

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, November 2, 2017

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

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

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

Called to order at 3:30p.m. Steve Toner to run meeting, Jessica Gibbs and Lee Bennett are at AS Fall Plenary

Additions and Revisions to the Agenda

Special Guests: Dr. Melanie Jones, Dean of Instruction, Distance Education and Library Services – Welcome and introductions. AB 288 came from state level, BOT decided to pursue it as an institutional goal, we're being thoughtful about following guidelines. Being transparent about the program, contact her or Mark Clair with questions. There is no funding for the program. Faculty discussed concerns about planning in advance to allow for staffing, classroom management, meshing schedules, not supplanting on-campus sections, need for background training for teaching high school students, process for lab classes. Per Clair, currently no lab classes at the high schools, some classes require more time for lab than is available; Dean Eygdahi, Lisa Harvey and TJ Kennedy are making a site visit, if we decide lab is not adequate we will not teach classes there. All faculty are VVC faculty.

Mark Clair, Coordinator, Dual Enrollment and Off-Site Programs – Update on dual enrollment, for fall we are running 15 sections at 4 high schools, the majority at Hesperia High School. For spring 2018 we will be expanding, slow growth, reaching out to CTE. Pathways to law school, construction technology and education programs, beginning classes would be offered in high school setting, then students would transfer to VVC. Guided pathways could be meshed together with dual enrollment. AB 288, college career access pathway, allows for limitation to only high school students, as of right now, they're all high school students. Concurrent enrollment will still exist. AB 288 doesn't supplant classes already offered here. Enrollment is 27-30 students per class at HHS, 15-20 at other sites, we are sticking to the class caps, but did allow lower minimums with VP approval due to the fact it's a brand new initiative that we're trying for the first time, most are robust enrollment. Classes do not show up in WebAdvisor because they are not open enrollment. Deans have done site visit at every class to tell students about the college.

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 10/05/2017 Motion to approve (Butros, Blanchard) M/S/U Y
- 1.2 Information: Curriculum Committee Minutes 09/28/2017, 10/12/2017

2. President's Report and Announcements

Jessica Gibbs provided written report

- 2.1 Replacement of Vacant Area Representatives – Two new area reps will serve remainder of this year, Jacqueline Stahlke for Counseling and Library, Bryan Asdel for Adjunct Faculty.
- 2.2 College Council – Waitlist Guidelines for students and faculty were approved with minor edits that do not change content of documents. Discussions still need to take place on best way to disseminate guidelines to students. Document for faculty will be available on senate web page. Per Tracy Davis,

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

Kevin Leahy has been asked if we could disseminate guidelines to students as an attachment in WebAdvisor waitlist. Jessica will send out both documents to all campus constituents next week. Had to defend senate's role on this project at council in response to criticism from a member who thought document should have originated in student services. Reps have a responsibility to bring discussions from their areas. DSPS name change to "Access Resource Center" was approved.

- 2.3 Scheduling Time Blocks – Department Chairs are planning fall schedule and being told that 3-unit classes and labs must follow a prescriptive time block, impacts classrooms, changes how we do scheduling, major impact on scheduling, fewer classes can be offered, impact on students.
- 2.4 Other – Jessica is attending Fall Plenary this week, she sent resolutions to all faculty via email, if there are resolutions that you have a strong opinion on, please send her an email with your input. Lee Bennett, Maria Ruiz, and Eartha Johnson are also attending plenary.

3. Executive Officer's Reports

- 3.1 Vice President, Lee Bennett
- 3.2 Secretary, Leslie Huiner
- 3.3 Treasurer, Steve Toner - \$39 in food donations, current balance \$95.11
- 3.4 Past President, Claude Oliver

4. Senate Representative Reports

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Bryan Asdel – Per Akers, all adjuncts are happy except for die-hard Dodgers fans. Jefferies glad to have third rep seat filled.
- 4.2 Area Representatives – Michael Butros – Received an email from dean regarding a person who would be qualified to teach at VVC. Transcript was from a certificate program, which does not qualify person to teach in dual enrollment or at community college. If you get requests from a dean, make sure faculty meet minimum qualifications to teach.

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Julia Wendt -
- 5.2 Honors Program – Tim Adell- Sent letters to instructors of English 45 and 101 and History 118 to recruit students for upcoming honors classes.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Meeting tomorrow, looking at PLO 6-year calendars and also moving towards changing our PLOs to be a single program learning outcome for both programs and certificates. Amy Driscoll said to align SLOs with PLOs to assess them both at the same time.
- 5.4 Curriculum Committee – Debby Blanchard – Email from Melanie Jones was sent out with deadline for catalog, requires Curriculum Committee approval by Dec. 14, and BOT and Chancellor's Office approval by March 30 to appear in the next year's catalog. Addendum went out, included new courses. Curriculum Committee is discussing PLOs because we require all certificates and degrees to have unique PLOs, it came to her attention through accreditation that maybe that's not right, we should have one set of PLOs for the discipline that covers all certificates and degrees. Could easily be entered as a rubric into CurricuNet for each discipline. Training sessions are being held, 15 people attended last training, with 14 of those being new faculty. META update: probably will be implemented during summer, almost all certificates are in system. Chancellor's Office has kicked back 2 or 3 certificates with classes that have not been updated in 2 years.
- 5.5 Basic Skills Committee – Patty Golder – Will be meeting Tuesday Nov. 21st, 8 or 9 faculty are interested, will be looking at how money is disbursed.
- 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 – Meeting Nov. 16. Dean Lopez commissioned a group to look at student handbook and make revisions for a fresh look; Justin Gatewood /webmaster talked about having it as an organic document online that can be updated and changed. Discussed grade submission deadlines, reminded them we're at 8 days but we don't have a finals week, while other community colleges that have a finals week are at 5 days. A committee member will survey articulation listserv for feedback on what other colleges are doing. Looking at

committee charge, recommending procedures for student discipline and also student recognition, will be vetting that through committee. Looking at Early Alert program, until SSSP Counselor is hired to re-implement it, we are out of compliance until we get somebody to take charge of it again, although many faculty are doing their own version of early alert. SSSP Counselor position should start in the spring 2018.

- 6.4 Distance Education Advisory Committee – Tracy Davis – Meeting Tuesday. DE Academy moved to Dec. 1, dean is presenting many workshops and Blackboard reps can also be there. Presenting “accessibility in DE courses” workshops, all DE classes must be accessible by January 1, 2018. Administration agreed to offer DE instructor certification for fall, had 25 people sign up, waitlist of about 5 people, working on hybrid version for winter, but it needs to be approved, Melanie has been very supportive. Attending DE Academy has nothing to do with DE instructor certification. Process is very clear and detailed, we need to be in compliance for accreditation. Discussed issue with online classes that open up all contact at one time, it is not in compliance with contact hours, interactive discussion must be held weekly.
- 6.5 College Council – Jessica Gibbs
- 6.6 Technology Committee – Steve Toner – Toner elected chair of committee, last Thursday there was discussion on looking at committee charge, reviewing APs/BPs, will be meeting on fifth Thursday this month and start working on the Tech Master Plan.
- 6.7 Other

7. **Public Comments**

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

Jackie Augustine - Fall Student Speech Contest is in November.

Michael Butros – Request that we invite new program review coordinator to next senate meeting to give update on process.

Glenn Akers – Lake is being used to dump species like piranhas and snapping turtles, they have disturbed ecosystem, need to make some repairs, will contact Steve Garcia.

Ed Heaberlin – First two weekends in December will be presenting “The House of Bernarda Alba.” Justin Gatewood has been making nice banners for the web site.

Debby Blanchard – Dance department shows on Dec. 8, 9, 10.

Michael Butros - Two students will be presenting Nov. 18 at the So. Cal. Consortium for Undergraduate Research at Cal Poly Pomona.

8. **Adjournment**