		Area Representative		**At-Large Area Representatives**	**Members**
ATC	X	Adell, Tim	X	Butros, Michael	Ruiz, Maria
C & L		Beach, Kelley	X	Campbell, Bryce (proxy Adell)	Toner, Steve
KIN	X	Blanchard, Debra			Young, Henry
CTE		Bonato, Anthony		**Executive Officers**	
AC	X	Burg, Ed		Bennett, L., President	
Science	X	Cerreto, Richard	X	Oliver, C., Vice-President	
LA	X	Davis, Tracy	X	Gibbs, J., Past-President	
ATC	X	Francev, Peter (proxy Adell)	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		Asdel, Bryan	Leahy, Kevin
ALDH		Truelove, Terry	X	Jefferies, Leontine	
C & L	X	Stahlke, Jacqueline (proxy Fernando Contreras)			

1. **Call to Order – 3:35p.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**
3.1 Academic Senate Minutes 04/04/2019 (Davis, Jefferies) M/S/U	Y
3.2 2ⁿᵈ Reading: VVC Distance Education Faculty Certification for Online and Hybrid Courses (Butros, Jefferies) M/S/U	Y
3.3 2ⁿᵈ Reading: Addendum to Revised Distance Education Instructor Certification (Canvas) (Jefferies, Davis) M/S/U	Y

3.2   2nd Reading: VVC Distance Education Faculty Certification
for Online and Hybrid Courses (Butros, Jefferies) M/S/U   Y

3.3   2nd Reading: Addendum to Revised Distance Education
Instructor Certification (Canvas) (Jefferies, Davis) M/S/U   Y
Expires summer 2021, people attending current Canvas training can get
credit toward certification. No more Blackboard after next spring.

3.4   1st Reading: AP 4230 Grading Symbols
Motion to approve as corrected on 1st Reading. (Blanchard, Toner) M/S/U   Y
Taken from Title 5. Revision includes non-evaluative symbol for EW
(Excused Withdrawal.) VVC does not include noncredit courses on transcripts,
but per Blanchard waiting for feedback from Chancellor's Office on this issue.

3.5   1st Reading: AP 4260 Prerequisites / Corequisites / Advisories
Motion to approve on 1st Reading (Blanchard, Golder) M/S/U   Y
This was approved by Academic Senate 3 years ago, it was taken to
College Council for first reading but never brought back for second reading.
It has been updated to include "Title 5" and "C-ID descriptor"
as a mandate for prerequisites. Recommend that minor clerical errors
in AP/BPs be formatted by President's Office.

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4. **Information Items**
    4.1 Technology Master Plan – Kevin Leahy, Steve Toner – Per Toner, it is a living document that can be amended after Educational Master Plan is approved. Per Leahy, Technology Committee has been reviewing it for past year, creates framework for further discussion. Reviewed it with Cabinet, looking at funding priorities, document was collaborative process and shared throughout campus. Change includes lifecycle plan for supported technologies; looking at affordable investment profile. Burg request second 21" monitors for faculty for instructional needs. Adell asked about having printers in faculty offices; per Leahy, policy set by administration is to move away from individual printers and to large format printers. Internal security audit looks for foreign devices on our network, bringing your own printer from home would be an issue. Document will go to College Council.
    4.2 Curriculum Committee Minutes 03/28/2019

5. **President's Report and Announcements – Reported by Claude Oliver**
    5.1 Educational Master Plan Work Group Update – Task Force is working on it, large group being led by Virginia Moran.
    5.2 Brown Act Training (May 6, 2-5pm, SAC) and Parliamentarian Training (May 10, 8:30-12pm, SAC) – Encourage everyone to attend.
    5.3 Graduation: Friday, June 7, 4:00pm, Glen Helen Amphitheater – Encourage everyone to attend.

6. **Executive Officer's Reports**
    6.1 Vice President, Claude Oliver – Report from yesterday's College Council (CC) meeting. "Vision for Success (VFS)" goals due to Chancellor's Office on May 15. Bennett and Oliver attended an initial meeting at beginning of March. CC agenda yesterday included VFS goals, Oliver was asked if Senate had approved the goals, we have not. See CC agenda for document. VVC may ask for an extension to get it approved by senate. Discussed AP 6333 Travel: issues related to car rental insurance policy, district will not reimburse for that expense. If you get in an accident in a rental car, your auto policy covers rental car, your rates would go up. Per John Nahlen, this is typical for other college districts. If you take your own car on college business, need to fill out Travel Authorization Form and get approval from area administrator so district insurance policy will cover you. Advised to take a district vehicle when possible. Faculty hire selection committees: up to 12 or 13, hope that chairs are moving the process forward, new president has said hiring processes that are not completed by mid-August will not be hired. Tremendous amount of all-calls being sent out, appreciate participation in that process. Open last call for nominations for Academic Senate Treasurer position, nominations close at 5p.m. Jackie Augustine is taking dean position in HASS division starting in summer. President has asked us to look at a document that requires members of hiring committees to complete training; document will be reviewed by ASET and brought to senate.
    6.2 Secretary, Leslie Huiner – Thanks to AB 705 Task Force, Academic Senate council and executive board for supporting the hiring of a full-time librarian. Faculty Hiring Procedures Task Force meets next Friday, will review policies and rubrics from other community colleges.
    6.3 Treasurer, Jackie Augustine - $89.38 beginning balance; $30.36 spent for refreshments.
    6.4 Past President, Jessica Gibbs – Advocate from senate board for Bylaws and Constitution Task Force, met last week. SLO coordinator report: do not have ability to do dis-aggregation due to problems with Improve and loss of staff member who had attended training and new how pull the data. Offering additional SLO workshops, if adjuncts need assistance let them know and encourage them to attend.

7. **Senate Representative Reports**
    7.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Bryan Asdel – Jefferies – Discussed new chairs in classrooms in bldgs. 30 and 66; very cool, colorful chairs, concern about ADA compliance. Desks were removed from rooms, there are only chairs that have a flap-up desktop, chairs have storage space underneath and are rolling chairs. Instructor's desk and chair were removed from classrooms, need to have them back. Faculty have followed up with Department Chair. Consistent problem with students parking in faculty/staff parking spots.

7.2   Area Representatives
Blanchard – AP 1201 Task Force – A lot of arguing happening at meetings, anti-faculty sentiment. Draft was submitted to president, many changes made, it is being sent back to task force for review. Item was pulled from College Council agenda for task force review. Establishes shared governance structure, very big deal.
Ed Heaberlin – Theater Arts presents *Cabaret* opening this weekend, for two weeks. Reduced prices for VVC employees and military.

8.   Committee Reports or Special Reports
8.1   Instructional Program Review Committee (IPRC) – Julia Wendt – Delaying comprehensive review for one year to align with ed master plan, College Council was informed yesterday. IPRC met last Friday and Dan Walden showed up, he would like IPRC and the senate to consider joining IPRC and NIPR into one committee, it used to be that way in the past, we separated because faculty was doing all the work and faculty cannot design processes for review of non-instructional programs. Concern that if reviews are not completed, faculty may be blamed. Consensus to decline the request, not part of academic senate 10+1 issues. Recommend to Walden that he appoint someone to get NIPR completed, model it on the senate process.
8.2   Honors Program – Tim Adell - Three students presented at honors conference at UC Irvine on April 6, will be submitting presentations to the "Building Bridges" publication and sharing presentations at our BOT meeting.
8.3   Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Discussed Driscoll meeting, handbook updates, changes to wording on templates, concerns about comprehensive reports due to problems in Improve – can't move forward with process until improve problems are fixed. Problems with SLO analysis in IPRC report, recommended some ideas to Wendt.
8.4   Curriculum Committee – Debby Blanchard – Last meeting will be in May. Working on updating or deactivating certificates. Curriculum alignment sheet is being worked through. Available as chair during summer to work with faculty. Butros question on process for how to get classes articulated. Formally requests that we get the process for articulation; concern about a class approved last year that was not approved for transfer. Would like report on articulation process and status of classes.
8.5   Basic Skills Committee – Patty Golder – At the division meeting Dean Herb English reviewed program reviews and had them vote to prioritize funding requests. He will be having more meetings. Discussed ATC remodel.
8.6   Faculty Professional Development Coordinator – Jackie Augustine
8.7   VVC Foundation – Jackie Augustine – Campus Grants were recently announced. Michael Butros will be new faculty representative to the Foundation, next meeting is Wednesday. His goals are to create an alumni foundation and locate alumni who currently work as faculty here at VVC.

9.   Shared Governance Reports
9.1   Facilities Committee –
9.2   Finance, Budget & Planning Committee – Henry Young – Approved update to AP 6200, should be coming to ASEB and to senate. New budget formula working in our favor right now with income. Projected statewide tax revenue loss of $30-40 million, will know more in May revise, but balance looking good right now.
9.3   Student Success and Support Committee – Mike McCracken – New committee name is Student Equity and Achievement (SEA). Discussed moving academic renewal approval from Petitions Committee to Counseling. SEA report progress: planning group has been meeting regularly to draft plan and it will be presented to College Council. Identifying disproportionately impacted groups on campus and ways to increase goal attainment, access, retention, transfer, completion of transfer level math and English, certs and degrees. Campus communication strategies: Financial Aid looking at implementing AI Spanish language bot, goal to approve contract by summer for use in fall. Discussed ways to make VVC more multi-lingual friendly.

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

9.4   Distance Education Advisory Committee – Tracy Davis – DE Academy on Friday, May 17. Workshop next week on grading and feedback in Canvas, more training at end of May. Working on schedule for CAT trainings for summer. Dedicated room on lower campus will allow various times for meetings. Looking for dates for 2-day training from Canvas company, but not much response, administration wants significant amount of faculty to attend to justify the $7,000 expense. This summer will be launching 2 noncredit classes for DE certification, and plan for similar class for students so student success rates will be higher because they will know how to use system and how to be successful.

9.5   College Council – Jessica Gibbs/Lee Bennett

9.6   Technology Committee – Steve Toner -

10.   <u>Adjournment – 5:19p.m.</u>