VVC Academic Senate Meeting
APPROVED MINUTES
Thursday, March 6, 2014
Administration Services Bldg., Room 8, 3:30 p.m.

		Area Representative		At-Large Area Representatives	Members
KIN	X	Blanchard, Debra	X	Butros, Michael (proxy Lisa Ellis)	
Science	X	Gibbs, David	X	Menser, Gary	Burg, Ed
Science	X	Gibbs, Jessica			Cerreto, Richard
LA	X	Golder, Patty		**Executive Officers**	
PAC		Heaberlin, Ed		Davis, T., President	
PSTC		Jones, Scott	X	Harvey, L, Past-President	
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		Ramming, Alice			**Guests**
VOC		Rubayi, Khalid		**Part-time Faculty Representative**	
ATC		Ruiz, Maria	X	Akers, Glenn	
ALDH	X	Speakman, Jeanine	X	Elsmore, Cheryl	
LA	X	Tomlin, Karen			
Ac. Com.		Young, Henry			

Meeting called to order at 3:35 p.m.
Additions and Revisions to the Agenda

1. **Action/Information Items**
    1.1   Action: 2/06/2014 Academic Senate Minutes (Harvey, Toner) **Y**
    1.2   VVC Blackboard Class Availability Policy – 2nd Reading (Gibbs, J., Mayer) **Y**
    1.3   VVC Policy on Distance Education Student Authentication and Integrity – 2nd Reading (Menser, Harvey) **Y**
    1.4   ACCJC Midterm Report – 2nd Reading (Toner, Huiner) Discussion on rec 6 draft, revisions included: a "sinking fund" built from growth funds; counting interest from GIC as income; hire a consultant to read all program reviews to consider programs to recommend to cabinet for discontinuance; COLA is included in expenses, but not in revenues; plan did not have specific dollar amounts tied to savings or completion dates. Approved as corrected. **Y**
    1.5   Resolution to Advocate for Changes to Recent Community College Repeatability Regulations that Limit Student Success and Access – 2nd Reading (Blanchard, Golder) **Y**
    1.6   Curriculum Committee Handbook – 1st Reading. Will be 2nd reading in April.
    1.7   Information: Senate Governing Documents Revision – Rationale
    1.8   Information: Curriculum Committee Minutes 12/12/2013, 02/13/2014
            2013-2104 Curriculum Committee Recommendations (9/12/13 through 12/12/13)

2. **President's Report and Announcements**
    2.1   Accreditation / Midterm Report – Three reports due: Midterm Report (addresses all recommendations), Follow-Up to October report (addresses recs 2, 3 and 6,) and a Financial Review. Site visit will either be week of spring break or week after the break.
    2.2   New Brown Act Implications – Affects voting, we have to include in the minutes how each person voted, will start in April. Need research on whether or not it is required for all senate committees? Legislative Analysis Committee to review.
    2.3   Board of Trustees Meeting – Four hour public workshop planned for next Monday to discuss trusteeship. Regular BOT meeting next Tuesday. Good for faculty to be there. 19 people selected for president hiring committee.
    2.4   Hiring Update – No updates on faculty hires.
    2.5   In-Service Day Report and More Workshops – Considering an in-service date after spring break for feedback on accreditation reports and other issues.
    2.6   April Senate Meeting – Date change to 04/10/2014 due to ASCCC spring plenary.
    2.7   Other -

3. **Executive Officer's Reports**
    3.1   Past President, Lisa Harvey - No report.

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

3.2 Vice President, Claude Oliver – Senate Elections Announcement – Holding elections this spring for vice-president, secretary, treasurer, all representatives. Will send first and second email call for positions and review timeline.

3.3 Secretary, Leslie Huiner – No report.

3.4 Treasurer, Steve Toner - $59 for food money. Will be at spring plenary during next meeting.

3.5 Part-time Representative Report - Cheryl Elsmore – Appreciated adjunct workshop on Curricunet, would like additional workshops at different times. Glenn Akers – Question about term limits.

4. <u>Senate Representative Reports</u>
4.1 Other

5. <u>Committee Reports or Special Reports</u>
5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Working on revision to program list for cycle due December 2014. New email address for program.review@vvc.edu Training sessions and workshops for programs in Track B. Quality improvement training re: use of data for program planning. Research office presentation regarding data integrity. Not at 100% yet for Track A.

5.2 Honors Program – Tim Adell – Students are excellent, conference at UCI coming up.

5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – Working on survey regarding processes, checklist to facilitators and chairs to check assessments, feedback where we may need training, anonymous surveys. ILO template rolled out soon. Updating CFIE web site, PLOs need to be on web sites. Better methods to turn-in assessments, date on MOU caused confusion, automated system in the future.

5.4 Curriculum Committee – Debby Blanchard – Curricunet web site has updated documents. Links to 3 new videos specific for VVC processes, need feedback. Ron Fields has retired from committee, John Sweet has replaced him. Sent email to ASET seeking approval.

5.5 Distance Education Senate Committee – Paul Tonning – No report.

5.6 Basic Skills Committee – Pat Wagner – No report.

5.7 Legislative Analysis Committee – Lisa Harvey – Committee met, Harvey appointed chair, discussed upcoming bills and case related to tenure. Will look at new Brown Act implications for senate committees.

5.8 Other

6. <u>Shared Governance Reports</u>
6.1 Technology Committee – Ed Burg – Looking at updating faculty computers and standards with dual 19-inch displays.

6.2 Facilities Committee – Tom Miller – No report.

6.3 Finance, Budget & Planning Committee – Claude Oliver – 2 new faculty members are Nichole Dubal and Joe Pendleton. Ed Burg also attending regularly.

6.4 Student Success and Support Committee – Peggy Mayer – Counselors doing manual education plans, other colleges have electronic education plans, should be implemented here by fall. Required by fall for SB 1456, Student Success Act, software has already been purchased. Discussion re: 2/11/2014 memo from VP of Administrative Services regarding funds available for student success and 3:1 match requirement. Per memo, district "may not be able to take advantage of these funds since we cannot identify the required match amongst our expenses." Discussion re: potential use of reserve funds to meet this need and promote student success, it's not optional, mandated by law and our number one goal.

6.5 Distance Education Shared Governance Committee – Lisa Ellis – Would like to create a budget for distance education, currently using funds from other areas, will require non-instructional PRAISE report. @One distance education academy on April 25, themes are quality, content, instructional design, evaluation strategy for assessment, course evaluation support. Discussion re: allowing our own faculty to present at these workshops.

6.6 College Council – Claude Oliver – No report.

6.7 Other

7. <u>Public Comments</u>
Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject
Thoughts are with Chris Cole and Tracy Davis.

8. <u>Adjournment</u> – Adjourned at 5:05 p.m.

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