VVC Academic Senate Meeting
APPROVED MINUTES
Thursday, March 1, 2018
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 (proxy Golder)	X	Gibbs, David	Contreras, Fernando
CTE		Bonato, Anthony			Glickstein, Lynne
AC	X	Burg, Ed		**Executive Officers**	Ruiz, Maria
Science	X	Butros, Michael (proxy Davis)	X	Gibbs, J., President	Wagner, Pat
ATC	X	Campbell, Bryce	X	Oliver, C., Past-President	
Science	X	Cerreto, Richard	X	Bennett, L., Vice-President	
LA	X	Golder, Patty	X	Huiner, L., Secretary	
ALDH	X	Haines, Michael	X	Toner, S., Treasurer	**Guests**
PAC	X	Heaberlin, Ed			
RSPTC		Jones, Scott			
C & L	X	McCracken, Mike		**Adjunct Faculty Representative**	
ALDH		Speakman, Jeanine	X	Akers, Glenn	
C & L	X	Stahlke, Jacqueline		Asdel, Bryan	
LA		Tomlin, Karen		Jefferies, Leontine	

Called to order at 3:39pm

Additions and Revisions to the Agenda

1. **Action/Information Items**
    1.1   Action: Academic Senate Minutes 11/02/2017   (Davis, McCracken) M/S/U   **Y**
    1.2   Action: Academic Senate Minutes 12/07/2017   (Stahlke, Francev) M/S/U   **Y**
    1.3   1st Reading: AP 3720 Acceptable Use of Computer and Electronic Communication Systems (Formerly AP 3720a) – Steve Toner/Technology Committee – Information item in December, no changes to document, will be 2nd reading in April.
    1.4   1st Reading: AP 3721 Computer Use – Email Procedures (Formerly AP3720b) – Steve Toner/Technology Committee – Info item in December, changes to wording regarding FERPA on page 3, changes to timelines for email retention for expiring email accounts for faculty, staff, admin and students. 2nd reading in April.
    1.5   1st Reading: AP 3722 Electronic Document Discovery and Retention Procedures (NEW) – Steve Toner/Technology Committee – 2nd read in April, send comments and suggestions to Steve.
    1.6   Information: Curriculum Committee Minutes 11/30/2017, 12/14/2017

2. **President's Report and Announcements**
    2.1   Welcome New Faculty: Ricardo Flores, Aviation – Hiring committees underway for Math, English, Basic Skills, Administration of Justice, and SSSP Counselor.
    2.2   Guided Pathways – Project of the Chancellor's Office and IEPI, we received state grant for focused pathways with dedicated resources and support to increase retention and success. Presentation at College Day. Some faculty and administrators attended IEPI-sponsored workshop at CSU Pomona; learned about pilot colleges that have been working on it for several years, they identified groups of students, approached it in various ways. For example, guaranteed enrollment on a 2-year plan, with dedicated counselor and tutoring services. We had an assessment group with faculty and deans that did a study on our readiness for pathways and they submitted for the grant. Another focus group will meet and follow up in spring semester, will likely be some work over summer to gear up planning for fall. Need campus discussions about our current pathways that may be used as models. Look at mandated programs like AB 705; look at wish list programs for academic and CTE; begin to make plans to build and support. Vice-President of Student Services Karen Engelsen is leading the charge. All-call will be sent out for interested parties, will be an all-campus effort. Per Claude Oliver, Jordan Horowitz gave a presentation at College Day on supporting students, Virginia Moran sent a

follow-up email about faculty coaches to support the idea, the deadline to apply is March 13, requires 25 hours for $2000 compensation. CSU Pomona workshop presenters were pilot programs from Bakersfield and Skyline colleges, explained how they used public relations campaign to engage the local community. VVC's pathways grant is $1.5 million. Colleges with strong guided pathways have effective enrollment management programs in place. Tim Adell recommended a book, "Redesigning America's Community Colleges," and encouraged faculty to get involved to create it as academic programs rather than cost and efficiency programs.

    2.3   All College Day – New VP Engelsen welcomed us with inspirational words, presentations about student services, human resources, IT, workplace sexual harassment, guided pathways and guest speaker Horowitz on classroom techniques to improve retention, there will be a project for faculty to be involved. Jackie Augustine, professional development facilitator, talked about great things faculty are doing, the faculty coaching opportunity. Fall 18 College Day will be September 7.

    2.4   Spring Election for AS Officers and Representatives – Elections timelines are in bylaws, officially announcing, will get call for nominations from VP soon; nominations will close in April, there will be a couple of weeks for campaigning before election.

    2.5   Other – Follow up due to ACCJC in October. Recommendation involves faculty, included completing loops on program learning outcomes, SLO Coordinator Dave Gibbs will offer more workshops. Program as defined by senate is a discipline with degree, major or approved certificates. Also covered SAOs, disaggregation of outcomes data, SLOAC is working on it.

3.   Executive Officer's Reports

    3.1   Vice President, Lee Bennett – There will be an email from management shortly to evaluate courses for whether or not there are fees beyond textbook that are written in the course outline of record, such as CTE, science/lab classes. Don't want a student to enroll in course without knowing about fees; financial aid needs to be involved. Came about because Veteran's Administration wants it specific and planned out in advance. Senate Plenary will be during spring break week, April 12-14, recommends that everyone attend, fantastic breakout sessions, will send all call email in near future.

    3.2   Secretary, Leslie Huiner – no report

    3.3   Treasurer, Steve Toner $38 in donations, $135.25 net worth.

    3.4   Past President, Claude Oliver – no report

4.   Senate Representative Reports

    4.1   Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Bryan Asdel – Akers question about cooperative education internship email from Julia Wendt.

    4.2   Area Representatives – Tracy Davis – Flyer for *The Foreigner* play by Larry Shue, Ed Heaberlin directing, next two weekends.

5.   Committee Reports or Special Reports

    5.1   Instructional Program Review Committee (IPRC) – Julia Wendt – Per Ed Burg, has not yet met this semester.

    5.2   Honors Program – Tim Adell – 5 students accepted to present at Honors Transfer Council Conference, April 7 at UC Irvine contact him to get registered.

    5.3   Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Meeting interrupted by All College Day, first meeting is March 9. Over winter worked on PLOs, TracDat Improve implementation, training, form sample. ILO report is finished. PLO assessment will be discussed, need consensus to drive the approval for TracDat Improve. We have a directive to deal with.

    5.4   Curriculum Committee – Debby Blanchard – Certificates have to be documented at 12 units, training coming up for certificates, email sent with training dates.

    5.5   Basic Skills Committee – Patty Golder – Meet Tuesday at 3pm, Amy Azul will present tutoring as it affects Basic Skills. Per Herb English re-using supplies and no new books or supplies will be ordered. Full-time faculty hiring committee is meeting March 13. Updated curriculum for Basic Skills 3 to bridge it to Basic Skills 6 and multiple measures, connection to AB 705, non-credit.

    5.6   Other

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6.   **Shared Governance Reports**
   6.1   Facilities Committee –
   6.2   Finance, Budget & Planning Committee – Henry Young – Finances look good right now, there is grant money floating around, Peter Maphumulo felt with current growth we should be back at mid-college size funding within next 2 years. Need more faculty for the committee and need an all-call sent to faculty.
   6.3   Student Success and Support Committee – Mike McCracken – Meets in a few weeks, successful in getting Puente Program aligned in registration block 2B in College Council. SSSP Counselor hire in process. VP Engelsen will be meeting with committee in March.
   6.4   Distance Education Advisory Committee – Tracy Davis – Rumor is we will be moving to Canvas LMS, one of the last community colleges to transition. Recommend if you are teaching online to make sure your lectures, tests, other content are saved somewhere for a potential move to Canvas, only assignments will migrate from Blackboard to Canvas. We don't have a choice on version, it's a basic model, no ability to customize. Don't know timeline. Submitted five proposals to administration about potential transition in last 3 years. DE Academy is April 6, she has added Maphumulo, Roger Wagner, and Melanie Jones to talk about it on the agenda. Implore everyone to abide by senate and College Council approved student waitlist guidelines for online classes, do not email the instructors. Last DE instructor certification held may have been the last one until we migrate. Canvas can be used for all classes. Building courses from ground up will help with regular effective contact and other guidelines.
   6.5   College Council – Jessica Gibbs – Gibbs has class during meeting time, but Bennett will be attending. She will attend meetings when required.
   6.6   Technology Committee – Steve Toner – Developing Technology Master Plan, our portion is instructional technology. Math Dept. was asked to present to campus, show and tell with technology/smart boards, etc., and combine it with IT Dept. to talk about emerging technologies, at the Instructional Technology Forum on Thursday, March 29, 3-5pm, in room next door to Math Success Center. Email Tech Committee members with your ideas.
   6.7   Other

7.   **Public Comments**
   Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject

8.   **Adjournment**
   Meeting adjourned at 5:06pm

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