

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, April 5, 2012

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

Area		Area Representative		At-Large Area Representative	Members
Science	X	Cerreto, Richard		Vacant	Basha, Claudia
ALDH		Cline, Diane	X	Cole, Chris	Burg, Ed
C&L		Contreras, Fernando			Butros, Michael
Science	X	Ellis, Lisa		Executive Officers	Cole, DeeDee
LA	X	Golder, Patty	X	Harvey, L, President	Delong, Carol
ATC	X	Malone, Patrick	X	Davis, T., Vice-President	Golliher, Carol
C&L	X	McCracken, Mike	X	Huiner, L., Sec./Treasurer	Hollomon, Dave
PAC		Heaberlin, Ed	X	Blanchard, D., Past-President	James, Pam
ATC	X	Ruiz, Maria			Jones, Greg
Voc.	X	Rubayi, Khalid		Part-time Faculty Representative	Mayer, Peggy
LA	X	Toner, Stephen	X	Akers, Glenn	Menser, Gary
ALDH		Truelove, Terry	X	Elsmore, Cheryl	Miller, Tom
Voc.	X	Visser, Mike			Oliver, Claude
Ac. Com.		Young, Henry			Ramming, Alice
KIN					Redona, Jeff
					Speakman, Jeanine
					Tomlin, Karen
					Visser, Sandy
					Guests
					Allan, Peter

Additions and Revisions to the Agenda

Called to order 3:37pm

1. Action/Information Items

- 1.1 Approval: March 1, 2012 minutes (Malone, Golder) Y
- 1.2 Approval: Curriculum Committee Actions – 2/23/2012, 3/8/2012 (Toner, Golder) Y
- 1.3 Curriculum Committee: Course Revision Process (Huiner, McCracken) Removing the “non-substantial revision” in Curricunet, using “substantial revision” for all course changes. Y
- 1.4 Program Review Committee: Programs and Cycle for PRAISE reports (Blanchard, Golder) Y
- 1.5 Technology Committee: Committee Charge (Burg, Golder) Shared governance committees asked to rewrite their charge by April 15. Y
- 1.6 Technology Committee: Technology Master Plan (TMP) Mission, Vision, Goals and Objectives (Toner, Burg) Discussion re: wording for goals and objectives bullet on curriculum. As corrected, change wording to: Instruction: Increase the use of instructional technology in the classroom. Y
- 1.7 Bylaws Amendment - 1st Reading (Blanchard, Golder) Change wording for Section 3, Clause 1, list the AS standing committees. Second reading in May.
- 1.8 Area Representatives Changes – Information Item

2. President’s Report and Announcements

- 2.1 Accreditation Follow-Up Report and Site Visit – Report submitted, visit on April 19. Will not be the same team as original visit. CBO and researcher coming. 17 colleges now on show cause.
- 2.2 Senate Election – Coming up in May, boxes readily available for paper ballots.
- 2.3 TracDat Assessment System – Uploaded SLOs. Should be receiving spreadsheets with SLOs, make sure they are correct; will also receive classes without SLOs, check it. Send assessment data to Office of Instruction for data entry.
- 2.4 Instructional Assistants and Augmentation Funds – Dr. O’Hearn brought idea to senate of using augmentation funds to keep IAs for several months, originally proposed by Gary Menser.
- 2.5 Summer 2013 – 400 FTES next summer, not cancelled, per administration.
- 2.6 Positive Attendance – FTES improperly reported to Chancellor’s Office in the past, looking at different systems to record positive attendance accurately, affects apportionment.
- 2.7 Other

3. Executive Officer’s Reports

- 3.1 Past President, Debby Blanchard -- No report.

- 3.2 Vice President, Tracy Davis – Final Call for Nominations. At least 2 candidates for executive officers, some areas have enough, some do not. 5pm email deadline tonight for nominations.
- 3.3 Secretary / Treasurer, Leslie Huiner -- \$98 food donations.
- 3.4 Part-time Representative Report -- Cheryl Elsmore – Report passing of Lee Harris, Theater Arts Department. Question re: assessing SLOs. Concern re: parking limited to faculty after 5pm, Facilities Committee agreed to change it to 6p.m. Concern re: striping on faculty spaces on lower campus. Glenn Akers – No report.

4. **Senate Representative Reports**

5. **Committee Reports or Special Reports**

- 5.1 Program Review Committee – Debby Blanchard – Discussed above.
- 5.2 Graduation Requirements Committee – Pam James – No report.
- 5.3 Basic Skills Committee – Jeff Redona – Committee met to discuss definition of Basic Skills and where BSI funds are supposed to be spent. Co-hort tool for student progress data in English, reading, ESL and math. May host mini-conference in April.
- 5.4 Honors Program – Tim Adell – M. Butros and T. Davis went to UCI conference last weekend, 4 students presented and did excellent job.
- 5.5 SLO Coordinator Report – Lisa Harvey
- 5.6 Curriculum Committee – Debby Blanchard
- 5.7 Teaching Abroad Committee
- 5.8 Distance Education Committee – Tracy Davis – Looking at language re: online exam proctoring
- 5.9 Academic Senate Allocations Committee – Lisa Harvey
- 5.10 Foundation Report – Scott Jones
- 5.11 Educational Master Plan – Michael Butros – Attended Student Services meeting with Ginnie Moran; instrument used to submit dept. summaries is ready, writing instructions for use, need to fill out online and email it. Draft stage, goal is June. Chapters will be on SharePoint for feedback. Sending emails re: dept. summaries.
- 5.12 Senate Process Efficiency Committee – Tom Miller – Addressing 8 or 9 issues, identifying stakeholders and how to fix. Online census has been fixed.

6. **Shared Governance Reports**

- 6.1 Technology Committee – Ed Burg – Forming strategic and tactical area plans.
- 6.2 Facilities Committee – Dave Hollomon – BOT approved amendment to Facilities Master Plan and are revising charge. Will work on resolving parking times.
- 6.3 Safety & Security Committee – Dave Oleson – No report.
- 6.4 Finance & Budget Committee – Lisa Harvey -- Meet 1st and 3rd Wednesday each month. Budget assumptions were proposed, including no faculty hires, state funding, and November ballot initiative.
- 6.5 College Council – Debby Blanchard – Action items today were reviewed by College Council. Matthew Lee's final day yesterday, he went through remaining list of tasks required for accreditation.
- 6.6 Diversity Committee – Sherri Pierce
- 6.7 Staff Development Committee – Greg Jones – Positive feedback regarding monthly themes aimed at improving positive campus climate. April is wellness, May is employee appreciation. Increase funding limit to \$700/person. No applications by faculty for on-campus trainings, \$300 stipend. Good response to campus mini-grant applications, currently reviewing process. Meeting 3rd Tuesday every month. Encourage everyone to apply.
- 6.8 Student Services Committee – Peggy Mayer – High school students with 3.5 GPA invited to join PTK, have priority 2 block registration. Encouraging students with 30-40 units to transfer, making sure they are aware of process. 1st year experience model in fall, connecting GUID 50 with CHDV 106. CSU no longer accepting without 60 units to transfer. SB 1440 degrees, math is only degree approved by Chancellor's Office; minimum required is 2 degrees; Curriculum Committee has approved 5 degrees. Must file substantive change with ACCJC to offer degrees, but cannot do that until we are off sanction.

7. **Adjournment**

Meeting adjourned at 5:01p.m.