many unknowns with the Canvas program. She mentioned that only one of the classes that Mendocino College currently offers meets the standards. She asked - will the Administration be willing to help instructors prepare to make the necessary changes?

Koetzner mentioned there are 8 pilot colleges for the Canvas program. One group of colleges will pilot the tutoring solution and another group of colleges will pilot the readiness solution. The actual deployment would take place in 2016.

Varela has met with the director of the project, Steve Kline. According to Kline, Canvas has a higher student completion rate, yet there is no data to support this. The program is supposed to be easy for students to use and faculty to master.

Koetzner mentioned that Canvas has a similar editor as the ETUDES program.

Edelman asked the Senate members if they were dissatisfied with ETUDES.

Edington suggested that the Senate form a sub-committee to head this project. Edington volunteered to chair this committee and suggested that both Varela and Koetzner serve on it as well.

An ad hoc committee will be charged with investigating and recommending a potential change from ETUDES to Canvas for our online management system. Edington will chair this committee. The committee will meet with Vice-President Guleff, Dean Polak and any others who feel should be included in this discussion. A request for input from full-time and adjunct faculty will be made. Edington will invite additional faculty to join the ad hoc committee if interested in assisting with the process. When ready for discussion, this topic will be added to an Agenda for further Senate consideration.

Koetzner mentioned there are still a number of unanswered questions, but we should see some answers by the end of next month. It is a good thing that faculty take the lead on this, and that we get involved early on in the process.

Edelman thanked Varela and Koetzner for providing the information regarding ETUDES and Canvas programs.

Edington will get this process going and schedule a meeting to discuss further.

Varela mentioned that ETUDES is a not-for profit organization. If the Canvas program is chosen state-wide, then the ETUDES program would no longer exist.

Discuss Topics – Faculty Meeting (March 19, 2015)

(Food provided by Gehrman & English, Library and Language areas)

- Forum with College President Arturo Reyes on any matters of concern to faculty
- Other topics????

Future Agenda Items

Substantive Change Report
Review Academic Rank Procedures & Process
Committee Staffing & Senate Elections
College smoking policy – Classified Group
CTE Curriculum Review Cycle
Discussion – Enrollment Management Issues

Check-In on Dual Enrollment Classes

Next Meeting Thursday, March 12, 2015

Adjournment The meeting adjourned at 1:57 p.m.

Academic Senate Membership 2014/2015

Reid Edelman – President
Jason Edington – Vice President
Tascha Whetzel
Jody Gehrman
Dan Jenkins

Steve Cardimona
Jessica Crofoot – MPFA
Catherine McKay – MPFA
Sarah Walsh
Doug Browe

PRESIDENT'S REPORT, for 3/12/15 AS Meeting

Respectfully submitted by Reid Edelman, Academic Senate President, 3/6/15

Since my last report, I have no new notes from key planning committees. These committees have either not met, or have been devoted to working sessions rather than discussions. EAP did meet on 2/23 and approved proposals for a new Allied Health degree, a new Geography for Transfer degree and to reactivate the Paramedic Program. All of these proposals will still need to go to the Curriculum Committee. Only the paramedic proposal would require additional staffing, so this proposal would also require positive action by Staffing and PBC to move forward.

On March 2, I submitted the following report for the March 11 BOT meeting:

ACADEMIC SENATE PRESIDENT'S REPORT FOR MENDOCINO COLLEGE BOT, March 11 Meeting

Respectfully submitted by Reid Edelman, Academic Senate President, March 2, 2015

This month has flown by once again. Since the last BOT meeting, the Academic Senate has met twice and we have also had a meeting of the full faculty. In addition to our primary work teaching and counselling students, faculty and the Academic Senate have been involved this month in the following discussions and projects:

- 1) Staffing of key committees: the Senate has appointed faculty to serve on a variety of important committees, including hiring committees for the permanent HR director, the Math & Nursing faculty positions, the Student Equity Coordinator, and various other classified positions. We have also appointed faculty to serve on the Point Arena Field Station Management Committee and the Professional Development Leave Committee.
- 2) On February 12, the Academic Senate reviewed and approved, with minor modifications, the *Accreditation Follow-Up Report*. This month (March), we will be reviewing the *Substantive Change Document* with regard to expanding our service area on the coast.
- 3) The Academic Senate has also discussed various issues which have been brought to our attention by faculty, including the text-book ordering process and a proposal to revise the

faculty evaluation instruments and process. We have also assigned an ad hoc committee to investigate and report back on the possibility of shifting our online course management system from *Etudes* to *Canvas*.

- 4) On February 12, the Academic Senate passed a local resolution supporting a statewide resolution calling for part-time pay equity.

The following items are coming up soon:

- 1) At our next full faculty meeting (scheduled for March 19), the Academic Senate will host a forum with President Reyes addressing any questions, issues or concerns which will be submitted by faculty. Fostering effective communication, especially between administration and faculty, is one of our key senate goals for this year.
- 2) On February 27, Senate Vice-President Jason Edington and I will attend the Northern CA pre-plenary session of the statewide senate. On April 8-11, President Reyes, AS Vice-President Jason Edington, Professor Conan McKay and I will represent Mendocino College at the plenary session. Special thanks to Arturo and the college president's office for providing additional funds to support this expanded Mendocino College delegation at this important statewide senate event.

Proposed Resolution in Support of Fair Accreditation for California Community Colleges

For Senate first reading: New Business # 4

Whereas the U.S. system of regional accreditation continues a long tradition of providing essential guarantees of quality in America's post-secondary institutions; a spirit of collaboration and mutual respect between the regional commissions and their member institutions is essential to the success of the system of accreditation; and a shared focus on the needs and interests of students is primary and vital to preserve, and

Whereas over the last decade, the relationship in the Western Region between the Accrediting Commission for Community and Junior Colleges (ACCJC) and California's 112 community colleges has changed from one of constructive collegiality to one in which the member colleges increasingly report antagonism, intimidation and fear, and

Whereas the ACCJC levels sanctions against California community colleges at a rate that is 400% of the sanction levels seen in other regions and in four-year California institutions,

Whereas concerns about the changed nature of the relationship between the ACCJC and many of its member institutions have been documented by resolutions, articles and complaints prepared and approved by leading statewide organizations of professional educators, including the Community College Council of the California Federation of Teachers (CCC-CFT), the Community College Association of the California Teachers Association (CCA-CTA), the California Community College Independents (CCCI), the Faculty Association of the California Community Colleges (FACCC) and the Academic Senate for the California Community Colleges (ASCCC), and

Whereas the growing concerns regarding the ACCJC have led to a review of the ACCJC's financial impact on community colleges by the CA Legislature's Joint Legislative Audit Committee, creation of two separate Task Forces by the California State Chancellor's office, filing of three lawsuits against the ACCJC, and multiple public statements of concern from members of California's Congressional delegation as well as state legislators, and

Whereas the ACCJC's frequent sanctions based on the legitimate activities of trustees of Community College District Boards have raised serious concerns regarding the free speech rights of elected officials and the rights of voters to representation by duly elected officials, and

Whereas areas of non-compliance found during the ACCJC's regular review by the U.S. Department of Education prompted the DOE to continue its recognition of the ACCJC as an accrediting body for only a one-year period – in which it must demonstrate compliance – instead of the standard five-year period for renewal of recognition, and

Whereas the ACCJC's actions at City College of San Francisco have brought to light numerous and serious legal and ethical concerns regarding the ACCJC, its processes and procedures, biases, conflicts of interest, leadership, and interpretations of its charge, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's decision to put CCSF on show cause and subsequently announce revocation of its accreditation despite the unquestioned educational quality at the college created an unprecedented enrollment and financial crisis for CCSF and caused irreparable hardship for its students, in particular those most disadvantaged, and

Whereas the ACCJC's actions at CCSF and elsewhere have undermined the trust and constructive relationships necessary for wide acceptance of the ACCJC's ability to fairly administer the accreditation process in California; now, therefore,

Be it resolved, that our organization hereby joins with our colleagues throughout the state

to express deep concern over the adversarial relationships fostered by the ACCJC, which pose a threat to fair accreditation and access to public higher education in California, and

Be it further resolved, that this body stands in strong support of the City College of San Francisco and its vital role in providing accessible public education in the San Francisco area; that we support efforts underway to prevent CCSF's mandated closure, provide financial resources needed to address the enrollment and fiscal crises created by the ACCJC's actions, and re-instate CCSF's elected Board of Trustees, and

Be it further resolved, that this body urges support for state legislation that would increase the accountability, transparency, and ethics of the accreditation process and create an option for a choice of accrediting bodies in the California community college system, and that would protect the free speech rights of community college district trustees and preserve the rights of the people of California to a public community college system overseen by duly elected trustees, and

Be it finally resolved, that this body urges the USDOE to carefully scrutinize ACCJC's work as a regional accreditor, and further urges the USDOE to note that the ACCJC's standards, policies, procedures, and decisions to grant or deny accreditation are no longer widely accepted among educators and educational institutions.

Date _____
Officer's Name and Association

Substantive Change Document

Virginia Guleff will provide this to the Academic Senate for review on Monday March 9.