

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, May 3, 2012

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

Area		Area Representative		At-Large Area Representative	Members
Science	X	Cerreto, Richard		Vacant	Adell, Tim
ALDH		Cline, Diane	X	Cole, Chris	Bozonelos, Dino
C&L	X	Contreras, Fernando			Burg, Ed
Science	X	Ellis, Lisa		Executive Officers	Cole, DeeDee
LA	X	Golder, Patty	X	Harvey, L, President	Gibbs, Jessica
ATC	X	Malone, Patrick	X	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	James, Pam
ATC		Ruiz, Maria			Jones, Scott
Voc.		Rubayi, Khalid		Part-time Faculty Representative	Mayer, Peggy
LA	X	Toner, Stephen	X	Akers, Glenn	Menser, Gary
ALDH		Truelove, Terry	X	Elsmore, Cheryl	Oliver, Claude
Voc.		Visser, Mike			Pendleton, Joe
Ac. Com.	X	Young, Henry			Redona, Jeff
KIN					Tomlin, Karen
					Wagner, Pat
					Guests
					Allan, Peter

Called to order 3:38p.m.

Additions and Revisions to the Agenda

1. Action/Information Items

- 1.1 Approval: April 5, 2012 minutes (Toner, Akers) Y
- 1.2 Approval: Curriculum Committee Actions – 03/22/2012, 03/29/2012 (Blanchard, McCracken) Y
- 1.3 Distance Education Plan – Lisa Ellis – 1st Reading – Will do 2nd reading in June.
- 1.4 Bylaws Amendment – 2nd Reading (Davis, Golder) Y

2. President's Report and Announcements

- 2.1 Accreditation Site Visit – At the April visit, two WASC committee members met with employees on campus including Program Review Committee. Official report comes out in June.
- 2.2 Summer 2013 – Per administration, comparing cost of FTES in spring vs. summer, offering base of 300 FTES, may expand. Summer 2012 is 640 FTES. Administration will use same rubric used last year to determine classes to be offered.
- 2.3 TracDat Assessment System – Faculty will receive spreadsheets from dept. chairs or Lisa Harvey with assessment data to be uploaded; do not forget to submit paperwork for pay.
- 2.4 Graduation – Friday, June 8, at 5pm. Limited number of black robes available. Reception at 4pm in Bldg. 72.
- 2.5 Other - Acknowledgment of Carol Golliher's last senate meeting and all of her contributions to senate and VVC. She will be missed!

3. Executive Officer's Reports

- 3.1 Past President, Debby Blanchard – No report.
- 3.2 Vice President, Tracy Davis -- Showed sample ballot box and ballot. Part-time faculty will use SharePoint for online voting. Citrus College interested in VVC joining study/travel abroad consortium.
- 3.3 Secretary / Treasurer, Leslie Huiner – Donations for food money \$60.
- 3.4 Part-time Representative Report – Cheryl Elsmore -- Grateful that fall schedule is up. Glenn Akers - - Part-time faculty are concerned about accreditation, request that administration send out update letting us know when report will be due.

4. Senate Representative Reports

5. Committee Reports or Special Reports

- 5.1 Program Review Committee – Jessica Gibbs – Instructional committee has been meeting since November, drafted a handbook which should be completed and vetted before June, hope for approval before end of summer. Should be in effect for Fall 2012 for annual updates. Non-instructional program review committee is contributing to handbook
- 5.2 Graduation Requirements Committee – Pam James – No report.
- 5.3 Basic Skills Committee – Jeff Redona – On Friday, May 18, VVC will host BSI mini-conference in SAC with 40-50 participants from other colleges, including Cerritos, Chaffey. Free to attend.
- 5.4 Honors Program – Tim Adell -- Eight student presenters at UC Irvine honors conference did a good job. Would like more honors classes for next year, including astronomy, biology, and chemistry.
- 5.5 SLO Coordinator Report – Lisa Harvey – Reported above, loading assessments into TracDat. Can submit for past assessments, send to Office of Instruction. Must be in place by October for accreditation.
- 5.6 Curriculum Committee – Debby Blanchard – Ruby Wikstrom’s last day will be May 10 CC meeting. Working with Sergio Oklander for programming revision. Met with counselors re: Curricunet. Planning basics refresher training soon.
- 5.7 Teaching Abroad Committee – Dino Bozonelos – In 2007 VVC broke off from study abroad consortium because we needed FTES; he has talked with Citrus College about re-joining their consortium, the American Institute for Foreign Study (AIFS). Citrus college offers financial aid loans for study abroad and will reimburse district to cover adjunct expenses when our FT faculty teach abroad. Shared “Southern California Foothills Consortium Guidelines.” Could incorporate our Biology (East Timor) and sustainable development (Costa Rica) studies into consortium.
- 5.8 Distance Education Committee – Tracy Davis – Online exam proctoring procedures in progress, looking at software, no-cost policy, 1st reading for June agenda.
- 5.9 Academic Senate Allocations Committee – Lisa Harvey -- Has not met.
- 5.10 Foundation Report – Scott Jones – New grants coming out soon, board approved opening application process to administration/managers in addition to faculty and staff, must look at meeting student success and needs. Grants up to \$2,500. Encourages everyone to apply.
- 5.11 Educational Master Plan – Michael Butros – No report.
- 5.12 Senate Process Efficiency Committee – Tom Miller – No report.

6. Shared Governance Reports

- 6.1 Technology Committee – Ed Burg -- Meeting every week, half way done with Tech. Master Plan. Should be done by end of semester.
- 6.2 Facilities Committee – Dave Hollomon – 1st reading of committee charge read by college council. Projects: \$29 million in bond money will be used for vocational and music building renovation; new single-story science building and one-stop student services center are in preliminary working drawings. Public Safety Training Center dedication was great, he got private tour courtesy VPI. Remodeling for Academic Commons, decided to put in classrooms, but it was major renovation, put on hold due to financial reasons; submit proposals to committee for the open areas. Committee meets Fridays at 2pm in board room.
- 6.3 Safety & Security Committee – Dave Oleson – Discussion re: evacuation on lower campus earlier today and lack of using the campus emergency alert program.
- 6.4 Finance & Budget Committee – Lisa Harvey -- Meets 1st and 3rd Wednesday 12:45p.m. each month in staff lounge if you want to attend. Finishing rubric to look at PRAISE report and prioritization lists made with deans for augmentation funds. Perkins Committee allocated around \$400,000.
- 6.5 College Council – Debby Blanchard – Approved PRAISE program list.
- 6.6 Diversity Committee – Sherri Pierce – Sherri no longer chair of committee.
- 6.7 Staff Development Committee – Greg Jones – No report.
- 6.8 Student Services Committee – Peggy Mayer – Reviewing student discipline and academic dishonesty administrative procedure. If there is a student complaint that you report to police, please notify Jaye Tashima via web page (see student services forms for complaint form, or email her or call her x2382.) 1st reading of AP 6520, security of using district property at off campus locations. Discussion re: policies for sex offenders on campus. Question about academic freedom statement in board policy, do we want to review it?
- 6.9 Accreditation Committee – Debby Blanchard – Met twice, only 3 FT and 1 PT faculty have attended. Meet alternating Fridays at 2:30p.m. in ATC.

7. Adjournment

Meeting adjourned at 4:51 p.m.