

# VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, December 6, 2012

Administration Services Bldg., Room 8, 3:30 p.m.

Area		Area Representative		At-Large Area Representatives	Members
KIN	X	Blanchard, Debra	X	Butros, Michael	Adell, Tim
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		<b>Executive Officers</b>	Ellis, Lisa
PAC	X	Heaberlin, Ed	X	Davis, T., President	James, Pam
PSTC	X	Jones, Scott	X	Harvey, L, Past-President	Skuster, Marc
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	Wagner, Pat
C & L	X	Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	<b>Guests</b>
ALDH	X	Ramming, Alice			Allan, Peter
VOC	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	
ATC	X	Ruiz, Maria		Akers, Glenn	
ALDH	X	Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.		Young, Henry			

Called to order at 3:33 p.m.

**Additions and Revisions to the Agenda** – Amend agenda to add action item for senate support to give counselors ability to clear prerequisite blocks in WebAdvisor (McCracken, Heaberlin)

## 1. **Action/Information Items**

- 1.1 Action: 11/01/2012 Senate Minutes (Toner, Heaberlin) Y
- 1.2 AP 5055 Registration Priorities – Stephen Toner -- 2nd Reading (Blanchard, Elsmore) Y
- 1.3 AP 1202 Implementing Institutional Effectiveness – Marc Skuster – 1<sup>st</sup> Reading – Update of existing AP, responding to accreditation recommendation 2, includes senate guided review of SLOs and assessments for evaluating educational effectiveness, consistent with AP/BP4000, created by accreditation sub-committee.
- 1.4 Information: Curriculum Committee Minutes – 10/25/2012, 11/08/2012
- 1.5 Information: PRAISE Program List
- 1.6 Senate Support for Giving Counselors Ability to Clear Prerequisite Blocks in WebAdvisor (Blanchard, Heaberlin) Y

## 2. **President's Report and Announcements**

- 2.1 Accreditation - Update on Site Visit – Met Nov. 7 with ACCJC visiting team, talked about adjunct and full-time faculty participation on committees, 35% more participation on senate and shared governance committees. Read today's email from Dr. O'Hearn, positive impression of report.
- 2.2 Summer Session – Per VPI Peter Allan – Added at least 12 classes to summer schedule, including 5 sections of ENGL 50. Calculating 288 FTES, goal to be around 300. Schedule will be available next week with no names so departments may use rotating list to assign faculty to classes. Will be 700 FTES over cap, hoping to get up to 10,000 FTES.
- 2.3 Key Policy – Discussed at College Council, the AP key policy is being enforced through a bill sent to a full-time faculty member for lost keys, even though the senate and College Council voted it down.
- 2.4 IEC Revisited – Discussed at College Council, they want to resurrect it, discussion re: need for a clear charge, role of administrative advocate.
- 2.5 Staff Development Name Change – At College Council, administrator claiming that faculty are not happy with the name “staff development” and want the name changed to “employee development,” but faculty not aware of this issue; will be coming back to College Council.
- 2.6 Honors Program Support – Senate needs to support honors classes, smaller class sizes, dedicated spaces, program helps students transfer more easily.
- 2.7 VVC Christmas Party – Party 12-5pm on Friday, live music, call Robert Sewell x2395 for more information.
- 2.8 Other – Distance education webinar this Monday, 9am-12pm in 21-171.  
Second Campus Communication Day held this week, more will be planned for spring semester.  
Counseling issues: Counselors need senate support to enable them to clear prerequisite blocks in WebAdvisor; it will facilitate the process for students, currently a disservice to students as they have multiple steps and need

**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**

to wait in line to clear the blocks; counselors have the knowledge to clear blocks. Per VPI Allan, the situation will be remedied.

Student suicide issue: Counseling support for students and staff on campus. SB County Behavioral Health Crisis Counselors on campus today and tomorrow. Concern re: text message alert not received by all employees, lack of planning, and dis-connect between planning and ability to help. Idea to create a behavioral mental health support and crisis team. Discussion re: training for active shooter, Chief Knight has brought it up at College Council. Counselors will continue to be available for entire campus community.

### **3. Executive Officer's Reports**

- 3.1 Past President, Lisa Harvey – No report.
- 3.2 Vice President, Claude Oliver – Committees all wrapped up, hope to add online campus calendar with all meeting days and times. Financial reserves are in good shape, concern that administrative projections are not accurately reflecting the real budget, there is funding to offer classes rather than putting money into reserves.
- 3.3 Secretary, Leslie Huiner – Added Public Comment section on agenda to align with Brown Act.
- 3.4 Treasurer, Steve Toner - \$62 food donation.
- 3.5 Part-time Representative Report – No report.

### **4. Senate Representative Reports**

### **5. Committee Reports or Special Reports**

- 5.1 Program Review Committee – Jessica Gibbs – Deadline was Dec. 1, will be on SharePoint in next few days, double check it to make sure your submissions are complete, if you haven't submitted please submit. Workshops offered in spring. Committee survey will be distributed to gather feedback on process.
- 5.2 Graduation Requirements Committee – Pam James – Discussing a technology competency.
- 5.3 Basic Skills Committee – Laird Eklund – Per Steve Toner, meeting tomorrow, the revised version of the report to Chancellor's Office is being finished.
- 5.4 Honors Program – Tim Adell – Need to have facilities, more classes and clerical help for an agreement with UCLA. Upcoming conference on March 23 at UCI. Writing Contest student submissions through end of semester, will continue taking faculty and staff submissions.
- 5.5 Student Learning Outcomes and Assessment Committee – David Gibbs – Planning form for timeline for doing assessment, needs to be continuous. Attended WASC meeting and they expect it to be part of our culture, encouraging and promoting direct assessment of PLOs, training will be provided.
- 5.6 Curriculum Committee – Debby Blanchard – Brief description of submitting TMCs, fill out degree template paperwork and submit to Articulation Officer Pam James, she submits to committee and they will be approved right away. After approval by Chancellor's Office, Pam and committee will enter into Curricunet. Working on repeatability guidelines, go into effect Fall 2013. Fast track approval for SLO will be as an addendum in Curricunet, will go to department chair for review and then to committee.
- 5.7 Teaching Abroad Committee – Dino Bozonelos – No report.
- 5.8 Distance Education Committee – Tracy Davis – No report.
- 5.9 Foundation Report – Scott Jones – Congratulations to faculty and staff who got fall grants. Quick discussion on fee-based and contract ed being handled by Foundation; classes must have SLOs and assessment. Will be a senate agenda information item in the spring.
- 5.10 Perkins Oversight Committee – Claude Oliver – Meeting January 15, funding should be encumbered or will be redistributed at start of spring semester.
- 5.11 Senate Process Efficiency Committee – Tom Miller – No report.

### **6. Shared Governance Reports**

- 6.1 Technology Committee – Ed Burg – Trying to get more memory for faculty computers; asking for dual monitors for all faculty.
- 6.2 Facilities Committee – Dave Hollomon – No report.
- 6.3 Safety & Security Committee – Dave Oleson – No report.
- 6.4 Finance, Budget & Planning Committee – Pat Wagner – Held joint meeting with Program Review committees in Nov. to start aligning processes between PRAISE and budget allocations, major points were layout of budget worksheet should be revised to reflect multiple disciplines on same worksheet, getting budget codes for individual programs on the list so they can have their own budgets, discussion re: prioritization of faculty hires.
- 6.5 College Council – Claude Oliver – Covered solar parking in development.
- 6.6 Diversity Committee – Sherri Pierce – No report.
- 6.7 Student Services Committee – Peggy Mayer – AP 4260 and 5055 were approved, have reviewed academic standards letters, will be ready to be mailed to students on probation, subject to dismissal, and dismissal for a semester w/process on re-entry. Early Alert will be on senate agenda in March. We are ahead of the required

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deadlines for Student Success Act. Act requires every student to have education plan, counselors would like to add a check box regarding education plan in Datatel for tracking purposes.

6.8 Accreditation Committee – Debby Blanchard – Discussed above.

7. **Public Comments**

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

7.1 Ed Heaberlin – Announced auditions for “Kiss Me Kate” play in January

7.2 Patrick Malone – Working with ASB to start a recycling club.

7.3 Jessica Gibbs – Campus Communication Day videos available online, encourage faculty to attend, there have been great discussions.

7.4 David Gibbs – Some schools down the hill have reinstated winter session.

8. **Adjournment**

Meeting adjourned 5:19 p.m.