

# VVC Academic Senate Meeting

## APPROVED MINUTES

Thursday, Dec. 5, 2013

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

		Area Representative		At-Large Area Representatives	Members
KIN		Blanchard, Debra		Butros, Michael	Burg, Ed
Science		Gibbs, David	X	Menser, Gary	Cerreto, Richard
Science	X	Gibbs, Jessica			Cole, Chris
LA	X	Golder, Patty		<b>Executive Officers</b>	Ellis, Lisa
PAC	X	Heaberlin, Ed		Davis, T., President	James, Pam
PSTC		Jones, Scott		Harvey, L, Past-President	Jennings, Patti
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	
C & L	X	Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	
ALDH	X	Ramming, Alice			<b>Guests</b>
VOC	X	Rubayi, Khalid		<b>Part-time Faculty Representative</b>	Allan, Peter
ATC	X	Ruiz, Maria	X	Akers, Glenn	Oklander, Sergio
ALDH		Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.	X	Young, Henry			

Called to order at 3:32 p.m.

### Additions and Revisions to the Agenda

#### 1. Action/Information Items

- 1.1 Action: 11/14/2013 Academic Senate Minutes (Gibbs, J., Burg) Y
- 1.2 VVC Distance Education Faculty Certification Requirements – 1<sup>st</sup> Reading –Discussion: what qualifies for certification?; suggestion that approval be made by the senate distance education committee, not the shared governance committee; Department of Education requirements; ACCJC requirements; documenting that we meet requirements; committee is working on handbook; free 3-day workshop at Mt. San Jacinto in January. Will be 2<sup>nd</sup> reading in February.
- 1.3 Information: Curriculum Committee Minutes 10/24/2013

#### 2. President's Report and Announcements – (Submitted in writing due to illness, shared by VP Oliver)

- 2.1 Aviation Hire (Pending BOT approval, January 2014) – 3 final candidates interviewed in November, hiring confirmation pending BOT approval. 11 CTE programs shut down at Long Beach City College.
- 2.2 ACCJC Midterm Report – Committed group of faculty are going to work on it over winter holiday, draft document to be ready by Feb. 6 for review at our next senate meeting.
- 2.3 Spring 2014 Convocation, February 7, 2014 – Schedule is being finalized, workshops on distance education, syllabi creation, and impact of Student Success Act, please mark your calendar.
- 2.4 Distance Education Classes and Access – Administration and possibly classified employees have been entering online classes without the instructor's permission, supposedly in response to student complaints. Senate and union are discussing issue with administration. If you have experienced any problems with this, contact Tracy Davis and copy the email to VVCFA President Gary Menser and Distance Education coordinator Lisa Ellis. Not following the process for student complaints. New ACCJC requirements, district required to keep track and document all student complaints for review to make sure they have been resolved, go into effect next March. Should write an Administrative Procedure to cover student complaints, some complaints are resolved at the chair level, they don't move on to the dean or administrative level, how will they be documented? Online student complaints should follow same procedure as face-to-face classes; committee is working on process to make sure that deans know the proper procedures. Sergio Oklander suggests a "LiveTime Workorder" type of system for tracking. VVC web page has a discrimination complaint form.

- 2.5 Hiring Update – Senate list of hires was sent to administration. Handouts: “Full Time Faculty Obligation Basic Principles.” Per spreadsheet, at VVC 38.9% of classes are taught by full-time faculty, per Chancellor’s Office the goal is 75%, we are 2<sup>nd</sup> lowest in the state. FON and the calculation method no longer published on Chancellor’s Office web page.
- 2.6 Other – Sergio Oklander – IT required to work on Datatel upgrade, scheduled during grade submission. Caused by communication failure, but there is also a misperception of what is going to happen. Datatel and WebAdvisor will not be available Dec. 20 through Jan. 1. On Jan. 2 it will be on, but don’t want to overload system, so it can be accessed on campus but not off-site; faculty will be given a “back-door” link to go online and post grades, no student access. Back to normal on Jan. 6. Deadline for grade submission has been postponed to Jan 9.

### 3. Executive Officer’s Reports

- 3.1 Past President, Lisa Harvey –
- 3.2 Vice President, Claude Oliver – Handout: “Board Excellence in Accreditation: Using Data in Pursuit of Quality” select slides from CCLC trustee workshop. Prior ACCJC recommendation to our board was to avoid micromanagement.
- 3.3 Secretary, Leslie Huiner – No report
- 3.4 Treasurer, Steve Toner - \$62 food donations, balance of \$73.86
- 3.5 Part-time Representative Report – Glenn Akers – 3 calls from teachers disgusted with coffee vending machines, can someone help to get them fixed?

### 4. Senate Representative Reports

#### 4.1 Other

Karen Tomlin – Do we have the right to tell a student not to take our class if the student won’t be able to pass the class, is there any policy on that? Potential discrimination problems, unless prerequisite or age limits. Student may need referral to counseling or DSPS. What if student has threatened you with physical violence? Campus police and student discipline should be involved. If an instructor is planning to use Blackboard extensively, does she need training and does she need to advertise it as a web-enhanced class? It should follow the course outline of record, it should not be mandatory unless class is approved as web enhanced, supplemental online use is different. Request for more information on web enhanced, supplemental vs. mandated, etc. as a convocation workshop.

### 5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Review dean’s tier 1 and tier 2 templates for PRAISE process, help ensure faculty have input into division summary, maybe through a signature page showing that chairs have had an opportunity for input.
- 5.2 Honors Program – Tim Adell
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs
- 5.4 Curriculum Committee – Debby Blanchard
- 5.5 Distance Education Senate Committee – Paul Tinning
- 5.6 Basic Skills Committee – Pat Wagner – Per Karen Tomlin, last meeting tomorrow, processed 6 requests for BSI money and testing new process, overall it’s moving along.
- 5.7 Other

### 6. Shared Governance Reports

- 6.1 Technology Committee – Ed Burg – No report.
- 6.2 Facilities Committee – Tom Miller
- 6.3 Finance, Budget & Planning Committee – Claude Oliver – Handout “Community College League of California” email on Nov. 25 regarding good budget news. Last few meetings were canceled, meeting again in January.
- 6.4 Student Success and Support Committee – Peggy Mayer – Meeting next week. Electronic education plans are in process, required by Student Success Act for funding. Enrollment management required so students will be able to successfully meet their goals, the classes added to the ed plans need to be offered, goal is Fall 2014 for enrollment management. Complete culture change, tough transition, but necessary and mandated. Need for investment in infrastructure: more faculty and staff to support these mandates.

6.5 Distance Education Shared Governance Committee – Lisa Ellis – Regular and effective contact is very important, if you're not sure what it is or if you're doing it, look at faculty resources page in Blackboard, policy is there, be familiar with it and make sure your classes have it.

6.6 College Council – Claude Oliver -

6.7 Other

7. **Public Comments**

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

8. **Adjournment**

Happy Holidays! Meeting adjourned at 4:56p.m.