Victor Valley College Academic Senate Meeting - Thursday, May 7, 2020

Area Representatives present: Michael Butros/At Large, Richard Cerreto/Science, Patty Golder/Liberal Arts, Debra Blanchard/Kinesiology, David Gibbs/Science, Tracy Davis/Liberal Arts, Tim Adell/Advanced Technology Center, Peter Francev/Advanced Technology Center, Regina Brown/Career Technical Education, Kelley Beach/Counseling & Library, Jacqueline Stahlke/Counseling & Library, Terry Truelove/Allied Health, Leontine Jefferies/Part-Time, Ed Heaberlin/Performing Arts Center, Ed Burg/Academic Commons

Officers present: Lee Bennett/President, Jessica Gibbs/Past President, Claude Oliver/Vice-President, Leslie Huiner/Secretary, Troy Kuhns/Treasurer

Members present: Fernando Contreras, Brian DiBartolo, Tiana Gray, Steve Toner, Anh Weis, Julia Wendt, Henry Young

Meeting called to order at 3:30 PM

1. OPENING ITEMS

Procedural: 1.1 Public Comments Related to Action Items

2. ACTION ITEMS

Action, Minutes: 2.1 Approval of Academic Senate Meeting Minutes 04/02/2020

Action (Pulled): 2.2 Health and Wellness Graduation Requirement Proposal - 1st Reading

3. DISCUSSION ITEMS

Discussion: 3.1 Proposed Comprehensive PRAISE Report for 2021-2025
Per Julia Wendt, 4 year cycle with comprehensive year, two update years and a close-the-loop year. Feedback from ACCJC was that our process is good, but not clear what is being updated during the update years so there will be a different template during update years. Comprehensive will be labor intensive report with vision for next cycle in alignment with Educational Master Plan. New addition of section 4 includes area completed by the division dean, requires signature from both dean and the chair. Mapped process to district's goals. Discussed need to include impact of pandemic on planning process, resources and practices. Per Jessica Gibbs, we have a committee and handbook, don't need senate approval by vote to change the template.

4. INFORMATION ITEMS
Information: 4.1 Curriculum Committee Minutes - 03/26/2020, 04/09/2020

5. PRESIDENT'S REPORT
Information: 5.1 Educational Master Plan Update - SPECIAL MEETING Wednesday, June 10, at 1:00pm
Trying to finish faculty part of EMP by end of this academic year, but the COVID situation put us behind schedule. Would like approved plan to go to July Board of Trustees meeting, in order to do that senate needs to do first and second readings prior to end of semester, with first reading on June 4, and a special senate meeting on June 10 for second reading. Consultation draft of EMP will be posted to VVC website for public review on June 1; College Council would review on May 20, they can only make comments or provide input, but not make changes.

6. EXECUTIVE OFFICER'S REPORTS
Report: 6.1 Vice President, Claude Oliver

Electronic Voting for Senate Election
Voting for senate officers and area representatives will be held online due to COVID situation. Coincidentally, VVCFA held electronic voting this week, they will allow us to use their subscription voting software to hold our vote, or we would have to purchase another software system. Ask reps to consider two options for election: a single ballot with all of the positions that are open and ask faculty only to vote for their own area rep; second option would be to have one ballot for officers and separate ballots for all area reps, which would require about 12 or so ballots. Only one area rep position is contested on ballot with more candidates nominated than open positions; for officers, only vice president has a contested position. Discussion: preference for voting option 1. At Large rep only has 1 candidate for 2 positions. Voting for adjunct faculty has been held online in the past, there are currently 2 nominations for 3 positions. Noted that constitution/bylaws are currently being revised and should include electronic voting; electronic voting is the only option we have for this year.

Item just came up yesterday afternoon at a deans' meeting, Dr. Walden mentioned a "shell course" in Canvas for every single course which would be a "canned course" that is completely created with all curriculum, lectures, assignments, quizzes, etc. that an instructor can step in and teach without the prep. Administration has been talking with VVCFA about creating "canned courses" and they were going to hire faculty this summer to create canned courses. Related to Strategic Enrollment Management, if district adds more sections at the last minute they can hire any instructor at the last minute to teach the course. Discussion on contractual and senate aspects of the issue, intellectual property rights, academic freedom, concern about hiring

outside individuals to create content which is a bargaining issue, compensation, concerns about quality of education. Per Tracy Davis, VVCFA will be discussing it next week. Academic Senate has not been included in this discussion so far per Lee Bennett.

Report: 6.2 Secretary, Leslie Huiner
No report

Report: 6.3 Treasurer, Troy Kuhns
No report

Report: 6.4 Past President, Jessica Gibbs
No report

7. SENATE REPRESENTATIVE REPORTS
Report: 7.1 Part-time Faculty Area Representatives - Leontine Jefferies
No report

Report: 7.2 Area Representatives
Tracy Davis - Discussion on confusion about students being able to drop themselves from second 8-week courses, we were told not to drop students from courses but some students have not attended course or done assignments. Reached out to dean and VPI about it, have not heard back. Concern about impact on success rates. Counselors were told that all student WD will be changed to EW. Concern about students not responding to grades and relying on the EW rather than putting in effort to succeed.

8. COMMITTEE REPORTS OR SPECIAL REPORTS
Report: 8.1 Instructional Program Review (IPRC) - David Gibbs, Henry Young
Committee wants to move forward with comprehensive template in place. Unable to ascertain where we are with augmentations for this year, if we deviate from having augmentation go through the tier process, then we need an explanation for accreditation reporting purposes. Last year's process was broken. The Finance, Budget and Planning Committee meeting was canceled. Concern that while ACCJC commended us on program review they wanted to see process improvement for closing the loop and AP 6200, concern that augmentations being made were not based on program review. Bennett asks IPRC for an email describing the problem that he will move forward to appropriate administrators.

Report: 8.2 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder
Meeting tomorrow, still no answer on analytics, will be discussion on changing the definition of PLOs, Wendt and Jan Espinosa have been mapping SLOs to PLOs.

Report: 8.3 Honors Program – Tim Adell
Statewide concerns about teaching honors classes via online format and the Honors Transfer Council will be having discussion tomorrow on offering online classes. Two VVC students were accepted to present at HTCC conference at UC Irvine and abstracts were published in "Building Bridges" publication.

Report: 8.4 Curriculum Committee – Debby Blanchard
Meeting next week. Compiled a list of classes already approved for DE format and sent email to faculty about submitting a DE addendum to get classes approved for online instruction. Asked union negotiating team to seek pay for committee to meet over summer to keep approving DE addendums. Chancellor's Office is using the term "remote instruction" for face-to-face classes taught online because of COVID. "Remote instruction" is not online in the typical sense, more like web enhanced. WebAdvisor has not been changed to reflect online status. There was an order from the Chancellor's Office that this is an emergency situation and classes can be taught remotely without DE approval or DE certified teachers for spring and summer, but starting in fall that order is no longer in effect. Request that these types of emails be shared with all faculty. Courses that get DE approval from Curriculum Committee are legal to be taught in DE format. If a class is locked in Curricunet because it was recently updated, contact her. We can get every course approved for DE, click all four contact types for DE. Discussion on classes meeting during the originally scheduled class times.

Report: 8.5 Basic Skills Committee – Patty Golder
Two new members on the committee, will be moving forward with meeting, checking with Student Equity and Achievement Committee to see what their agenda is and see if there are discrepancies to deal with on our end.

Report: 8.6 Faculty Professional Development Coordinator – Steve Toner
Tapering down Friday meetings because everyone is experiencing burnout phase here. Held meetings on LockDown Browser, good feedback, posted resources on "Teachers Helping Teachers" on Canvas. Faculty Handbook has been created and will be rolling out later. Will be generating survey on staff development needs, will send it to Davis regarding DE issues, so we will know where to pinpoint training for rest of semester, and it will also be useful for accreditation report.

Report: 8.7 VVC Foundation – Michael Butros

Per email from Dr. Walden, Foundation CEO Cathy Abbott will be leaving May 22.

Report: 8.8 Guided Pathways – Jacqueline Stahlke, Tim Adell
Getting campus consensus on meta majors, list was shared with department chairs, need feedback from STEM, public safety and skilled trades, plan to review final list May 20.

Report: 8.9 Open Educational Resources – Jacqueline Stahlke
Meeting with Dean Lorena Newsom to expand opportunities for OER.

Report: 8.10 Catalog Committee – Lorena Dorn
Per Contreras, committee met last month to finalize work on the online catalog, it is scheduled to be out by the end of this month.

9. SHARED GOVERNANCE REPORTS
Report: 9.1 Finance, Budget & Planning Committee – Henry Young
Committee has not met.

Report: 9.2 Student Equity & Achievement Committee – Jennifer Law

Report: 9.3 Distance Education Advisory Committee – Tracy Davis
Resuming CAT (Canvas Action Team) training, rotating regular Canvas trainings and special topics. Will send email next week about instructor certification, proposal turned into MOU for summer training to get more certified instructors. Some misconceptions about attending training and being certified.

Report: 9.4 College Council – Claude Oliver/Lee Bennett
Student Equity and Achievement participatory governance operating agreement did not go to second reading because that agreement was not forwarded to all constituencies. AP 3440 for service animals was not moved forward because full document was not included in the agenda that was sent out.

Report: 9.5 Technology Committee – Steve Toner
VVC Foundation gave away 400 Chromebooks, and 500 T-Mobile computers paid by grant will be given away, a rubric will be set up by Student Services to decide who should get them. Four main issues reviewed by committee: virtual desktop (vdi,) virtual labs, integration of Microsoft Teams, expansion of Help Desk. Cameras were installed on 10 well spaced out computers with LockDown Browser in ATC. Students will need to call the Tutoring Center to request times to use those computers in advance with 2 hour time limit. Changed phones to 3CX which allows you to use your cell phone to make calls but not reveal your personal number. Canvas to have embedded "labsters" for labs like dissection. District is going to have a new new website designed by outside agency using open source product, it will still be up to division faculty to update their own web content. Will be meeting again a week from Thursday.

10. ADJOURN
Procedural: 10.1 Adjourn the May 7, 2020 Academic Senate Meeting at 5:43pm.