

## VVC Academic Senate Meeting

### APPROVED MINUTES

Thursday, December 7, 2017

CFIE Training Room (10-4), 3:30pm

Jessica Gibbs, Academic Senate President, [Jessica.gibbs@vvc.edu](mailto:Jessica.gibbs@vvc.edu), (760) 245-4271 ext. 2213

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim		Francev, Peter	Contreras, Fernando
KIN	X	Blanchard, Debra (proxy Huiner)		Gibbs, David	Ruiz, Maria
CTE		Bonato, Anthony			
AC		Burg, Ed		<b>Executive Officers</b>	
Science	X	Butros, Michael	X	Gibbs, J., President	
ATC		Campbell, Bryce	X	Oliver, C., Past-President	<b>Guests</b>
Science		Cerreto, Richard		Bennett, L., Vice-President	
LA	X	Golder, Patty (proxy Tomlin)	X	Huiner, L., Secretary	
ALDH		Haines, Michael	X	Toner, S., Treasurer	
PAC	X	Heaberlin, Ed			
RSPTC		Jones, Scott			
C & L	X	McCracken, Mike		<b>Adjunct Faculty Representative</b>	
ALDH		Speakman, Jeanine		Akers, Glenn	
C & L	X	Stahlke, Jacqueline	X	Asdel, Bryan	
LA	X	Tomlin, Karen	X	Jefferies, Leontine	

Called to order at 3:40 p.m.

### Additions and Revisions to the Agenda

#### 1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 11/02/2017 – *No quorum for action* Y N
- 1.2 Discussion: Technology Committee Revisions to BP 3710, BP 3720, AP 3720(a), AP 3720(b)  
Technology Committee is asking senate for feedback, per Steve Toner, there are no revisions yet, but College Council discussed AP 3720(b), at issue was email accounts and what happens when adjuncts and students are no longer at VVC. Currently, after 1 year for adjuncts the account is disabled, after 18 months it is deleted. No policy for student emails. Discussion on retaining student email accounts and moving to another domain, is not a correction to the document, just adding that info into the AP. Meeting Dec. 14, send feedback to Toner, committee chair.
- 1.3 Information: Curriculum Committee Minutes 10/26/2017

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

- 2.1 Welcome New Faculty (Mid-Semester Hires): Tyler Busch, Restaurant Management; Robert Valdez, Fire Technology – Welcome to new hires.
- 2.2 Fall Plenary Report – Jessica Gibbs, Lee Bennett, Eartha Johnson, and Maria Ruiz attended Academic Senate Fall Plenary at Irvine Marriott. Attended workshops on Guided Pathways, institution makes local decision to offer particular curricular pathways to degree or certificate with support systems (tutoring, counseling, student services, may include priority enrollment, etc.) There is no definition of it, not prescriptive, but funding is available, and VVC has applied for grant. Small group of people was organized, which included faculty (Deedee Cole and Sandy Visser,) and they have been attending Chancellor's Office workshops to gather information and take preliminary assessment of where VVC is in regard to offering pathways. Jessica recommended to Peter Maphumulo that we have a roundtable for presentations from senate and the group who has been attending the CO workshops to start discussion as to whether or not we want to pursue it, it is not a mandate; not solely a senate responsibility, involves entire campus but faculty are responsible for mapping of curricular pathways. Four pilot schools have completed pilots with various degrees of success, in infancy stages, we will start our discussion in spring.
- 2.3 Catalog Addendum – If a course doesn't make December deadline for catalog, it could take up to 18 months to have a course printed in next catalog. Impacts CTE courses, also applies to ADT

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
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pathways. The criteria for addendum did not include new courses. Directed Catalog Committee to begin discussing adding new courses to the addendum. Catalog Committee will be discussing what types of classes can be included in the addendum. Discussed issue with Roger Wagner, he is in support of Academic Senate Executive Board's recommendation to include new courses in addendum.

- 2.4 Zero Cost Symbol – State Academic Senate Curriculum Chair stated that it is now mandated that zero cost symbol be included in schedule every semester. It can be any symbol the institution chooses, includes no textbook fee, no materials fee, zero costs material for the class (does not matter how zero cost it is achieved.) We are not required to offer zero cost, but must adopt a symbol to be included in the schedule so students can make an informed decision if that is an issue for them. At Fall Plenary, senate passed a resolution to also adopt a low-cost symbol, but there is no definition for the cost breakdown for defining “low-cost.”
- 2.5 Petitions Task Force - Members of Petitions Committee and other faculty reviewed petitions forms to provide structure and guidelines to the petitions process. They reviewed all petitions and wrote down acceptable/not acceptable reasons for petitions. Committee will be paid to meet during summer and winter sessions to review petitions. Wagner agreed to compensate 3 members to meet during those times to meet student needs. Each form will have 3 signature lines. Will be sending it out.
- 2.6 Guided Pathways – discussed above.
- 2.7 Other – Karen Tomlin will be retiring this semester after 30 years at VVC.

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

- 3.1 Vice President, Lee Bennett - At a conference in San Diego.
- 3.2 Secretary, Leslie Huiner
- 3.3 Treasurer, Steve Toner – \$31 in donations for food money, net balance \$113.02
- 3.4 Past President, Claude Oliver

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

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Bryan Asdel – Per Jefferies, students parking in faculty/staff spots has escalated this semester. Discussed students smoking on campus. Wondering what senate can do to promote awareness and what we can do about it? Faculty union is looking into it as working condition, and Jessica will bring it forward to administration as a faculty concern.
- 4.2 Area Representatives – Michael Butros was asked by dean to change a grade for adjunct professor who is not here anymore, not clear if department chair has the job/authority to change the grade, or if it should be administrative grade change. Local AP/BP procedure could clarify the procedure, not sure where it's documented in the education code. Discussion on length of time it takes for C-ID to be approval at state level, he recommends statewide resolution.

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

- 5.1 Instructional Program Review Committee (IPRC) – Julia Wendt – Per Claude Oliver, meeting tomorrow, four more workshops are scheduled, deadline for submitting program review was extended to Dec. 15, encourage everyone to submit update by the deadline.
- 5.2 Honors Program – Tim Adell – On January 26 at Long Beach City College there will be a teaching and honors symposium for teachers and counselors, contact him for more info. Shared info about a book about guided pathways called “Redesigning America's Community Colleges” by Thomas R. Bailey and Shanna Smith Jaggars.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Meeting at noon tomorrow.
- 5.4 Curriculum Committee – Debby Blanchard – Curriculum Committee, with support of AS executive board, approved to have any certificate 12-units or higher approved by Chancellor's Office beginning immediately. It will benefit students and our college. Will require faculty to write a narrative and attach it in Curricunet, and if it is CTE will also have to submit to advisory committee for approval, include minutes, labor market analysis, and regional consortia recognition. Reason is we only report success data for certificates 18-units and higher, which affects success reporting to

Chancellor's Office and ACCJC. Approved certificates are listed on student transcript. ACCJC requires we set yearly targets for degree/certificate completion, and the more we report, more success we have.

- 5.5 Basic Skills Committee – Patty Golder – Committee met, discussed AB705 and how it affects basic skills.
- 5.6 Other

## 6. **Shared Governance Reports**

- 6.1 Facilities Committee –
- 6.2 Finance, Budget & Planning Committee – Henry Young
- 6.3 Student Success and Support Committee – Mike McCracken – At November meeting, voted unanimously for Puente Program students to align with counterparts in Umoja and First Year Experience programs to have priority registration block 2b, will be coming back for second reading. Block 2b includes all student equity groups. Updated charge to reflect they are advisory to student success and support, student equity and basic skills initiative group. Reported out at College Council about the charge, which created discussion about committee charges. Escalate request to Human Resources to add another option in the annual benefits system for employees to donate to “Food Pantry,” it’s a much needed resource. Foundation already has a fund supplying money to that, so a new button could specify donations to Foundation are for the Food Pantry.
- 6.4 Distance Education Advisory Committee – Tracy Davis – Fall DE Academy was fantastic, huge group of attendees, survey to participants will be sent out. Tentative date for Spring DE Academy is Friday, April 6, more info coming soon. Today was first of many workshops on accessibility, which will continue with “Legalities of Accessibility” with DE Coordinator Melanie Jones and DSPS Director Kathy Ekpo. More accessibility workshops will be held in winter and spring. DEAC is moving forward with creation of a student DE Academy, hopefully held before registration begins for Fall 2018.
- 6.5 College Council – Jessica Gibbs – Waitlist guidelines documents for faculty and students were passed with minor changes, corrected versions will be distributed out, no change to content of documents. Still needs to be discussion on how it will be disseminated to students. Discussion on AP 1201. A shared governance committee worked on revision of AP 1201, it was passed through senate and taken to College Council, but it died at council and we are still operating under the old one. Discussion on why it’s not being brought forward for approval. As co-chair of College Council, Jessica recommends items for agenda, so SSSP Committee can send items to her and she will agendaize for the next meeting. ASB President brought policy regarding note taking using technology in classrooms, it was recommended that it be brought to Academic Senate.
- 6.6 Technology Committee – Steve Toner – About to embark on tackling the Technology Master Plan, faculty will start work on it (other faculty are invited to participate,) hoping to develop something over next few months, faculty committee members are Yvonne Reed, Steve Toner, Mike Butros, and Khalid Rubayi. Would like to work in conjunction with the Education Master Plan, need an update on what’s happening with that.
- 6.7 Other

## 7. **Public Comments**

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject  
Ed Heaberlin – This is first weekend of play “House of Bernarda Alba,” Tracy Davis directing, she is also filling in for a role of a student who was in car accident.

## 8. **Adjournment – 5:06p.m.**