

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, October 6, 2016

Center For Institutional Excellence - Building 10, Room 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, Carey	X	Gibbs, David	Garcia, April
KIN	X	Blanchard, Debra			Jennings, Patricia
CTE		Bonato, Anthony		Executive Officers	Rubayi, Khalid
AC		Burg, Ed	X	Gibbs, J., President	Ruiz, Maria
Science		Butros, Michael	X	Oliver, C., Past-President	Wagenhoffer, Joshua
ATC		Campbell, Bryce	X	Bennett, L., Vice-President	Wagner, Patricia
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	Visser, Sandy
LA	X	Golder, Patty	X	Toner, S., Treasurer	Young, Henry
PAC	X	Heaberlin, Ed			
RSPTC	X	Jones, Scott		Adjunct Faculty Representative	Guests
C & L	X	McCracken, Mike	X	Akers, Glenn	
ALDH	X	Speakman, Jeanine		Jefferies, Leontine	
LA	X	Tomlin, Karen	X	Reveron, Rosyli	

Called to order at 3:36p.m.

Additions and Revisions to the Agenda

Guest - Roger Wagner was asked to present, not sure when he will show up.

Curriculum approval of class cap was challenged and pulled from BOT agenda by VPI, add to President's Report.

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 06/02/2016 (Blanchard, McCracken.) Correction to Treasurer's report. Approved as corrected (M/S/U) **Y**
- 1.2 Action: Waitlist Process: Guidelines for Students – 2nd Reading – Tracy Davis - Motion to open for discussion (Heaberlin, Blanchard.) Suggestions from last June were incorporated into document. Reviewed and additional suggestions made. Discussion on where the document will be published (catalog, website.) Reviewed current catalog language. Waitlist will be explained in new online orientation. Problem with current waitlist. Please send changes to Huiner for a third reading in November. Senate may propose a task force at College Council with other constituencies to solve issues and get a procedure.
- 1.3 AP 4020 – Program, Curriculum, Course Development – 1st Reading - Debby Blanchard – Current AP 4020 only addresses program discontinuance, it's missing program, curriculum and course development. Proposal is to add all of this to revised AP 4020, or move program discontinuance to a new AP 4021. Taking out sentence about the Curriculum Handbook until it is approved by Senate. Discussed using program names (such as CurricuNet or WebAdvisor) versus descriptions (such as curriculum software or course schedule.) Send suggested changes Blanchard for 2nd reading in November.
- 1.4 AP 4260 – Prerequisites, Co-requisites, Advisories – 1st Reading – Debby Blanchard – Motion to discuss (Blanchard, Toner.) Senate approved an AP submitted by Dean Tim Johnston based on CCL recommendation in 2012, but it was never approved by College Council. This format is based on other colleges, send suggestions to Blanchard for 2nd reading in November.
- 1.5 Course Substitution Form for Certificate Requirements & Criteria for Using the Course Substitution Petition– 1st Reading – Debby Blanchard - Motion to open (Blanchard, Golder) Catalog Committee received the form from Greta Moon, curricular changes were being made to certificates but changes were not approved by Curriculum Committee. Discussed process and impact of certificates of achievement that are approved by Chancellor's Office. Certificate changes may take a while to be published in the catalog. Form a group session for people to incorporate ideas, send changes to Blanchard for 2nd reading in November.
- ~~1.6 Accreditation 2017 – 1st Reading – Jessica Gibbs~~

2. President's Report and Announcements

- 2.1 Welcome New Faculty - Mass hires since last year, 20% change in full-time faculty with retirement replacements and growth positions. Welcome to: Yontha Ath/Math, Steve Coultas/Automotive, Peter Francev/English, Nathan Franklin/English, April Garcia/Psychology, Michael Haines/Respiratory Therapy, Troy Kuhns/Welding, Trinity Mecklenburg/Math, Karen Miskell/Music, Adam Moore/Math, Monika Niehus/English as a Second Language, Rand Padgett/Administration of Justice, Silvia Portillo/Nursing, Yvonne Reed/Library, Thomas Schellhous/Math, Lois Trudeau/Nursing, Jarom Viehweg/Math, Joshua Wagenhoffer/English.
- 2.2 Area Rep Vacancy for Allied Health – All call was sent out for vacant position, bylaws allow for appointment by ASEB. Michael Haines appointed.
- 2.3 “Surveys” – Surveys for faculty will provide alternative for feedback instead of email. Three surveys through Survey Monkey: survey on issues for ASEB consideration and discussion at executive meetings; Faculty Forum newsletter submissions; and survey for presentation of faculty achievements for BOT meetings. J. Gibbs will only attend first and last meeting of each term unless required to speak to an issue; plan to showcase faculty and great things we do with students. Survey link will be sent out via email each month.
- 2.4 Accreditation 2017 – Review the draft that was sent out and provide comments to Peter Maphumulo. Volunteer to help on sections for which you have expertise. Due January 15. Four standard teams are writing, kicked off last February. Accreditation Steering Committee met last Friday, Maphumulo/Accreditation Liaison Officer realized draft was not yet ready for a first read, so it will come back in November for first read, December for second read, January for BOT approval before being sent to WASC. Review draft and send feedback to Maphumulo.
- 2.5 Mission Statement Review – College Council agenda item to review mission statement per AP 1200. Wagner forming task force to review mission and bring suggestion to College Council. Wagner has asked for representation from constituency groups. ASEB will make a recommendation for senate.
- 2.6 Waitlist and Enrollment – Met with Wagner, he admitted that there is a waitlist that has significance, he was led to believe by institutional research dean that waitlist was bogus. Senate has been asking president for enrollment management committee. Reportedly in fall, there were 4,600 students on waitlist; about 100 were duplicate names, not sure if it's true.
- 2.7 Budget and the Reserve - Budget workshop presented to BOT last month, Wagner stated he wants reserve to be at 10%.
- 2.9 Other –Special BOT meeting tonight regarding citizen complaint against board member for racial comments made at Spring Valley Lake Country Club. Reviewed BOT agenda item. Ad hoc committee is investigating the complaint.
- 2.8 Curriculum issue – Class cap is determined per contract language by VPI in consultation with Department Chair and in accordance with Academic Senate best practices. In this case, the chair approved change, but the dean did not recommend change. Curriculum Committee approved change, but the VPI pulled it from BOT agenda because he thought Curriculum Committee doesn't have authority to approve class caps. Senate President responded with email to VPI since actions were not in best interests of institution. Email reviewed, made three recommendations, but no response yet. Recommend we pursue a senate resolution on class cap that will be brought to BOT. Seek resolution between administration and faculty before drastic action is taken.

3. Executive Officer's Reports

- 3.1 Vice President, Lee Bennett – All calls for committees are being sent out; auditing committee membership and chairs list. Committee lists being updated, some committees are not active. Encourage faculty to keep responding to the all calls. Per J. Gibbs, chairs may consider taking on new members for new faculty hires or more people who would like to be involved; chairs email Jessica if you are able to expand membership.
- 3.2 Secretary, Leslie Huiner – No report.
- 3.3 Treasurer, Steve Toner - \$58 taken in donations today, \$79.54 balance.
- 3.4 Past President, Claude Oliver

4. Senate Representative Reports

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

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Armstrong, Rosyli Reveron Akers: respectfully ask that we invite VPI to due process party meeting at Academic Senate to see how our processes work.
- 4.2 Area Representatives – Ed Heaberlin – “Lilies of the Field” play being performed in Black Box Theatre; “A Christmas Carol” is coming up, scrooge is played by Laird Eklund

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Rolling out program review in a logical way in TracDat, started with narrative and planning, now rolling out data. Information sent out to the chairs, they can send it to colleagues who are writing program review.
- 5.2 Honors Program – Tim Adell
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Jan Espinoza, Maphumulo, J. Gibbs and Golder attended Long Beach City College meeting to see how they do assessment in TracDat last Thursday; same group went to Santiago Canyon College to attend Nuventive User Group, we have the capability to disaggregate data in current TracDat, implementation will be coming up after program review.
- 5.4 Curriculum Committee – Debby Blanchard – Attended workshop with Jason Judkins, Melina Rodriguez on how financial aid is affected by curriculum. Attending senate’s regional curriculum meeting on October 22.
- 5.5 Basic Skills Committee – Has not met.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Facilities Committee – Michelle Painter, Facilities Committee Co-Chair
- 6.2 Finance, Budget & Planning Committee – Henry Young -
- 6.3 Student Success and Support Committee – Carey Alstadt – Per Steve Toner, working on key projects, student handbook, issue of grade deadline submission and the need for more data to back up why they are requesting the change.
- 6.4 Distance Education Advisory Committee – Tracy Davis – Sent email report: registration deadline for Fall DEAC Academy is tomorrow; working on completing revised DE Plan and DE Handbook; hoping to plan Blackboard workshop in November; DEAC folder on SharePoint has evidence for accreditation; Net Tutor is now active in Blackboard.
- 6.5 College Council – Claude Oliver
- 6.6 Technology Committee – Tracy Davis, Steve Toner – Prioritizing process to talk about new Technology Master Plan, generated a list of topics to complete in four months, new faculty computers supposed to be in roll out process soon.
- 6.7 Other

7. Public Comments

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

8. Adjournment

Meeting adjourned at 5:31 p.m.