

College Council Minutes
Tuesday, November 6, 2007
2:30 p.m.
Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Marianne Ide, Steve Morgan, Gary Fuller, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Suzanne Ammons (vacant: 1 MPCSEA rep. and 1 ASMPC Pres.)

Absent: Marianne Ide (Kendra Cabrera instead), Steve Morgan, Stephanie Perkins, ASMPC rep.

Guests: Susan Steele, Diane Boynton, Karen Engelson, Judy Timm, Caroline Carney, Homer Bosserman, Larry Walker, Tracie Catania, Jon Mikkelsen

Campus Community Comments:

- Carsbia reported that we had a successful transfer date event
- Volleyball Team – this is the first time that the team has been this close to the play offs in a few years
- Men and women’s basketball begins shortly

1) **Minutes –October 16, 2007:** Approved as recorded.

2) **Information Items(see available attachments):**

a) **311 Report (Joe Bissell):** This report should await the auditor’s review before being shared.

b) **Pre-Application Grant approval-MATE Technology Mentoring and Internship Program on Oceanographic Research Cruises-see *handout*** (John Gonzalez): Dr. Gonzalez reported on this continuation grant which runs from 2008-11 and provides \$150,000. It is a collaborative between Humboldt State, Long Beach State and the U.S. Coast Guard.

3) **Action Items (see available attachments):**

a) **Faculty Positions from AAAG and SSAG – John Gonzalez (1st Reading):**

Note: Faculty Proposals distributed on 11-02-07. Please be sure to have read all of them prior to this meeting.

- i) Q & A with Division representatives requesting Faculty Positions. This Q & A is intended to insure you understand each proposal.
- ii) Initial discussion on Faculty proposals distributed Friday, 11-02-07. Additional discussion and ranking will occur on 11-13-07 (changed to 11-20).

Dr. Gonzalez recapped the activities of AAAG which lead up to the current Faculty Staffing/Position Request process:

- March 2007- AAAG reached consensus on the establishment of a fair, equitable and transparent faculty position request process based on various interest-based components
- August 2007- Academic Affairs Retreat of August produced a “SWOT Analysis” (Strengths, Weaknesses, Opportunities, Threats and Plan of Action)
- Consensus was reached at the AAAG Nov. 7 meeting regarding the timelines for new and replacement faculty positions. The timeline as proposed through AAAG for this year is recommended for use in future years.

Dr. Gonzalez invited the Division representatives to present their **Faculty Position Requests (2008-09)** contained in the binder handout to the group. Additional/supportive comments presented include the following:

- **English Inst.-Basic Skills (New):** 50% of our basic skills sections are taught by adjunct faculty. Enrollment in basic skills English courses continues to grow.

- **English Inst.-Composition (New):** Currently, adjunct faculty teach 12 of our 30 composition sections each semester. In fall 2008, ENGL1A will be required for graduation, adding to the need.
- **ESL Lab Inst. (New):** This is currently filled by an 18 hour per week position.
- **Spanish Inst./Lang Lab Res. Coordinator (new and replacement):** Adjunct teach 12 of the 31 sections featuring 8 languages (39%). Currently the lab coordinators are relied upon to select lab/learning materials for the Department's language lab needs.
- **Anatomy/Physiology/Microbiology Instructor (New):** In the past 2 years, 3 additional Anatomy labs and 1 additional Physiology lab was added, all of which are taught by hard to find adjunct faculty instructors.
- **Coop/Tech Prep Coord. (replacement):** State mandate this position must be at least a 7.5 TLU faculty position. The current coordinator is retiring in spring (not known in last program review) and receives 7.5 TLUs for this program and another 1.5 TLUs for Coop courses. We need to lighten the load of the current Tech Prep Coord./Instructor.
- **Dental Assisting Prog. Director (replacement):** National and State accreditation requirements mandate that each dental assisting program must have a Program Director, and the accreditation recommendation is that the Director not carry overload.
- **Dental Assisting Instructor-2nd Instructor (new):** This program has been nationally and state accredited as a 2-full time position program, but has been operating with one full time and no adjunct faculty, due to credential requirements for teaching.
- **Hospitality/Rest. Mgmt Inst. (new):** This program is currently listed as a consolidation of existing adjunct positions, however there is much potential for expansion.
- **Counselor/Softball Coach (new):** 60% of the Divisions courses are taught by adjunct, and 40% are taught by full time instructors.
- **Dance Instructor (new):** Following the retirement of our last full time dance instructor, 73% of the Dance Departments courses are now adjunct taught.
- **Physical Education Instructor Coach (new):** All athletes are full time students and the demand for a counselor in this area is likely to increase with usage increases in the new Fitness Center and the addition of a Soccer program in fall.
- **Political Science/Ethnic Studies Instructor (new):** Enrollments are up and the full time instructor for Political Science carries 2 overload classes per semester, while there is no instructor teaching full time in Ethnic Studies. As both programs cited inability to maximize course offerings, the decision was made to secure one position combining the cross listed courses into one position teaching Political Science with an emphasis and broad background in Identity Politics.
- **Psychology Instructor (one new and one replacement):** Only one full time instructor has covered this department since 1985, the balance was filled by adjunct faculty. Compounding the difficulty is that three adjunct instructors will no longer be able to continue teaching. The remaining current faculty have orientation in a clinical/counseling expertise, whereas the need in the department is for staff with interest and training in areas of psychology such as Experimental, biological, Research, Design, etc.
- **Women's Studies Instructor:** This Department does not have one full-time instructor and 5 of the 10 sections offered are taught by adjunct Women's Studies Instructors, some of whom teach full time in other disciplines (this would equal one full time position).
- **Anthropology Instructor (replacement):** Replacement of this full time position is required for the program, due to be vacant as a result of a retirement.
- **Math Learning Ctr Director (new):** This position is currently the highest departmental priority needed to supervise and improve the Math Learning Center and needed in order to expand the MLC's weekend and evening hours, expand on line courses and improve overall operations. AA graduation requirement standards will raise the standard from the current Math 261 (Beginning Algebra) to Math 263 (Intermediate Algebra) beginning with fall 2008.

- **Mathematics Instructor (new):** In the past 2 years we've added 3 online sections including offering courses at the Marina Education Center. Additional growth and future growth will require hiring even more adjunct faculty, which is becoming increasingly difficult to do.
- **Coordinator. Math/Science Upward Bound (replacement):** This is a replacement position due to retirement, and funded through categorical funds, a grant from the U.S. Dept of Ed. Trio Programs. Currently the 6 week MSUB mandated summer program is carried as an overload, although full time faculty cannot be mandated to teach summer, but can volunteer.

Dr. Gonzalez indicated that one last Faculty Request Form is requested for presentation at today's meeting, provided there was no objection given its submittal after the deadline. No objection was made.

- **Business Instructor-Entrepreneurship/Small Business Mgmt (new):** Jon Mikkelsen and Judee Timm presented the position (see handout) which had been approved by the Division Chair. Recognition should be made to the entrepreneurial small business start ups for which some approximate 3,000 small businesses employing 1-4 persons exist. Currently we have focused on core transfer skills, however, other facets within the independent business community needs should be explored.

b) Institutional Goals – Bernie Abbott (3rd Reading): Three sets of Institutional Goals currently have been finalized and were presented for review today:

- IGs with the mark up for College Council's review
- IGs to include activities for College Council's information
- IGs in final version for approval by the Board.

Discussion followed regarding two issues for inclusion within the Institutional Goals:

- **Enrollment Growth**-whether it should be included under Goal #5 (Create a dynamic Ed. Center which integrates with Seaside and Marina communities.), or under #3 (Build MPC into an economic driving force....). It was emphasized that funding needed to support many of the goals will require funding that will need to come from enrollment growth.
- **Increasing compensation for full time and part time faculty and staff**- whether this was an activity or an objective for Goal #6. The suggestion was that the "salaries" item be retained as a goal.

Bernie asked the group if we were ready to approve this third reading of the Institutional Goals with appropriate rewording of the two discussed items. The motion was made to accept the Institutional Goals and a second was given, *however the discussion that followed suggested further review is still needed.*

- 4) Mission Statement – (Suggested members to serve) Bernie Abbott:** The following persons were named with the suggestion that they could serve in the formation of the Mission Statement: Fred Hochstaedter, John Gonzalez, Deidre Sullivan, Susan Steele, Diane Boynton, Karen Engelson and Sharon Colton.
 - 5) Other:**
 - a) Committee Reports
- b) Next meeting November 13 (Now November 20.)**