VVC Academic Senate Meeting
APPROVED MINUTES
Thursday, December 3, 2009
Administration Building Room 8, 3:30 p.m.

<table>
<thead>
<tr>
<th>Area</th>
<th>Area Representative</th>
<th>At-Large Area Representative</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contreras, Fernando</td>
<td>X Allan, Peter</td>
<td>Adell, Tim</td>
</tr>
<tr>
<td>1</td>
<td>McCracken, Mike</td>
<td>X Huimer, Leslie</td>
<td>Fields, Ron</td>
</tr>
<tr>
<td>2</td>
<td>Burg, Ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hollomon, Dave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Davis, Tracy</td>
<td>X Blanchard, D.</td>
<td>James, Pam</td>
</tr>
<tr>
<td>3</td>
<td>Heaberlin, Ed</td>
<td>X Harvey, L., Vice-President</td>
<td>Jones, Greg</td>
</tr>
<tr>
<td>3</td>
<td>Malone, Patrick</td>
<td>X Huimer, L., Sec./Treasurer</td>
<td>Jones, Scott</td>
</tr>
<tr>
<td>4</td>
<td>Cerreto, Richard</td>
<td>X Menser, G., Past-President</td>
<td>Rubayi, Khalid</td>
</tr>
<tr>
<td>4</td>
<td>Harvey, Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Truelove, Terry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Basha, Claudia</td>
<td>Akers, Glenn</td>
<td>Tomlin, Karen</td>
</tr>
<tr>
<td>6</td>
<td>Ruiz, Maria</td>
<td>Elsmore, Cheryl</td>
<td>Visser, Sandy</td>
</tr>
<tr>
<td>7</td>
<td>Slade, Neville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Visser, Mike</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Called to order: 3:39pm

**Additions and Revisions to the Agenda**

1. **Action Items**
   1.1 Approval: November 5, 2009 minutes Y
   1.2 Approval: Curriculum Committee Actions Y
   1.3 1st Reading: Advanced Placement Test Equivalencies (Davis, McCracken) Revised version distributed. Last updated in 1992. Approved at 1st reading Y
   1.4 1st Reading Equivalency Policy – Discussed alternative for combined work experience & coursework for vocational only: 45 units w/8 yrs. experience; 30 units w/10 yrs. experience; 15 units w/12 yrs. experience; 0-14 units w/15 yrs. experience. Policy will be on March agenda for 2nd reading.
   1.5 AP 1201 Shared Governance Structure & Responsibilities (Harvey, M. Visser) Change in committee charge. Y
   1.6 AP 1202 Implementing Institutional Effectiveness (Davis, Ruiz) Approved as corrected. Skuster will take change back to Institutional Effectiveness Committee. Y

2. **President’s Report and Announcements**
   2.1 Drop Dates – Current drop date is 66% into semester, suggestion that date be changed to 60% of semester.
   2.2 Accreditation – Blanchard & Harvey to meet with O’Hearn; Instruction Office wants Senate recommendation for faculty to serve on standard teams. Accreditation in March 2011.
   2.3 Area Representatives – Reviewed the area rep. list created by VVCFA. Elections will be held next spring. Will be action item for March senate agenda.
   2.4 Other – Legal opinion from Chancellor’s Office on catalog rights distributed to faculty via email; committee being formed to consider local policy. Question on how federal stimulus money was allocated at VVC. Update on CB 21 coding for classes on ARCC report; re-coding needs to be done immediately, report due to Chancellor’s Office in March 2010. Program review – date extended to Feb. 19, 2010. Note: a lot of the information required for PRAISE reports (ie – budget history, spreadsheet) have not yet been provided by administration. Use of facilities during winter session for non-credit courses involve people unknown to full-time faculty, concern about damage to equipment, supplies and technology. Spring schedule may not be printed; senate reps. request that district publish a schedule, Blanchard to report at Dec. BOT.
3. **Executive Officer’s Reports**

   3.1 Past President, Gary Menser – No report.
   3.2 Vice President, Lisa Harvey – Report on statewide Academic Senate Fall Plenary session.
   3.3 Secretary / Treasurer, Leslie Huiner – Collection for food money $75
   3.4 Part-time Representative Report – No report.

4. **Senate Representative Reports**

5. **Committee Reports or Special Reports**

   5.1 Program Review Committee – Khalid Rubayi – Date extended to 2/19/2010.
   5.2 Blackboard Committee – Peter Allan – VVCFA filed grievance against restricting faculty from the ability to copy their own courses in the Blackboard system.
   5.3 Online Program Committee – Henry Young – Survey will be included in accreditation report. Discussion on using the survey as a precursor for students who enroll in online classes.
   5.4 Academic Senate Allocations Committee – Peter Allan – Mtg. next week for 2009-2010 budget.
   5.5 Foundation Report – Peter Allan –
   5.6 Graduation Requirements Committee – Pam James – Planning to bring Global Citizenship back for Senate approval in spring.
   5.7 Honors Program – Tim Adell – HTCC anthology published in spring will feature work by 5 VVC students.
   5.8 SLO Coordinator Report – Lisa Harvey – Thanks for faculty input on assessment request.
   5.9 Basic Skills Committee – Carol Golliher – Have not met.
   5.10 Curriculum Committee – Debby Blanchard – Meeting twice next week.
   5.11 Study Abroad Committee – Dino Bozoneles – No report.

6. **Shared Governance Reports**

   6.1 Finance & Budget Committee – Peter Allan – No report.
   6.2 Safety & Security Committee – Tracy Davis, Scott Jones – Two committees still operating.
   6.3 Facilities Committee – Dave Hollomon – Carpet replacements, roof repairs planned; meeting notes were sent to faculty.
   6.4 Institutional Effectiveness Committee – Marc Skuster – AP 1202 outcomes approved above will be used for annual report that will come out at the end of the year. Working on ARCC draft report for next year. Malone appointed.
   6.5 Technology Committee – Khalid Rubayi – No progress on blocked web sites. Reviewing priority recommendations from PlanNet, MIS issues being addressed. Working on voicemail policy.
   6.7 Sustainability Committee – David Gibbs – Per Harvey, starting to follow plan put together last year; there are now 2 sustainability committees.
   6.8 Diversity Committee – Martha Vila – No report.
   6.9 Staff Development Committee – Per Blanchard, looking for new committee members, send interest to Harvey. Heaberlin appointed.

7. **Adjournment** – 5:10pm