

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, November 3, 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	Garcia, April
C & L	X	Alstadt, Carey		Gibbs, David	Rubayi, Khalid
KIN	X	Blanchard, Debra (proxy Huiner)			Wagenhoffer, Joshua
CTE		Bonato, Anthony		Executive Officers	Wagner, Patricia
AC		Burg, Ed		Gibbs, J., President	
Science	X	Butros, Michael (proxy T. Davis)	X	Oliver, C., Past-President	
ATC		Campbell, Bryce		Bennett, L., Vice-President	
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty (proxy K. Tomlin)	X	Toner, S., Treasurer	
ALDH	X	Haines, Michael			
PAC	X	Heaberlin, Ed			
RSPTC		Jones, Scott		Adjunct Faculty Representative	Guests
C & L	X	McCracken, Mike	X	Akers, Glenn	Knight, Leonard
ALDH		Speakman, Jeanine		Jefferies, Leontine	
LA	X	Tomlin, Karen		Reveron, Rosyli	

Called to order at 3:32p.m. Jessica Gibbs and Lee Bennett at Academic Senate Fall Plenary, Claude Oliver to conduct meeting.

Additions and Revisions to the Agenda

Special Guest: Leonard Knight, Chief of Police

Reviewed active shooter / workplace violence video. Reviewed survival tactics for active shooter scenarios. Classroom/building management training is 1 ½ hours, try to find a good time to schedule for faculty.

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 10/06/2016
Motion to approve (Davis-Butros, Heaberlin) M/S/U Y
- 1.2 Action: Waitlist Process: Guidelines for Students – 3rd Reading – Tracy Davis
Motion to discuss (Davis-Butros, Toner) M/S/U Revisions suggested.
Motion to approve as corrected (Toner, Adell). M/S/U Y
- 1.3 Action: AP 4020 – Program, Curriculum, Course Development – 2nd Reading - Debby Blanchard
Motion to discuss. (Toner, Davis-Butros) Separate Program Discontinuance from this AP and re-number it 4021, no change to the discontinuance policy.
Motion to re-number to AP 4021 Process for Program Discontinuance. (Toner, Akers) M/S/U Y
Motion to approve 4020 Program, Curriculum, Course Development (Toner, Heaberlin) M/S/U Y
- 1.4 Action: AP 4260 – Prerequisites, Co-requisites, Advisories – 2nd Reading – Debby Blanchard
Motion to discuss (Davis-Butros, Francev)
Motion to approve (Davis-Butros, Adell) M/S/U Y
- 1.5 Action: Course Substitution Form for Certificate Requirements & Criteria for Using the Course Substitution Petition– 2nd Reading – Debby Blanchard
Motion to discuss (McCracken, Heaberlin) Became an issue because courses are canceled, or curriculum or certificate has not been updated. McCracken would like to see process streamlined for students; the previous form was fairly simple, this version forces them to see a counselor and a dean. Discussion on: eliminating dean signature; adding “or designee” to department chair signature; only department chair signs it and then student provides it to counseling for education plan; at another college, counselors already had a list of the courses that could be substituted, and only the counselor signed off on it because chair had already approved the sub course. Discussion on certificate updates and curriculum approval process and catalog deadlines.
Motion to postpone and bring back for third reading (McCracken, Davis-Butros) M/S/U Y

- 1.6 Accreditation 2017 – 1st Reading – Jessica Gibbs – Team is working on it. Encourage everyone to read it. Davis found distance education and other issues while reviewing it and is compiling comments for the revision. Need for proof and documentation that we are doing the things that are in the study. Identify page number and standard that you are talking about.
- 1.7 Information: Curriculum Committee Minutes 09/29/2016

2. President’s Report and Announcements

- 2.1 Surveys – Reminder – Surveys are available for faculty feedback. Would like to report on good work faculty do at the December BOT meeting. Would like submissions for Faculty Forum, a paragraph or two would be great. Will send links to surveys out again in next few days.
- 2.2 Accreditation 2017 – discussed above.
- 2.3 CFIE Use – It is used less than 10% of time, try to start using it. Peter Maphumulo advised senate leadership that CFIE is primarily for training activities, such as Instructional Technology Forums that are scheduled over next two weeks. Faculty success activities take priority. Committees are welcome to schedule in the training or conference room, but may be asked to move to accommodate an activity.
- 2.4 Academic Senate Fall Plenary – Gibbs and Bennett are attending Fall Plenary, will report topics in Faculty Forum, would like to schedule faculty get together in CFIE to discuss topics. Per Toner, you can log in on Saturday morning to the ASCCC web site to see updates to resolutions that have been made and email Gibbs with any concerns.
- 2.5 Other

3. Executive Officer’s Reports

- 3.1 Vice President, Lee Bennett
- 3.2 Secretary, Leslie Huiner
- 3.3 Treasurer, Steve Toner – \$28 donations for food. Balance is \$75.46. Attended Schedule 25 Live training for room scheduling software. Two views: it is awesome software to see what room is being used (we’ll all have access;) department chairs should take note they want to maximize facility use through this system, generate schedules and it will run through an “optimizer” that shows classroom attributes/assets like specific technology. There will be changes in the rooms we are assigned to, there will be a priority of where we would like to be, but there will be some kick-back issues (program will say there are white boards in a room, but not how many white boards in a room.)
- 3.4 Past President, Claude Oliver -

4. Senate Representative Reports

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Rosyli Reveron
Akers – Jefferies is finishing her PhD at UC Santa Barbara. Question on whether adjunct faculty can run for BOT? Think that you would not be able to work here and be a BOT member.
- 4.2 Area Representatives
Ed Heaberlin – Concern about problem with public access double doors going into PAC being broken, people are having accidents, work-orders have been submitted but it’s still broken. Oliver to follow-up with administration.
Ed Burg – Encourage everybody to attend the Amenities Committee Holiday Party

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs- Per Oliver, met last Friday, two program reviews turned in for peer technical review.
- 5.2 Honors Program – Tim Adell – Sending letter to instructors asking for students who would be good honors material. In process of writing honors Astronomy course.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder
- 5.4 Curriculum Committee – Debby Blanchard – Sent report. Two meetings left before end of fall semester. Catalog deadline is March 30. Attended senate curriculum regional meeting Oct. 22 at Mt. Sac, there was a non-credit breakout session with reasons to use non-credit, including: skill development; students who are struggling with credit courses; free; no grades; faculty can design curriculum specific to student needs; apportionment is given to the college, unlike fee-base and community education. Strong Workforce recommendations for curriculum: California’s education

pipeline not keeping pace with higher levels of skills and education required by employers and must significantly increase number of individuals with industry-valued, middle-skill degrees, certificates and credentials. Per Oliver, Strong Workforce is designed to help CTE programs to flourish, there is \$200 million statewide from Chancellor's Office and VVC got \$1.2 million in July. Funding will be on-going for 3 or 4 years. Hardly any restrictions on these categorical funds. Two goals are to increase FTES in your program and increase job placement rates for living wage jobs (\$11.75/hour or higher.) District 9 region got \$7.7 million for college collaborative proposals. Dean Ronald Graham is in charge of Strong Workforce program.

- 5.5 Basic Skills Committee – Not meeting.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Facilities Committee – Michelle Painter, Facilities Committee Co-Chair – Per Oliver, no report at College Council.
- 6.2 Finance, Budget & Planning Committee – Henry Young – Per Oliver, report at College Council noted that sub-committee met to finish rubric for program review, which is due on December 1. There has been a lot of TracDat trainings for program review. Deans should be meeting with chairs as part of the process to make recommendations on budget requests.
- 6.3 Student Success and Support Committee – Carey Alstadt – Enjoy chairing the committee, truly shared governance with everyone participating.
- 6.4 Distance Education Advisory Committee – Tracy Davis – Pending the BOT meeting next week, Mark Clair will be appointed interim Dean of Instruction and Distance Education. Need to work on revising 2012 DE plan and handbook (certain things require administrative advocate.) Reviewed accreditation self-study for DE areas and compiled a DE response to all of the accreditation standards, this report is available in the DE SharePoint folder, it will be a separate DE accreditation report. DE Academy was held, waiting for survey results from attendees. Might be doing a BlackBoard workshop in November. There will be a spring DE Academy. Forming a focus group to evaluate OEI and Canvas, information will be sent out to all leadership groups. If focus group started in winter, that would be outside of faculty contracts; if they want the work done in winter there needs to be compensation. Group would be looking into perhaps considering being part of OEI, there are many things required we do not have; the process would take 18-24 months.
- 6.5 College Council – Claude Oliver – There are emergency bags in each building, it is a big red backpack. Emergency operation plan will be reviewed. Hazardous materials storage committee being formed (used for automotive, chemistry, biology) to determine protocol for handling these things.
- 6.6 Technology Committee – Tracy Davis, Steve Toner – Forums being held, opportunity to share technology you are using and give input to future of technology. Kevin Leahy developed 4 month strategy, committee approved it and it's going to College Council soon, this plan will be refreshed every four months. Faculty computers are in process, half have been rolled out, other half are coming soon. Discussed idea of having laptops with docking station, keyboard and monitor available for faculty for use in office and classrooms; will allow for secure wireless access via the district laptop. Discussion. Per Pat Wagner, this was already tested in ATC building with bad results. Per Ed Burg, Tech Committee requested dual monitors for faculty in past. Per Toner, student emails rolling out for winter session. Rolling out instructions for Microsoft Office 365 business accounts so we can use Outlook at home instead of web access to Outlook, should be rolled out to faculty soon.
- 6.7 Other

7. Public Comments

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

Davis - Please vote on Tuesday, send her your email if you want to be on the VVCFA PAC email list.

8. Adjournment

Meeting adjourned at 5:24p.m.