

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, Oct. 2, 2014

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

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim	X	Gibbs, David	Briggs, Josh
KIN	X	Blanchard, Debra	X	Rubayi, Khalid	Burg, Ed
Science	X	Cerreto, Richard			Butros, Mike
LA	X	Ellis, Lisa		Executive Officers	Golder, Patty
Science	X	Harvey, Lisa	X	Oliver, C., President	James, Pam
PAC	X	Heaberlin, Ed	X	Davis, T., Past-President	Jennings, Patti
AC	X	Hollomon, Dave	X	Gibbs, J., Vice-President	Krasney, Kelly
ATC	X	Malone, Patrick	X	Huiner, L., Secretary	Pendleton, Joe
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	Ruiz, Maria
VOC	X	Menser, Gary			
C & L		Ochoa, Lorena		Part-time Faculty Representative	
RPSTC		Oleson, Dave	X	Akers, Glenn	
ALDH	X	Ramming, Alice	X	Elsmore, Cheryl	Guests
LA	X	Tomlin, Karen (proxy L. Ellis)			Javaheripour, GH
ALDH		Truelove, Terry			Murphy, Deanna

Special Guest - Deanna Murphy, Acting Director of Auxiliary Services: Bookstore Update
 Encourage faculty to let bookstore know when they are having problems. Send all communication to ramsbookstore@vvc.edu. Goal to make improvements; bookstore is making adjustments, addressing concerns of various constituent groups. GH Javaheripour encourages faculty and students to use bookstore.

Additions and Revisions to the Agenda

1. Action/Information Items

- 1.1 Action: 9/4/2014 Academic Senate Minutes M/S/U (J. Gibbs, Heaberlin) **Y**
- 1.2 Governing Documents Revision: Bylaws – 2nd Reading (Menser, Butros) Discussion re: adjunct feeling largest constituent group is undervalued and underrepresented. Motion to table until the next meeting to allow for more adjunct participation in the bylaws M/S/C (Elsmore, Akers) YES VOTES: Akers, Adell, Blanchard, Cerreto, Elsmore, Harvey, Hollomon, Malone, McCracken, Ramming, Rubayi. NO VOTES: Ellis, Heaberlin, Menser, Tomlin, D. Gibbs. **Y**
- 1.3 Governing Documents Revision: Constitution – 2nd Reading (Davis, Butros) Motion to table until next meeting. M/S/C (Elsmore, Akers) YES VOTES: Akers, Adell, Blanchard, Elsmore, Harvey, Hollomon, Malone, McCracken, Ramming. NO VOTES: Cerreto, Ellis, Heaberlin, Menser, Tomlin, D. Gibbs, Rubayi. **Y**
- 1.4 Information: Curriculum Committee Minutes 06/24/2014, 09/11/2014

2. President's Report and Announcements

- 2.1 Accreditation – One month closer to our deadline for accreditation, nothing has transpired in last month, steering committee has not met yet. Rec. 3 has been taken care of, rec. 6 on fiscal stability awaiting CTA and CSEA union negotiations.
- 2.2 Enrollment Management – Met with administration last week, we are going to try to achieve middle- sized school, must meet approx. 9,600 FTES for year; discussed philosophy but no target FTES shared with faculty. Will need some sort of winter and summer in order to meet the 9,600 goal. Normally have 400 FTES banked from previous summer to add to fall, but this summer came up short, so only added 10 FTES from summer to the fall term. For winter a number of sections will be offered: 15 CTE; 20 HASS; 10 STEM. Discuss a senate resolution to request increased size of winter session.
- 2.3 Hiring 2014-2015 – Counseling and Fire Technology in process. Reminded administration that there were four positions budgeted and four vacancies last year. They have our list of recommendations from last year. Working with Superintendent/President for better understanding of the FON, should be going up 4 positions next fall.
- 2.4 Board of Trustees Meeting /Budget Workshop – Very collegial meeting last month. Video is online.

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

- 2.5 In-Service Day at VVC – September 19, 2014 – Went well, good participation.
- 2.6 Multi-Discipline Drill at Regional Public Safety Training Center – Nov. 6, 2014 – Encourage everyone to attend.
- 2.7 Winter Session Update – Discussed above.
- 2.8 Other – Mike McCracken – Early Alert Initiative – Handout on process from Student Success and Support Committee, will be sent by email tomorrow. Due by Oct 8, since drop date is Oct 10; mandated activity. Late start or short-term classes should be done by mid-point. New counselor will be working on it.

3. Executive Officer’s Reports

- 3.1 Vice President, Jessica Gibbs – Environmental Health & Safety Committee has been filled by Adjunct instructor Ashley Garcia. Attended “Dealing with Disruptive Behavior” webinar, audio problems, will be sending out notes to faculty, also have ability to download and watch it. Student code of conduct is in the catalog and could be added to syllabus or posted in areas.
- 3.2 Secretary, Leslie Huiner - No report.
- 3.3 Treasurer, Steve Toner - \$86 in donations for food. \$64 spent for today, balance of \$40.06.
- 3.4 Past President, Tracy Davis – Fair Accreditation Workshop today featuring CCSF, can view video online.
- 3.5 Part-time Representative Report – Cheryl Elsmore – Concern about spending \$100,000 on speakers on campus but no dedicated phones in classrooms to contact police when dealing with emergency situations. Early warning system has been contentious in College Council meetings. Glenn Akers – Request to add names of part-time representatives to agenda reports.

4. Senate Representative Reports

- 4.1 Other

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Submission for STEM for draft technical review was yesterday. New online upload process was sent out, documents should not be sent to her. Annual Updates due on December 1, can submit draft to committee for feedback. Committee area representatives are listed on CFIE web site and senate program review web site.
- 5.2 Honors Program – Tim Adell -- Oct 24, Saddleback College is having Honors symposium for teaching.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – Patty Golder has been elected chair of committee, will be sending out forms for review.
- 5.4 Curriculum Committee – Debby Blanchard – Met with VPI and will be training instructional staff to help faculty with their questions.
- 5.5 Distance Education Senate Committee –
- 5.6 Basic Skills Committee – Pat Wagner
- 5.7 Legislative Analysis Committee – Lisa Harvey
- 5.8 Other

6. Shared Governance Reports

- 6.1 Technology Committee – Ed Burg
- 6.2 Facilities Committee – Tom Miller
- 6.3 Finance, Budget & Planning Committee – Joe Pendleton – Faculty was not represented on the committee on efficiency. Watch out for your DataMart data.
- 6.4 Student Success and Support Committee – Peggy Mayer – Student Support Plan is ready, due Oct. 17. College Fair for transfer held on Oct. 20, please encourage students to attend.
- 6.5 Distance Education Shared Governance Committee – Lisa Ellis
- 6.6 College Council – Claude Oliver – Short meetings.
- 6.7 Other

7. **Public Comments**

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

For Ed Heaberlin – Antigone play opens this weekend.

Patty Golder – Concerned about need for early discussion so we have time to offer suggestions and solutions at meeting.

Alice Ramming – Was adjunct for 11 years, would help if adjunct talked to other adjunct about issues.

8. **Adjournment**

Adjourned at 5:11p.m.