

VVC Academic Senate Meeting

MINUTES

Thursday, April 4, 2019

CFIE Training Room (10-4), 3:30pm

Lee Bennett, Academic Senate President, Harry.BennettJr@vvc.edu, (760) 245-4271 ext. 2403

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim (proxy Golder)	X	Butros, Michael	Wendt, Julia
C & L	X	Beach, Kelley	X	Campbell, Bryce (proxy Golder)	Young, Henry
KIN	X	Blanchard, Debra			
CTE		Bonato, Anthony		Executive Officers	
AC	X	Burg, Ed		Bennett, L., President	
Science	X	Cerreto, Richard		Oliver, C., Vice-President	
LA	X	Davis, Tracy (proxy Butros)	X	Gibbs, J., Past-President	
ATC	X	Francev, Peter (proxy Golder)	X	Huiner, L., Secretary	
Science	X	Gibbs, David	X	Augustine, J., Treasurer	
LA	X	Golder, Patty			
ALDH		Haines, Michael		Adjunct Faculty Representative	
PAC	X	Heaberlin, Ed	X	Akers, Glenn	Guests
RSPTC		Jones, Scott	X	Asdel, Bryan	Wilkerson, Tristan
ALDH	X	Truelove, Terry	X	Jefferies, Leontine	
C & L		Stahlke, Jacqueline			

1. Call to Order 3:38p.m.

2. Announcement of Items Deleted or Corrected from Agenda

3. Public Comments Related to Action Items: The complete written request to address the Committee shall be submitted at the beginning of the meeting. Individuals who want to comment on action items may do so after being recognized by the Committee Chair and before Committee discussion of the particular item during the meeting. Comments are limited to three minutes per individual and a total of 15 minutes per topics.

ACTION ITEMS

APPROVAL

- | | | |
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| 3.1 | Academic Senate Minutes 03/07/2019 (Butros, Blanchard) M/S/U | YES |
| 3.2 | 2 nd Reading: AP 6333 Travel – Shawntee Milton (Heaberlin, Golder) M/S/U | YES |
| 3.3 | 2 nd Reading: SP19.01 Resolution on Low Cost Materials (Jefferies, Augustine) M/S/U | YES |
| 3.4 | 2 nd Reading: SP19.02 Resolution on Full Implementation of C-ID Course Descriptors (Golder, Butros) M/S/U | YES |
| | Discussion on length of time it takes to approve C-ID at state level due to limited faculty reviewers, difficult to be approved as a course reviewer for state. | |
| 3.5 | 1 st Reading: Technology Master Plan (Golder, Jefferies)
Request to have Kevin Leahy attend May meeting for 2 nd Reading | |
| 3.6 | 1 st Reading: VVC Distance Education Faculty Certification for Online and Hybrid Courses (Heaberlin, Jefferies) – Canvas Action Team providing training through Dec next year; pay issues for training for adjunct still being worked out. Send recommendations to Tracy Davis for 2 nd reading in May. | |
| 3.7 | 1 st Reading: Addendum to Revised Distance Education Instructor Certification (Canvas) (Asdel, Jefferies) 2 nd Reading in May, send comments to Tracy Davis | |
| 3.8 | 1 st Reading – PRAISE – Delay Comprehensive to 2020 – Motion to discuss (Asdel, Blanchard) Julia Wendt – Instructional Program Review Committee recommendation to delay upcoming comprehensive review by 1 year and use this year for a “close the loop” review; department chairs can tie planning initiatives to updated Educational Master Plan. A new report format will align with EMP campus objectives. Accreditation is focused on using program review for assessment, evaluation and budget augmentations. Senate will provide delay as information item to College Council
Motion to approve on 1 st Reading (Butros, Heaberlin) M/S/U | YES |

4. Information Items

4.1 Curriculum Committee Minutes 02/28/2019, 03/14/2019

5. President's Report and Announcements – Reported by Jessica Gibbs

- 5.1 Senate Bylaws & Constitution Task Force Update – Task force formed and will be meeting after spring break to review current bylaws and constitution; Jessica is advocate from senate board.
- 5.2 Faculty Hires Update – There has been a change to faculty hire list: psychology hire pulled because department has not submitted program review for three years.
- 5.3 Educational Master Plan Work Group Update – Senate recommendations for membership have been forwarded to administration. Butros recommends don't wait for 7 years to update it, need a routine schedule for reviewing EMP.
- 5.4 Brown Act and Academic Senate Committee Meetings Update – Senate required to follow Brown Act, there will be on-campus training coming up.
- 5.5 AP 1201 and College Council Update – AP 1201 – Debby Blanchard serving on task force, it has met twice and is reviewing document. ASEB asked task force to include Department Chair representative as a voting member on College Council. Discussion on areas of representation from Senate, VVCFA, AFT, CSEA.
- 5.6 Finance, Budget and Planning Committee Update – Henry Young and Neville Slade serving.
- 5.7 AP 4260 Update – College Council discussed it twice, referred it back to Curriculum Committee for updates and resubmission.
- 5.8 Board of Trustees Meeting: Senate Resolution Presentation – resolutions were shared with College Council and will be read to the Board of Trustees at the April BOT meeting. Stadium/Conference Center – plan was presented at the March BOT meeting. Lack of support for conference center. Support for stadium and suggest a pool for athletics and summer use by community.
- 5.9 Syllabus Template – Withdrawal Policy – Instruction Office will be adding the policy to the template. Concern that the syllabus template needs to be posted sooner, ask Lee Bennett to send formal request to Instruction Office.
- 5.10 Graduation: Friday, June 7, 4:00pm, Glen Helen Amphitheater – Decision on location was made to accommodate increased number of graduates.

6. Executive Officer's Reports

- 6.1 Vice President, Claude Oliver
- 6.2 Secretary, Leslie Huiner – Serving as senate advocate on Hiring Processes Task Force. Dan Walden requested the task force convene to review hiring process, create a selection rubric that will be incorporated into program review, a committee made up of faculty and administration would use rubric to prioritize full-time faculty hires and recommend to cabinet. Chancellor's Office is funding statewide library services platform which will implement shared statewide library catalog at 110 of the California community colleges, we have started migration process.
- 6.3 Treasurer, Jackie Augustine – Accepted position of interim Instructional Dean of HASS for 1-year appointment. Treasurer report: expense \$26.93; income \$13.00; balance \$89.38.
- 6.4 Past President, Jessica Gibbs – Advocate for Bylaws & Constitution Revision Task Force.

7. Senate Representative Reports

- 7.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Bryan Asdel – Akers – ready for spring break.
- 7.2 Area Representatives – Heaberlin – *Tartuffe* directed by Tracy Davis in “Black Box Theater in the Round” this weekend.

8. Committee Reports or Special Reports

- 8.1 Instructional Program Review Committee (IPRC) – Julia Wendt -
- 8.2 Honors Program – Tim Adell

- 8.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Committee supports 1-year IPRC delay to “close the loop.” Will be bringing a resolution to senate recommending all ILOs/SLOs are automatically built into Canvas courses. All departments urged to identify and use a common rubric for assessment for a course. Want to automate SLO assessment within Canvas for standardization of outcome analysis. Use the 1-year delay of program review to develop assessments and engage in dialog for program improvement. Discussion on design and use of a common (umbrella) rubric for a SLO that could be used for all sections of a course.
- 8.4 Curriculum Committee – Debby Blanchard – Next meeting April 25. Discussion on noncredit courses and certificates: 2 or more noncredit courses can be offered as a certificate of completion or competency that will be funded at same level as credit courses. Weekly trainings offered. Certificates need to be updated, disservice to students when certificates in the catalog have a deactivated course, needs to be updated with replacement courses rather than using the course substitution form. Secondary noncredit basic skills can be subject specific, example would be softskills for nursing; no financial aid, but no cost for course.
- 8.5 Basic Skills Committee – Patty Golder – Meeting regularly. ESL is working on a pathway, dean wants to minimize the number of courses. In response to AB 705, BSKL 6 and 9 were approved as noncredit through curriculum, will be late start 12-week classes starting in 2020; will be developing sequence of 2 courses so students can earn a certificate. Basic Skills wants official notification from Dan Walden about negating of the full-time faculty BSKL hire.
- 8.6 Faculty Professional Development Coordinator – Jackie Augustine – SLO workshops by Dr. Amy Driscoll in April. Bring assessment data you’ve been gathering, learn how to tie it to pedagogy and planning.
- 8.7 VVC Foundation – Jackie Augustine – Spring campus grant awards should be announced next week. Encourage everyone to apply, awards up to \$2,500. Open house was held today.

9. Shared Governance Reports

- 9.1 Facilities Committee –
- 9.2 Finance, Budget & Planning Committee – Henry Young – Working on AP 6200, will bring to senate for review and approval.
- 9.3 Student Success and Support Committee – Mike McCracken – Per Kelley Beach, committee met March 21, business includes committee name change and charge, SSSP subsumed by Student Equity and Achievement. Student equity report will be changed to SEA, strategic report writing workshops being held. Other issues: course drop dates, OER, WebAdvisor symbols denoting low cost materials, guided pathways, and need for dedicated mental health counselor.
- 9.4 Distance Education Advisory Committee – Tracy Davis
- 9.5 College Council – Jessica Gibbs/Lee Bennett – Discussed above.
- 9.6 Technology Committee – Steve Toner

10. Adjournment – Meeting adjourned at 5:00p.m.