

**COLLEGE COUNCIL
AGENDA
WEDNESDAY, JANUARY 11, 2012
PCR**



Superintendent/President ~ Christopher O'Hearn,
Faculty Senate ~ Lisa Harvey, Debra Blanchard, or Leslie Huiner
CSEA ~ Frederick Board, Sharon Wright, Ray Navarro
Managers, Classified ~ Robert Sewell, Greta Moon, Deedee Orta
AFT ~ Kevin Crowley
CTA ~ Lisa Ellis, Gary Menser
Department Chair ~ Stephen Toner
ASB Representative ~ Christopher Dustin, Jeremiah Brosowske, Joanna Cervantes
Cabinet ~ Peter Allan, Fusako Yokotobi, GH Javaheripour, Bill Greulich, Virginia Moran, Frank Smith, Paul Williams, Tim Johnston

- 1) **Approval of the Minutes
December 07, 2011**
- 2) **Follow Up: January 10, 2012 Board of Trustees Meeting ~ Christopher O'Hearn**
- 3) **Accreditation Update ~ Peter Allan/Matthew Lee**
- 4) **The Committees on Committees - Debra Blanchard/Peter Allan**
- 5) **Discussion, Department Chair and Organization of Disciplines ~ Peter Allan (Attachment)**
- 6) **AP 5020, Non-Resident Tuition ~ Tim Johnston (Attachment)**
 - a) **Second Reading, New Administrative Procedure; Tim Johnston presented the draft.
Action:**
- 7) **AP 5030, Fees ~ Tim Johnston (Attachment)**
 - a) **Second Reading, Proposed Revisions: First read approved during the November 30, 2011 College Council meeting.
Action:**
- 8) **AP 5035, Withholding of Student Records ~ Tim Johnston (Attachment)**
 - a) **Second Reading, New Administrative Procedure: First read approved during the November 30, 2011 College Council meeting.
Action:**
- 9) **Discussion, College Council - Purposes, Roles, Functions, and Membership ~ Christopher O'Hearn (Attachment)**
- 10) **Shared Governance Committee Reports**
- 11) **Other**

Summary of Project Synergy

Victor Valley Community College Re-Organization, 2009

Synergy (n. pronounced sin-er-jee; origin Greek “sunergiā” meaning cooperation; and from “sunergos” meaning working together) The interaction of two or more agents or forces so that their combined effect is greater than the sum of their individual effects; or Cooperative interaction among groups that creates an enhanced combined effect (American Heritage Dictionary).

Project Synergy is the term used to describe the organizational change efforts as Victor Valley College responds to the "Warning" status issued by the Accrediting Commission for Community and Junior Colleges in its letter dated June 29, 2007. Originally established by the College Council as the "reorganization committee," members of this group of representatives from across the campus were charged with addressing Recommendation 3 (see College's Progress Report of March 15, 2007). While developing recommendations for reorganizing the College are still a chief task for the group, members quickly realized that task requires more than simply addressing organizational structure and reporting lines.

The new name, "College Synergy Group," was adopted to more accurately reflect what the group identified as an opportunity to influence more than its charge--an opportunity to show how the College can work together to facilitate meaningful, long-lasting, sustainable improvements across the campus. This site will be used to disseminate to the College community the meeting summary notes and other documents used by the group to learn, plan, and execute its charge.

Reading List:

Web of Inclusion (Helgesen, 1995; This book is available for borrowing from the President's Office)
 Communities of Practice, An Introduction (Wenger, 2005)
 Aligning Actions and Values (Collins, 2000)
 The Practice of Innovation (Senge, 1998)
 Goodbye, Command and Control (Wheatley, 1997)

Members of Synergy:

Bruce Baron, Administration
 Ken Blaney, Management
 Marion Boenheim, Administration
 Mark Clair, Classified
 Cheryl Elsmore, Faculty
 Nord Embroden, Faculty
 Ron Fields, Faculty
 Sheri Nolan Foster, Management
 Bill Greulich, Management
 Victoria Hinds, Administration
 Jeffrey Holmes, Administration
 Scott Jones, Faculty
 Lori Kildal, Administration
 Kathy Mata, Classified
 Virginia Moran, Administration
 Jim Murray, Classified
 Nick Parisi, Administration
 Don Peavy, Faculty
 John Rude, Administration
 Robert Sewell, Management
 Bob Silverman, Administration
 Mike Smith, Faculty
 Marianne Tortorici, Administration
 Terry Truelove, Faculty
 Lael Willingham, Management

SOME "BIG IDEAS": The following design principles for the new organizational structure were identified at the original "re-org" meeting as those to be maintained throughout the dialogue:

- The structure must ENABLE OPEN COMMUNICATION.
- The structure must be FLEXIBLE AND RESPONSIVE to internal and external demands, with sufficient BREADTH AND DEPTH.
- Distinctions between and across work units, positions, constituency membership will be blurred to ENABLE FREE FLOW OF INFORMATION, IDEAS, AND DIALOGUE.
- The structure will support a REDISTRIBUTION OF POWER.

- CONSTANT REORGANIZATION will be enabled.
- TRIAL AND ERROR will be allowed and encouraged.

Key concepts in *Community of Practice*:

- Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly (Wenger, 2005). Some attributes:
 - Participants share a DOMAIN of interest.
 - Participants create a sense of COMMUNITY through dialogue, learning from one another, collaborating on purposeful activities.
 - Over time and with sustained interaction, participants develop a shared REPERTOIRE OF RESOURCES (“experiences, stories, tools, ways of addressing recurring problems—in short a shared practice”).

VVCC ORGANIZATIONAL CORE VALUES:

- Integrity
- Collaboration
- Innovation
- Accessibility
- Diversity
- Excellence

VVCC MISSION:

- CULTIVATE intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.
- CREATE exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.
- EMBRACE difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful learning environment for all.
- INSPIRE innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing student learning and community needs.
- EMPOWER each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

VVCC GOALS:

- Create SUSTAINABILITY AND ENVIRONMENTAL STEWARDSHIP for our colleagues, our students, and our community.
- Become an AGILE LEARNING ORGANIZATION consistent with the needs of students and the communities that the college serves.
- Offer educational programs that lead to meaningful and measurable STUDENT LEARNING AND SUCCESS THROUGH SEAMLESS TRANSFER opportunities to colleges, universities, and careers.
- Increase the number of students served through RECRUITMENT, PERSISTENCE, AND RETENTION STRATEGIES.
- Provide affordable and attractive options for members of the community seeking a post secondary education, which includes an environment in which DIVERSITY THRIVES.
- Develop and deliver enriching COURSES FOR COMMUNITY MEMBERS AND BUSINESSES seeking additional training and development.

Superintendent/President

Board Relations
Community Relations
Legal

Deputy Superintendent/Vice President **

Supervision of Deans, Faculty, and Classified
Community Education
Contract Education
Distance Education
Enrollment Management

Executive Dean, Student Services **

Athletics
Counseling/Advisement
One-Stop Services (A & R, Financial Aid, Assessment Center, etc.)
Special Grant-Funded/Categorical Programs (DSPS, EOPS/CARE, Cal-WORKs)
Student Activities

Executive Dean, Curriculum & Learning Resources

Catalog
Curriculum
Educational Accountability
Library
Scheduling
Teaching-Learning Center

Vice President, Administrative Services **

Auxiliary Services
Budget
Facilities
Fiscal Services
Mailroom/Receiving
Maintenance & Operations
Payroll & Benefits
Purchasing
Risk Management
Workers Compensation

Executive Dean, Institutional Effectiveness **

Accountability Reporting
Accreditation Liaison Officer
Assessment/Evaluation
Grant/Program Development
Research

Executive Dean, Technology Services **

Instructional Media Services
Management Information Systems
Technology Services & Support
Telecommunications

Director, Human Resources **

Chief of Police

Director, Marketing & Advertising **

Public Information
Marketing
Graphic Design
Writer
Lay-out
Publications
Webmaster

Foundation Director

(communication line to Cabinet as needed)

As communities of practice, VVC's interdisciplinary centers will serve as the hub for activities related to program development, planning, and improvement for new and existing programs and services. While the participation of faculty and administrators from across the disciplines is welcome and encouraged, each Center will be coordinated through and lead by an instructional area.

Interdisciplinary Centers (* Proposed)	Focus Area	Instructional Division Lead
Center for Sustainability *	<p>College Priority #1: Incorporate the principles and practices STEM of sustainability in all its applications across programs and service areas of the college.</p> <p>College Priority #2: Reflect the sociocultural diversity of the communities served.</p>	
Skills for Life *	<p>College Priority #3: Enhance strategies for student recruitment, retention, persistence, and success towards educational goals.</p> <p>College Priority #4: Infuse the educational experience of all students with innovation, creativity, and effective integration of new instructional technologies.</p> <p>College Priority #5: Improve the basic skills of students, defined to include all the fundamental tools for learning—pre-collegiate through transfer.</p>	Student & Workforce Development
Teaching-Learning Center	<p>College Priority #2: Reflect the sociocultural diversity of the communities served.</p> <p>College Priority #6: Develop and deliver instructional programs that meet the needs of the communities served, including those relevant to the following career pathways: Allied Health/Emergency Services; Transportation/Distribution/Logistics; Aviation; Environmental Technology/Sustainability Studies; Teacher Preparation; and Manufacturing.</p> <p>As the coordinating hub for continuing professional development of the college workforce, the TLC will facilitate our collective efforts to ensure programs and services maintain educational excellence.</p>	Executive Dean, Curriculum & Learning Resources

<u>Proposed Divisions</u>	<u>Proposed Departments</u>	<u>Disciplines</u>	<u>Proposed Add'l Areas</u> (* = New Interdisciplinary Centers)	<u>Program Leaders</u> (TBD)
ARTS & LETTERS	ENGLISH	ENGLISH JOURNALISM	PERFORMING ARTS CENTER WRITING CENTER LANGUAGE LAB INTERNATIONAL STUDIES	
	FINE & APPLIED ARTS	ART COMMUNICATION STUDIES MUSIC PHOTOGRAPHY THEATRE ARTS THEATRE ARTS-DANCE		
	FOREIGN LANGUAGE	ASL FRENCH GERMAN SPANISH		
	SOCIAL SCIENCES	ANTHROPOLOGY HISTORY PHILOSOPHY POLITICAL SCIENCE PSYCHOLOGY RELIGIOUS STUDIES SOCIOLOGY		
HEALTH SCIENCES & PUBLIC SAFETY	HEALTH SCIENCES	HEALTH SCIENCE NURSING RESPIRATORY THERAPY		
	PHYSICAL EDUCATION	PHYSICAL EDUCATION PHYSICAL EDUCATION-DANCE		
	PUBLIC SAFETY	ADMINISTRATION OF JUSTICE EMS FIRE TECHNOLOGY		
STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS)	LIFE SCIENCES	BIOLOGY ENVIRONMENTAL SCIENCE	CENTER FOR SUSTAINABILITY * MATH CENTER CHILD DEVELOPMENT CENTER FOSTER KINSHIP CARE PROGRAM INDEPENDENT LIVING PROGRAM	
	LOGISTICS/INFORMATION TECHNOLOGIES	LOGISTICS CIS CIDG/MERT ELECTRONICS GIS		
	MATH	MATH		
	PHYSICAL SCIENCES	ASTRONOMY CHEMISTRY GEOGRAPHY GEOLOGY OCEANOGRAPHY PHYSICAL SCIENCE PHYSICS		
STUDENT & WORKFORCE DEVELOPMENT	INDUSTRIAL TECHNOLOGIES	AGRICULTURE AUTOMOTIVE AVIATION CONSTRUCTION TECHNOLOGY CT-MAINTENANCE CT-MANUFACTURING CT-PUBLIC WORKS WELDING	CONTRACT EDUCATION COOPERATIVE EDUCATION NON-CREDIT PROGRAM GENERAL TUTORING PACE SKILLS FOR LIFE*	
	BUSINESS/MANAGEMENT	BUSINESS ADMINISTRATION BUSINESS ESCROW BUSINESS TECHNOLOGY COOPERATIVE EDUCATION ECONOMICS REAL ESTATE RESTAURANT MANAGEMENT		
	STUDENT DEVELOPMENT	BASIC SKILLS CHILD DEVELOPMENT EDUCATION ESL GUIDANCE		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

STUDENT SERVICES

Chapter 5

Non-Resident Tuition

AP 5020

Reference: *Education Code Sections 76140 et seq.*

Non-Resident Tuition: Students who are not residents of California for one year prior to the first day of the term will be charged non-resident tuition at the Board-approved rate per semester unit. Non-Resident students must pay non-resident tuition in addition to the California Community College Enrollment Fees. Students who believe they should be reclassified as a resident student have the responsibility to submit a residency questionnaire form with proper documentation to the Admissions and Records office for review and determination of residency status.

International Student fees: International students will be charged non-resident tuition and the California Community College Enrollment Fee. There is a non-refundable application processing fee of \$100 which will be applied toward the non-resident tuition upon acceptance of the international student.

Military Resident Exemption: Non-resident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions of higher education) are granted a waiver of non-resident tuition until they are discharged from their military service. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a non-resident and charged non-resident tuition until one year has elapsed since the out-of-state residence was surrendered.

High School Graduate Exemption: Students without lawful immigration status who attended high school in California for three or more years and graduated from a California high school or attained the equivalent are exempt from non-resident tuition. Students without lawful immigration status must file an affidavit with the Admissions and Records office stating that the student has filed an application to legalize their immigration status, or will file an application as soon as s/he is eligible to do so. Non-immigrant alien students are not eligible for exemption.

September 11, 2001 Exemption: If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from non-resident tuition. If the

dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Non-Resident Payment: Tuition must be paid in full within the designated timeframe indicated on the Victor Valley College website or by the beginning of the first day of the term. Fees must be paid within 24 hours of registration (See AP 5030).

Refunds: The same refund guidelines apply as those for other registration fees. (See AP 5030.)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

Student Services
Fees

Chapter 5
AP 5030

Reference:

Education Code Sections: 66025.3, 66060, 70902(a),(b)(9), 76060.5, 76140-2, 76140.5, 76223, 76300, 76350, 76355, 76360, 76361, 73365, 76370, 76375, 76385, 76395, 79121 et seq, 81457, 81458, 81670, 81901b3, 82305.6; Title 5 Section 51012, 514012, 54801-54805, 55234, 55450, 55451, 55753, 58500-58510, 59400-59410, CCCCCO Student Fee Handbook

Required fees include:

- A. Enrollment
- B. Non-Resident Tuition

Fees authorized by law include:

- A. Non-District physical education facilities
- B. Noncredit courses
- C. Community services courses
- D. Auditing of courses
- E. Instructional materials
- F. Athletic insurance
- G. Health
- H. Parking
- I. Transportation
- J. Student representation
- K. Student Center
- L. Copies of Student Records
- M. Dormitory
- N. Childcare
- O. Nonresident application processing
- P. Credit by Examination
- Q. Use of facilities financed by revenue bonds
- R. Refund processing
- S. Telephone / Internet registration
- T. Physical fitness test
- U. Instructional Tape Leases / Deposits
- V. Credit Card Use or Noncash
- V. International Student Medical Insurance Fee
- W. Providing Special Certificates

Prohibited fees include:

- A. Late application
- B. Add/drop
- C. Mandatory student activities
- D. Student Identification Cards
- E. Mandatory Student Body Organization

- F. Non-resident application
- G. Mandatory fieldtrips
- H. For dependents of certain veterans
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks.
- J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor
- K. Required or funded services
- L. Refundable deposits
- M. Distance education (Internet Access)
- N. Mandatory mailings
- O. ~~Rental of~~ Mandatory fee for use of -practice rooms
- P. Apprenticeship courses
- Q. Technology fee
- R. Late payment fee
- S. Nursing/healing arts student liability/malpractice insurance
- T. Cleaning fees
- U. Breakage fees
- V. Test proctoring

Collection and Refund of Fees/Tuition

Collection: Prior to the start of each term, all registration fees must be paid in full within five (5) working days of registering. Beginning the first day of each term, fees must be paid within 24 hours of registration. At the Bursar's Office, acceptable forms of payment are: cash, check, money order, MasterCard, debit card, Visa, Discover and American Express. Acceptable forms of online payment are: MasterCard, Visa, Discover and American Express.

Failure to Pay Financial Obligations: The district may withhold grades, transcripts and diplomas, and may withhold enrollment privileges or any combination thereof from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (California Education Code Section 72237).

Collection when Legislature Changes Fees Following Registration: When, by an act of the Legislature, the registration fees are increased during a semester in which a student has already registered and paid fees in full, the student will be sent a bill informing them of the fee increase. The student will be allowed to continue enrollment for the semester currently in progress, but will not be given a copy of a transcript, or allowed to enroll in classes the following semester until payment for the fee increase is made in full.

Refund Policy: Registration fees are refundable when a student withdraws from class(es) by the 10% point of the length of the course for short-term courses, by the end of the 4th day for winter/summer courses, or by the end of the second week for full-term fall/spring semester courses. The processing fee will be deducted from the refund. No refunds will be made after the second week of instruction. Students requesting a refund will be assessed a \$10.00 service fee.

THERE WILL BE NO REFUND OF PARKING FEES, ASSOCIATED STUDENT BODY FEES, STUDENT REPRESENTATION FEES, OR STUDENT USE FEES BEGINNING ON THE FIRST OFFICIAL DAY OF INSTRUCTION.

A Refund Request Form must be submitted to the Bursar's Office by the drop deadline. Please refer to the current term schedule for specific dates. A refund check will be mailed to the student within six (6) to eight (8) weeks.

Students will receive a full refund for any classes cancelled by the college or from which they are administratively dropped. Refunds will be processed automatically by the district. No Refund Request Form is required and the refund processing fee will be waived.

Processing Time: The processing time for semester refunds is approximately two weeks after the last day to drop a full-term class. Once this time frame has lapsed, refunds are then processed on a monthly basis.

Non-resident student tuition will be refunded at the same rate as residents.

Collection of Fees for Service or Other Fees:

- (A) Fees are payable online for transcript requests (first two copies free) and enrollment and degree verification.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

STUDENT SERVICES

CHAPTER 5

Withholding of Student Records

AP 5035

Reference: ***Title 5, Section 59410***

(A) Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has failed to pay a proper financial obligation due to the District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

(B) The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

(C) A hold may be placed on a student's academic record and subsequent term registration when the student has an outstanding obligation to the District. Once the student satisfies the obligation, the hold will be released.

Model College Council Purposes, Roles, Functions, and Membership

- I. Purposes, Roles, and Functions of a Model College Council
 - A. The fundamental purpose of the College Council should be providing information, facilitating communication, and solving problems related to shared governance.
 - B. The Council should function as a clearinghouse for potential or actual shared-governance issues.
 - 1. Refer issues to appropriate organizational structures if they already exist.
 - 2. If they do not exist, recommend establishment of new committees, to include the following elements:
 - a. Specific committee charges
 - b. Number of members
 - c. Selection/representation criteria
 - d. Terms of service
 - e. Reporting
 - 3. Engage in regular two-way communication with constituent groups and the campus community about issues.
 - C. The Council should provide information to and model best practices for shared-governance committees. For example:
 - 1. Develop and distribute a description of the member and convener responsibilities that the College expects to be fulfilled on its committees.
 - 2. Adhere to best practices in committee representation. For example, representatives should participate in discussions and decision-making fully empowered to act on behalf of their constituents; only rarely should they have to check with their constituents before acting, and then only if they feel inadequately informed regarding their constituents' interests related to the issue at hand.
 - 3. Describe alternative practices for committee decision models and quorums.
 - 4. Provide information on open-meeting practices.
 - 5. Provide information on interpretation and application of Title 5 governance requirements.
 - 6. Inform all committees that minutes or summaries are required.
 - D. The Council should serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
 - 1. X Committee
 - 2. Y Committee
 - 3. Z Committee
 - 4. The Council may recommend addition of any other committees that should report to it.
 - E. The Council should assume oversight and maintenance of the Organizational Handbook.
 - F. The Council should monitor Policies and Procedures related to shared governance, and recommend modifications thereof, or new Policies or Procedures, as needed.
 - G. The Council should coordinate the systematic evaluation of governance and administrative structures, processes, and services. For example:
 - 1. Request and participate in the design of surveys.
 - 2. Monitor committee participation by constituencies and Areas.
 - H. The Council should coordinate campus training in shared governance principles and practice.
 - I. The Council should promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.
 - J. The Council may take on additional responsibilities appropriate for the top-level shared-governance body at the College.
 - K. All action items approved by the Council constitute recommendations to the College President.
 - L. The Council should make its recommendations on the basis of consensus.

II. Membership of the College Council (designees are discouraged)

A. Model

1. College President
2. Vice President, Instruction
3. Vice President, Student Services
4. Vice President, Administrative Services
5. Faculty Senate President
6. CSEA President
7. Classified Senate President
8. Associated Students President
9. Management Team Chair
10. Faculty Association President
11. Resource persons as needed

B. Members of VVC College Council as of October 11, 2011

1. Cabinet

- a. College President
- b. Executive Vice President, Instruction and Student Services
- c. Vice President, Administrative Services
- d. Vice President, Human Resources
- e. Executive Dean, Institutional Effectiveness
- f. Executive Dean, Technology and Information Resources
- g. Dean, Instructional Programs (1)
- h. Dean, Student Services
- i. Director, Marketing and Public Information

2. Faculty Senate

- a. President
- b. 1 Department Chair
- c. 2 additional representatives

3. CSEA

- a. President
- b. 2 additional representatives

4. Associated Students

- a. President
- b. 2 additional representatives

5. Classified Management Association

- a. 3 representatives

6. Faculty Association (CTA)

- a. President
- b. 1 additional representative

7. Part-time Faculty Union (AFT)

- a. 1 representative