

## VVC Academic Senate Meeting

### APPROVED MINUTES

Thursday, April 6, 2017

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

Jessica Gibbs, Academic Senate President, [Jessica.gibbs@vvc.edu](mailto:Jessica.gibbs@vvc.edu), (760) 245-4271 ext. 2213

	Area Representative		At-Large Area Representatives	Members
ATC	Adell, Tim		Francev, Peter	Contreras, Fernando
C & L	Alstadt, Carey	X	Gibbs, David	Hollomon, Dave
KIN	Blanchard, Debra			Insley, Lyman
CTE	Bonato, Anthony		<b>Executive Officers</b>	Jennings, Patricia
AC	Burg, Ed	X	Gibbs, J., President	Tonning, Paul
Science	Butros, Michael (proxy D. Gibbs)	X	Oliver, C., Past-President	
ATC	Campbell, Bryce		Bennett, L., Vice-President	
Science	Cerreto, Richard	X	Huiner, L., Secretary	
LA	Golder, Patty (proxy Blanchard)	X	Toner, S., Treasurer	
ALDH	Haines, Michael			
PAC	Heaberlin, Ed			
RSPTC	Jones, Scott		<b>Adjunct Faculty Representative</b>	
C & L	McCracken, Mike (proxy Contreras)	X	Akers, Glenn	
ALDH	Speakman, Jeanine		Jefferies, Leontine	
LA	Tomlin, Karen	X	Reveron, Rosyli	

Called to order at 3:38p.m.

### Additions and Revisions to the Agenda

#### 1. Action/Information Items

- |     |  |   |   |
|-----|--|---|---|
| 1.1 | Action: Academic Senate Minutes 03/02/2017   | Y | N |
| 1.2 | Curriculum Local Policy on Units and Hours – 2 <sup>nd</sup> Reading – Debby Blanchard | Y | N |
| 1.3 | Curriculum Committee Handbook – 2 <sup>nd</sup> Reading – Debby Blanchard              | Y | N |
| 1.4 | Advanced Placement Credit – Mike McCracken – 2 <sup>nd</sup> Reading                   | Y | N |
| 1.5 | Information: Curriculum Committee Minutes 02/23/2017, 03/09/2017, 03/23/2017           |   |   |

#### 2. President's Report and Announcements

- 2.1 Accreditation 2017 – Site visit was week after our March senate meeting, it went very well compared to what we experienced in the past, they had a lot of complimentary things to say about our institution. Senate executive members, department chairs, curriculum and other committees met with them. Exit report had 7 recommendations, 4 were out of compliance with standards. College Council has approved the AP/BP for transfer credit from other institutions and Roger Wagner will address it during his presentation to the ACCJC commission in June, the AP/BP will be first reading at senate council in May. We have not received notification from Wagner or Peter Maphumulo of the recommendations or 7 commendations, although it has been shared with cabinet; faculty will not see it until after the commission meets. SLO coordinator will be working with divisions on PLOs, workshops will be held; there have been recent developments on how to write and assess PLOs.
- 2.2 Academic Senate Self-Evaluation – Third time discussing it at senate council, had asked committee chairs to take topic back to committees to see how senate can assess what we do from the instruction side of the house. Handout “Instructional Program Review Committee Report, Spring 2015” is example of how IPRC assesses its own processes, it includes survey. For example, one of the IPRC reports requested a program review coordinator, it was included by VPI for funding and was funded. IPRC will be sending out assessment of new program review process this spring, waited to review the tier 1 reports from deans before distributing survey. Committees should write their own surveys, each committee determines for themselves the survey and how to assess their processes to get feedback on how they might be improved. Assessing the services provided to faculty or the campus on the tasks that the committee is doing, not evaluating the committee itself. Take this example back to your committees, bring feedback in May and

we can look at it again. Maybe we can include something in bylaws/constitution next time it is updated. Visiting team pointed out that we need to assess effectiveness of the institutional processes with FBPC.

- 2.3 Institutional Effectiveness Partnership Initiative (IEPI) – Visiting peer group team was here in March, this is a Chancellor’s Office program with grant funding attached. They met and collected information about strategic enrollment management and data integrity. The program provides funding sources for improvement. They will be back on the Tuesday after spring break to provide action plan goal options for us to choose from, we can get up to \$200,000, we implement plan and a third follow up visit to see how things are going will be scheduled sometime next year.
- 2.4 Hiring Prioritization List – History was approved for a full-time position. History Chair recommended to President and VPI that Geography needed a hire since there was no full-time faculty in that position, and the president approved Geography getting the full-time faculty position that was allocated to History.
- 2.5 Spring Plenary – April 20-22. Jessica Gibbs and Lee Bennett are going. Herb English provided funds for additional faculty: Jane Burnett, Eartha Johnson, and Michele Laveaux will be attending. Will summarize workshop topics in *Faculty Forum* and may provide a Q&A session in the CFIE.
- 2.6 Other

### **3. Executive Officer’s Reports**

- 3.1 Vice President, Lee Bennett – attending ACCJC workshop this week
- 3.2 Secretary, Leslie Huiner – no report
- 3.3 Treasurer, Steve Toner - \$52 in donations for food, net worth of \$105.47
- 3.4 Past President, Claude Oliver – Report out from College Council. Dave Hollomon talked about Mission Statement Review Task Force (handout.) Wagner formed the task force, he wanted more concise statement, several faculty, classified, management, students met numerous times last fall to review sample missions statements from a variety of other institutions. They moved the former mission to the vision statement and created a new mission, it was approved yesterday at College Council. AP/BP Transfer Credits (handout) will come to senate at May 4 meeting, puts into writing everything we’ve been doing for many years, approved at first reading at College Council. Carey Alstadt presented information on two new programs (brochure handouts,) UMOJA and High Desert Commitment cohorts will start this summer. These students will get priority registration in block 2B, they will be sprinkled throughout the regular offering of classes rather than in a cohort in the same classes, success rate may be higher if they stay in classes together. Trying to reach 100 students. Not dual or concurrent enrollment, but going to high schools to recruit this term.

### **4. Senate Representative Reports**

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Rosyli Reveron Akers – He received two emails that asked about state senate plenary, asked if adjunct can attend plenary; yes, per J. Gibbs the email was sent to all adjunct and full-time faculty.
- 4.2 Area Representatives

### **5. Committee Reports or Special Reports**

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Developed survey for evaluation of TracDat, will be developing survey for deans and committees on how reports that were generated out of TracDat are useful for institutional planning. Have not yet put out the survey, waiting for deans to complete the tier 1 report which will be posted on the web site.
- 5.2 Honors Program – Tim Adell
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Per J. Gibbs, looking to begin the ILO assessment, have purchased additional exams that match the exam used last time for baseline comparison, groups of classes have been selected and invitations will be going out soon. Meeting to discuss implementation of it. Conference call with Nuventive for presentation on data disaggregation in TracDat, they’re making a wizard to upload roster, waiting for them to implement it so we can learn how to use it and get disaggregation going (put student scores in there rather than Blackboard or on spreadsheet.) Only disaggregating courses that allow us to identify at-risk populations, will help allocate student success and equity funds for student success and retention.
- 5.4 Curriculum Committee – Debby Blanchard – 3 meetings last month, 1 meeting this month on April

27<sup>th</sup>, pushed as hard as we could to get updates by catalog deadlines. If you're putting certificates into CurricuNet only, you can't change anything – if a class in the cert has changed, then it needs to be resubmitted to Chancellor's Office for changes. English 50 being changed to English 45 come September. Report run to see what classes are affected, but report was corrupt, so asked Governet to fix it. Moving ahead on Meta, Jacqueline Stahlke appointed as Curriculum Committee member on implementation team, will be meeting during summer. Changes have been made to committee handbook. Meeting was called by Mark Clair to discuss certificate discrepancies, we agreed that if Colleague, Chancellor's Office, catalog, or CurricuNet have different information, then CurricuNet drives corrections. If certificate was approved within past 2 years, it's going back to BOT for approval and sent back to Chancellor's Office. Issues with Fire Academy, they put info on their website about prerequisites, but some of these classes are not listed as pre-requisites in CurricuNet, it affects veterans and financial aid recipients, hope to get it fixed for spring.

5.5 Basic Skills Committee –

5.6 Other

## 6. Shared Governance Reports

- 6.1 Facilities Committee – Met last Friday, didn't have a quorum, have a few projects going, signage and wayfinding, mass emergency notification system being put into place.
- 6.2 Finance, Budget & Planning Committee – Henry Young – meets later this month, no report.
- 6.3 Student Success and Support Committee – Carey Alstadt – Per Toner, UMOJA going into priority registration block 2B. Also moved forward to College Council a recommendation of 8 to 5 days for grade submission deadline, was not discussed (tabled) at College Council because it is a negotiable item. SSSP committee is in need of a new chair, Alstadt is stepping down, need an all-call for committee seat. New chair to be voted at next meeting.
- 6.4 Distance Education Advisory Committee – Tracy Davis – Thanks to those who attended meeting on regular effective contact last Thursday, the materials are on SharePoint web site, hoping to post video soon. Spring DE Academy is on May 19, 8am-3pm in SAC, focus on regular effective contact. Online teaching conference June 19-21 in Anaheim, DEAC is working on funding to send as many faculty as we can. Michele Laveaux attending senate spring plenary on behalf of DEAC.
- 6.5 College Council – Claude Oliver – Diversity Committee will be sending out a survey on cultural diversity soon. EEOP plan is being worked on. May is "law month" promoted by American Bar Association, BOT member Brandon Wood is doing a youth workshop. SSSP mentioned having a health care center in the 1-stop center, revising student handbook, distance education assessment is being discussed. Mike McCracken presented the advanced placement credit policy. Environmental Health & Safety outlined priorities and goals, and discussed mass notification system. Technology Committee met, did not have a quorum, going to be working on Technology Master Plan. Discussion on secure wi-fi network for faculty on last page of IT newsletter, discussed median time it has been taking to close workorder tickets. For entertainment purposes, download the "Elluciango" app on your phone, it's on the app store, has limited info for faculty, more options for students
- 6.6 Technology Committee – Tracy Davis, Steve Toner – Did not have a quorum, Kevin Leahy's report said they are actively moving forward on tech master plan, but committee has not worked on it since October.
- 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 without action due to lack of quorum at 5:08p.m.