

VVC Academic Senate Meeting
APPROVED MINUTES
Thursday, October 6, 2011
Administration Services Bldg., Room 8, 3:30 p.m.

Additions and Revisions to the Agenda

Called to order at 3:36 p.m. Add 2.7, 2.8, 2.9 and 2.10 to agenda (Huiner, Blanchard)

1. Action/Information Items

- 1.1 Approval: September 1, 2011 minutes (Toner, Blanchard) **Y**
- 1.2 Approval: Curriculum Committee Actions – 6/9/11, 9/8/11 (Golder, Toner) **Y**
- 1.3 Approval: CLEP Exam Equivalencies (Golder, Akers) **Y**
- 1.4 Approval: New PRAISE Template (Blanchard, Golder) Discussion re: student learning outcomes and assessment. **Y**
- 1.5 Information: Online Readiness Survey Assessment - Driven by accreditation, survey to be added to student assessment, must pass with 70% or better; tutorials available for skill development for students who do not pass and must re-take assessment.

2. President's Report and Announcements

- 2.1 Ad-hoc Committee: Senate Process Efficiency Committee – Tom Miller, Chair
Ideas to improve efficiency on campus processes, report will be given to Superintendent/President.
- 2.2 Ad-hoc Committee: Improvement of Hiring Practices – Steve Toner, Chair
Forming committee to review current procedures and improve hiring practices.
- 2.3 Program Review – Discussed above.
- 2.4 Faculty Hiring – Five positions to be hired for spring: restaurant management, math, sociology, psychology, and English. Respiratory Therapy is already in process.
- 2.5 Educational Master Plan – Michael Butros hired as facilitator and will chair shared governance committee.
- 2.6 Accreditation Consultant – Professional Personnel Leasing consultant Matthew Lee hired to help write report and make changes. He will be meeting with individuals and at next week's department chair meeting. Contact Margie Sandello in Instruction Office if you want to meet with him. District is unable to apply for substantive change for East Side Center while on accreditation sanction.
- 2.7 Student Success – AB 1143 approved last year, statewide Academic Senate putting together a definition for student success, potential affect on how colleges are funded.
- 2.8 Study Abroad – When committee first started it focused on teaching abroad, current focus is on student studying abroad, alone or with faculty; may change name of senate committee to put focus back on faculty teaching abroad.
- 2.9 Distance Education Master Plan – Lisa Ellis, Distance Education Facilitator, advisory committee meeting weekly to work on a plan that will be integrated into Educational Master Plan. Includes members from senate's online program committee and union representatives; looking at institutional support, program leadership and management, student success and staff development, faculty readiness.
- 2.10 Reschedule Academic Senate Meeting: Next meeting has been rescheduled to November 10, 2011 due to statewide senate's fall plenary conference.

3. Executive Officer's Reports

- 3.1 Past President, Debby Blanchard – No report.
- 3.2 Vice President, Tracy Davis – Thanks for response to Petitions Committee. Please send her updates for committee meeting dates/times.
- 3.3 Secretary / Treasurer, Leslie Huiner – Collection for food money \$86.

- 3.4 Part-time Representative Report -- Elsmore question about committee reviewing administrative procedure related to keys, online wait list, and on-campus meetings for online classes. Concern that Turnitin not available through end of semester. Akers appreciates adjunct faculty being invited to serve on committees.

4. **Senate Representative Reports**

5. **Committee Reports or Special Reports**

- 5.1 Program Review Committee – Debby Blanchard -- No report.
5.2 Graduation Requirements Committee – Pam James – No report.
5.3 Basic Skills Committee – Jeff Redona – Reviewed expense reports for past years.
5.4 Honors Program – Tim Adell – Building Bridges abstracts will be published.
5.5 SLO Coordinator Report – Lisa Harvey – Attended WASC/ACCJC meeting and planning training for SLOs.
5.6 Curriculum Committee – Debby Blanchard – New process that requests faculty attend meetings after their course proposal has been tabled to review problems.
5.7 Study Abroad Committee – Dino Bozonelos – No report.
5.8 Online Program Committee – Tracy Davis – Meeting to go over distance education master plan.
5.9 Academic Senate Allocations Committee – Lisa Harvey – Reconvening for allocation of \$200,000 instructional equipment and supplies, allocation based on program review requests.
5.10 Foundation Report – Scott Jones – Faculty grants for \$2,500, applications accepted several times per year.

6. **Shared Governance Reports**

- 6.1 Technology Committee – Shane Thomas – Per Ed Burg, hard to get committee to meet, will be meeting without administrative advocate, send concerns or requests to Paul Tinning.
6.2 Institutional Effectiveness Committee – Jessica Gibbs – No report.
6.3 Facilities Committee – Dave Hollomon – No report, meeting tomorrow.
6.4 Safety & Security Committee – Dave Oleson – Per Scott Jones, Shakeout exercise planned for Oct. 20. Crisis Assessment Team meeting at Chaffey College. AlertUs system implementation coming soon.
6.5 Finance & Budget Committee – Lisa Harvey – No report.
6.6 College Council – Debby Blanchard – No report.
6.7 Diversity Committee – Sherri Pierce – No report.
6.8 Staff Development Committee – Greg Jones -- No report.
6.9 Student Services Committee – Peggy Mayer – Working on early alert and intervention project and request to be added to November senate meeting agenda for discussion. Student survey for students who leave/drop classes. Working on administrative procedure for priority registration process.

7. **Adjournment**

Meeting adjourned at 4:57 p.m.