

# VVC Academic Senate Meeting

## APPROVED MINUTES

Thursday, December 1, 2011

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

Area		Area Representative		At-Large Area Representative	Members
Science		Cerreto, Richard		Vacant	Adell, Tim
ALDH		Cline, Diane	X	Cole, Chris	Basha, Claudia
C&L	X	Contreras, Fernando			Bozonelos, Dino
Science		Ellis, Lisa		<b>Executive Officers</b>	Burg, Ed
LA	X	Golder, Patty	X	Harvey, L, President	DeLong, Carol
ATC	X	Malone, Patrick		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	Jennings, Patty
ATC	X	Ruiz, Maria			James, Pam
Voc.	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	Mayer, Peggy
LA	X	Toner, Stephen	X	Akers, Glenn	Oliver, Claude
ALDH	X	Truelove, Terry	X	Elsmore, Cheryl	Miller, Tom
Voc.		Visser, Mike			<b>Guests</b>
Ac. Com.	X	Young, Henry			Allan, Peter
PE					Durheim, Carl
					Knight, Leonard
					Sullen

Called to order: 3:31p.m.

### Special Guests:

*Carl Durheim, Bookstore Operations Assistant – Textbook Adoption Procedures*

Discussion regarding new procedures and form, adoption schedule, rental process via website.

*Leonard Knight, Chief of Campus Police – Campus Police Update*

Distributed Annual Security Report, 2010. Parking passes re-issued soon in rear-view hangar format, 2/person, working on plan to pay for replacements. Working with local cities to make campus safe, plan in place to deal with potential campus “Occupy” movements. Training: instructors need more training in regard to emergency preparedness, working with Chancellor’s Office within the Southern California region to put on training sessions for emergency preparedness. Number of sexual predators on campus has tripled. Numerous arrests for marijuana. Campus police are also responsible for Excelsior.

### 1. Action/Information Items

- 1.1 Approval: Nov. 10, 2011 minutes (Hollomon, Golder) Y
- 1.2 Approval: Curriculum Committee Actions – 10/27/11 (Golder, Toner) Y  
New TMC degrees not approved by Chancellor’s Office because we are on sanction for accreditation.
- 1.3 Institutional Learning Outcomes - 1<sup>st</sup> Reading - Motion to approve at a 1<sup>st</sup> reading to include in accreditation report due in March. (Blanchard, Akers.) Y
- 1.4 Definitions of Instructional Program and Non-Instructional Program - 1<sup>st</sup> Reading - Motion to approve at a 1<sup>st</sup> reading to include in accreditation report due in March. (Blanchard, Akers.) Y

### 2. President’s Report and Announcements

- 2.1 Accreditation Gap Analysis – Report and executive summary available on Institutional Effectiveness web site. Please review.
- 2.2 Program Review – Due today, please turn them in.
- 2.3 TracDat Assessment System – Company to install on 12/14-15, will transfer SLOs from Curricunet into this system. Will be accessed through senate web site, training videos will be available.
- 2.4 Academic Senate Allocations Committee Augmentation Funds – Committee will be meeting to allocate the \$200,000 fund at beginning of February.
- 2.5 Perkins Committee – Per Claude Oliver, he and Paul Toning are faculty members on oversight committee; new procedure to look at budgets not encumbered by Dec. 17 and possibly re-allocate unspent funds in February. Committee will be prioritizing departments that did not receive funds or were not fully funded. Committee is making recommendations. Applications for next year due March 16, same committee will review and make decisions for allocations. Perkins fund not intended for replacement expenditures, but rather for new ideas.
- 2.6 Institutional Effectiveness Committee – College Council discussed and approved a standing shared governance Accreditation Committee; created a sub-committee of College Council to review efficacy

of current committees including IEC, to be chaired by Debby Blanchard. Per Peter Allan, may be an MOU for faculty pay to attend committee meetings during the winter break.

2.7 Other

3. **Executive Officer's Reports**

- 3.1 Past President, Debby Blanchard – No report.
- 3.2 Vice President, Tracy Davis – No report.
- 3.3 Secretary / Treasurer, Leslie Huiner – Thank you for food donation money \$51.
- 3.4 Part-time Representative Report – Cheryl Elsmore, worked on sub-committee to look at AP for key procedures. Glenn Akers, no report.

4. **Senate Representative Reports**

5. **Committee Reports or Special Reports**

- 5.1 Program Review Committee – Debby Blanchard – Canceled meeting due to time conflict with IEC. Working on handbook.
- 5.2 Graduation Requirements Committee – Pam James – No report.
- 5.3 Basic Skills Committee – Jeff Redona – Per Fernando Contreras, still having problems with funding for BSI, funds are being spent primarily on tutors despite committee recommendations.
- 5.4 Honors Program – Tim Adell - POLS H102 offered in spring. Students presenting at UCI conference.
- 5.5 SLO Coordinator Report – Lisa Harvey – No report.
- 5.6 Curriculum Committee – Debby Blanchard – Curricunet issues. Approvals happening faster.
- 5.7 Teaching Abroad Committee – Dino Bozonelos – Reestablished in 2009 with goal of providing students opportunity to study abroad and gain FTES, replaced prior program. Before 2007 students were redirected to Citrus College for consortium for international education. Completed program review; increase in FTES with zero based budget other than instructional cost. Hindrance to continued success is inconsistency in administration in recent years. Recent committee change from study to teaching abroad puts study abroad back in administrative realm. Fear that administration is not interested in study abroad. Possibility to re-join consortium at Citrus College.
- 5.8 Distance Education Committee – Tracy Davis – No report.
- 5.9 Academic Senate Allocations Committee – Lisa Harvey – Reported Above.
- 5.10 Foundation Report – Scott Jones -- No report.
- 5.11 Educational Master Plan – Michael Butros – Committee is working, need volunteers to work on committee and email him if you are interested, don't have to attend meetings. Need faculty to be a point person in your respective work areas.
- 5.12 Distance Education Master Plan – Lisa Ellis – No report.
- 5.13 Senate Process Efficiency Committee – Tom Miller – Good response to email request for issues, will start prioritizing, send input to him for process-oriented issues.

6. **Shared Governance Reports**

- 6.1 Technology Committee – Ed Burg – Hard time getting feedback from current faculty members for meetings. Reviewing objectives and mission.
- 6.2 Facilities Committee – Dave Hollomon -- West Campus Drive is under construction. Pedestrian signals delayed due to problem with manufacturer of signals. Turn-around is working well. Concern that opening faculty parking to everyone at 5:30 p.m. should be extended to later time period, such as 6:15p.m., especially relevant due to new spring time blocks.
- 6.3 Safety & Security Committee – Dave Oleson – No report.
- 6.4 Finance & Budget Committee – Lisa Harvey – Working on rubrics for budget augmentation.
- 6.5 College Council – Debby Blanchard – Key Loss administrative procedure required adjunct faculty to turn in keys at the end of the semester; sub-committee chaired by Cheryl Elsmore worked on new language that allows adjunct to keep keys if they are scheduled to teach in same room. Synergy tabled again. Discussed APS that were approved. Proposal to suspend direct student loan at VVC. 21 colleges in state including Barstow and Chaffey have already suspended it.
- 6.6 Diversity Committee – Sherri Pierce – No report.
- 6.7 Staff Development Committee – Greg Jones – No report.
- 6.8 Student Services Committee – Peggy Mayer – Discussing matriculation plan; reviewed APs

approved by College Council. Testing the Early Alert project right now, looking for a few teachers to submit names for failing students to beta-test database, send names to Stephen Toner. Scheduled Feb. 9, 2012 for student services welcome day for new students. Next meeting 2/19.

7. **Adjournment**  
Meeting adjourned at 5:01p.m.