

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, September 7, 2017

CFIE Training Room (10-4), 3:30pm

Jessica Gibbs, Academic Senate President, Jessica.gibbs@vvc.edu, (760) 245-4271 ext. 2213

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim	X	Francev, Peter	Augustine, Jacqueline
C & L	X	Alstadt, C. (proxy Contreras, F.)		Gibbs, David	Insley, Lyman
KIN	X	Blanchard, Debra			Kaye, Adelina
CTE		Bonato, Anthony		Executive Officers	Mott, Justin
AC		Burg, Ed		Gibbs, J., President	Rubayi, Khalid
Science	X	Butros, Michael (proxy Davis, T.)	X	Oliver, C., Past-President	Ruiz, Maria
ATC		Campbell, Bryce	X	Bennett, L., Vice-President	
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty	X	Toner, S., Treasurer	
ALDH	X	Haines, Michael			
PAC	X	Heaberlin, Ed		Adjunct Faculty Representative	
RSPTC		Jones, Scott	X	Akers, Glenn	Guests
C & L	X	McCracken, Mike	X	Jefferies, Leontine	
ALDH	X	Speakman, Jeanine		Reveron, Rosyli	
LA	X	Tomlin, Karen			

Called to order at 3:30p.m.

Jessica Gibbs is sick, Lee Bennett to run the meeting.

Additions and Revisions to the Agenda

Special Guest: Dr. Melanie Jones, Dean of Instruction, Distance Education and Library Services – Not able to attend.

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 06/01/2017 (Toner, Oliver) M/S/U Y
- 1.2 VVC DE Faculty Certification – Tracy Davis – 2nd Reading – Motion to discuss (Oliver, Davis) Per Davis, held first faculty training during summer, great success. Hope that faculty who are already teaching online will take the training. M/S/U Y
- 1.3 Information: Curriculum Committee Minutes 05/25/2017 – Discussion on catalog addendum. Per Blanchard, Curriculum Committee is in favor of addendum. Catalog Committee will be discussing whether there will be an addendum and what will be in it, they are meeting in October. Catalog Committee spreadsheet showed that new courses will not be put into the addendum. Students receiving assistance from Veteran’s Administration or Financial Aid must have educational plans updated in order to take a new course not in the catalog. Per Bennett, Strong Workforce recommends responsive curriculum to advisory committee recommendations for CTE programs. ACCJC has guidelines requiring advertising new courses to students. Two-year schedule plan tries to list course offerings in advance. Ideas discussed: “living addendum” published online; new courses could be offered, but not included as part of a certificate or degree until catalog is published.

2. President’s Report and Announcements

- 2.1 Welcome New Faculty – Waiting for list of new full-time faculty hires from Human Resources. Will be sent out via email, they will be officially welcomed at next council meeting in October, encourage new faculty to attend next meeting.
- 2.2 Petitions Committee Task Force – It has been some time since forms and procedures have been reviewed, ad hoc task force will be formed with current members and faculty selected by all-call. Reviewed the task force duties sent out via email.
- 2.3 Replacement of Vacant Area Representatives – Adjunct area rep Rosyli Reveron is attending medical school at Stanford, there is a vacancy for adjunct seat in council. Senate governing documents only have language for replacing reps who have not attended 2 consecutive meetings.

<p>Academic Senate 10 + 1: Curriculum - Degree/Certificate Requirements - Grade Policies - Educational Program Development - Standards for Student Preparation & Success - Governance Structures for Faculty - Accreditation - Professional Development - Program Review - Institutional Planning & Budget Development - Other Academic & Professional Matters</p>
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Asking rep council if they support appointing a replacement to serve remainder of academic year through an all-call until the position is filled through normal election process this spring. All-call will go out to all adjunct so it's equitable and everyone can put their name in. Akers would like to make recommendation on adjunct. Per Jefferies, Justin Mott would like to serve. Per Oliver, idea of all-call is to open it up to everyone, encourage everyone to submit their names through the all-call. Idea to have Jefferies and Akers meet with executive team to discuss.

- 2.4 CCAP (College and Career Access Pathways) – Dual Enrollment – Jones sent email regarding senate input in dual enrollment, enrollment caps. Senate received a list of course offerings, reached out to department chairs to see how they were involved in the scheduling of those classes, and got a variety of responses. Discussed. Senate relies on course outlines for class maximums. Instructors should have right to choose their own textbook. Time periods are derived by number of units, not by high school time blocks, 48-54 hours for 3 unit class. College readiness. No CTE courses on current list of 20 classes. Some classes added at last minute, so became a staffing issue.
- 2.5 Other – College Council updates include revision to BP6230, proposed GIC funds may be used for facility projects including furnishings. Proposed budget reviewed, benefits and salaries increase were discussed, budget will be presented to BOT next week and document is available on BOT agenda. Budget meetings were held last spring. Discussion on FON (faculty obligation number,) we will be 3-5 positions under our FON, committees are still in process of hiring, we are probably going to be fined by the Chancellor's Office for being under FON, close to \$250,000-\$500,000. Some administrators are blaming faculty for the college being under the FON. The FON is the bare minimum of faculty hires, it would be a good idea to be 2 or 3 above the FON so the district is not in this position. AP being proposed by Facilities Committee for placement and maintenance of art and statutes, document is available on College Council agenda. Academic Senate Fall Plenary is Nov. 2-4 in Costa Mesa, we will be requesting funding to accommodate faculty who wish to go and will be sending more info via email.

3. Executive Officer's Reports

- 3.1 Vice President, Lee Bennett – Strong Workforce brought out for second funding cycle, we have yet to spend what we were allotted last year, by the time the money came and it was board approved, it was close to end of fiscal year. Bennett will be attending Strong Workforce meetings as VVC representative, we are currently without a full time dean for that area, and Peter Maphumulo is acting dean at this time.
- 3.2 Secretary, Leslie Huiner
- 3.3 Treasurer, Steve Toner – Plug for attending senate fall plenary, have attended plenaries and learned a lot. We had \$1.91 net worth, \$63 in donations today. Changes to food at meetings due to leftovers, going for “snackage” that can be saved, if you really want sandwiches let him know.
- 3.4 Past President, Claude Oliver – IPRC meets tomorrow at 10am, selecting a new chair, facilitator is Julia Wendt, the new full-time faculty member in Cooperative Education. Program review is due Dec. 1st.

4. Senate Representative Reports

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies – Akers shared about children and solar eclipse photos from his son at University of Oregon, his daughter is at camp at Mt. Kilimanjaro. The 414 faculty in adjunct nation are happy.
- 4.2 Area Representatives – Blanchard – Christa White's brother passed away. McCracken – If anyone has impression from counselors that they tell students to contact or email faculty for authorization codes, they do not, they tell students that is not the way to be added to classes.

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – TBD – Meets tomorrow.
- 5.2 Honors Program – Tim Adell – “Building Bridges” selected abstracts from last year's Honor's Conference features one VVC student. Looking for people to join the honors committee.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – First meeting is on the 15th, wrote ILO report and it will be presented to SLOAC, completed the ILO assessment. Attended assessment conference in Pittsburgh and going to another in San Mateo in October. Amy Driscoll will be presenting here on September 15.

- 5.4 Curriculum Committee – Debby Blanchard – Handout on certificates, it was emailed to department chairs, it lists certificates not awarded in last five years and not in Curricunet, trying to clean up certificates before we go to Meta. Encouraging chairs to deactivate to get them off the books, but they're still available for faculty to update. A lot of certificates have missing courses, some are not in Curricunet or the catalog. Goal to get Curricunet completely cleaned up.
- 5.5 Basic Skills Committee – TBD – Per Golder, Basic Skills met once at end of last semester, need to get a meeting going to elect a chair. Bennett needs list of active members and times of meetings.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Facilities Committee –
- 6.2 Finance, Budget & Planning Committee – Henry Young
- 6.3 Student Success and Support Committee – Mike McCracken - Convening later this month, sent “welcome back” to committee members, he is interim chair. SSSP counselor is in hiring process, that person would be a good chair for the committee. Will resume initiatives started in spring, have been making notes of processes that are not working the way they should, and counselors are giving feedback on processes, too.
- 6.4 Distance Education Advisory Committee – Tracy Davis – First meeting on Tuesday, have been in contact through summer. Melanie Jones is new dean of DE. Date for fall DE Academy is Friday October 27, more information will be coming out. DE instructor certification training forthcoming, new policy just approved has process. Training will be all online for fall/spring, and will be hybrid for summer/winter. Even if you are already teaching online, you can take it, need a minimum of 5 enrolled for each session to go. Discussion on waitlist: discrepancy on what faculty are told and when students are rolled into the class; question on how students are notified that they are added to class; if a student on waitlist has a hold, it will prevent any student after that person from being added in to the class; if authorization codes are not processed, it appears there are open seats in the class. Discussion on waitlist for online classes, idea to keep waitlist open for first week of class so students aren't contacting faculty via email. Most online classes have full waitlists. Idea to send student waitlist policy to students via email and WebAdvisor roster. Waitlist topic needs more discussion on a broader level.
- 6.5 College Council – Claude Oliver
- 6.6 Technology Committee – Tracy Davis, Steve Toner, Khalid Rubayi – Canceled last week. If you have issues with IT and technology, forward them to Rubayi.
- 6.7 Other –Jackie Augustine – Faculty rep to VVC Foundation – Alumni Hall of Fame coming up, nominations due by September 15, categories include alumni, distinguished service and education. Sept. 29 is golf tournament fundraising, need tee sign sponsors for \$250. Selling \$10 raffle tickets for a chance to win \$500. Professional Development Facilitator – Some brown bag meetings will be coming up, faculty attending conferences are supposed to come to talk about what they learned at conference and how we can use that at VVC.

7. Public Comments

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject

8. Adjournment

Meeting adjourned at 4:54p.m.