

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, May 4, 2017

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 (proxy Adell)	Ellis, Lisa
C & L	X	Alstadt, Carey (proxy F. Contreras)	X	Gibbs, David (proxy Cerreto)	Johnson, Eartha
KIN	X	Blanchard, Debra			Ruiz, Maria
CTE		Bonato, Anthony		Executive Officers	
AC	X	Burg, Ed	X	Gibbs, J., President	
Science	X	Butros, Michael (proxy T. Davis)	X	Oliver, C., Past-President	Guests
ATC	X	Campbell, Bryce (proxy Adell)		Bennett, L., Vice-President	
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty	X	Toner, S., Treasurer	
ALDH		Haines, Michael			
PAC	X	Heaberlin, Ed			
RSPTC		Jones, Scott		Adjunct Faculty Representative	
C & L	X	McCracken, Mike		Akers, Glenn	
ALDH	X	Speakman, Jeanine		Jefferies, Leontine	
LA	X	Tomlin, Karen		Reveron, Rosyli	

Called to order at 3:34p.m.

Additions and Revisions to the Agenda

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 03/02/2017 (Davis, Blanchard) M/S/U as corrected Y
- 1.2 Action: Academic Senate Minutes 04/06/2017 (Blanchard, Davis) M/S/U Y
- 1.3 Curriculum Local Policy on Units and Hours – 2nd Reading – Debby Blanchard – (Blanchard, Adell) Chancellor’s Office document, defines hours and units. M/S/U Y
- 1.4 Curriculum Committee Handbook –2nd Reading – Debby Blanchard (Blanchard, McCracken) Includes updates and suggested changes. Y
- 1.5 Advanced Placement Credit – Mike McCracken – 2nd Reading – (McCracken, Adell) – Reflects changes from a variety of departments. M/S/U Y
- 1.6 AP Acceptance of Transfer and External Credit Exam –1st Reading (Davis, Blanchard) – Documents the way we’ve been doing it in a formal written process, meets ACCJC recommendation. Missed deadline for May BOT agenda, will go to June BOT in time for Roger Wagner’s visit to WASC, encourage approval at first reading. Motion to approve at a first reading (Adell, Heaberlin) M/S/U Y
- 1.7 BP Transfer and External Exam Credit – 1st Reading – (McCracken, Adell) – Discussed, aligns with the AP. Motion to approve on first reading (Butros, Ellis) M/S/U Y
- 1.8 CCC’s Online Education Initiative Course Design Rubric – Tracy Davis – 1st Reading – (Davis, Golder) – OEI is using this, faculty can use it as a self-assessment, DEAC will be offering in-house instructor certification training this summer and this rubric will be used in the training. Shows ACCJC that we are serious about course quality. We don’t plan to go into the OEI at this time, but if we did in the future, they require that we adopt it.
- 1.9 Information: Curriculum Committee Minutes 03/30/2017

2. President’s Report and Announcements

- 2.1 IEPI Plan (Institutional Effectiveness Partnership Initiative) – Plan came out of the IEPI site visit in April, the visiting group interviewed management, staff and faculty, then came back after spring break to present several ideas we could use to create a plan to apply for \$200,000 for strategic enrollment management and data integrity. Wagner gave those who attended the opportunity to provide feedback on the menu of options. Reviewed plan submitted to the IEPI, it required AS President signature, will be sent out via email.

- 2.2 ASCCC Spring Plenary Report – Eartha Johnson, Michele Laveaux, Jane Burnett attended along with Jessica Gibbs, plan to have forums for discussion and include articles in the *Faculty Forum*.
- 2.3 May BOT Meeting – Plan to present final report of the year to the board, also reported in March. If you have any shining moments to showcase in the reports re: student achievements, student projects, send to Jessica.
- 2.4 CCAP – MOU for Dual Enrollment – MOU was approved without faculty senate involvement. Courses are offered at area high schools, closed enrollment not open to other college students, college can claim some or all of the FTES in agreement with the school districts. Per Lisa Ellis, must follow our VVCFA guidelines. Faculty must meet minimum qualifications. Discussion on need for more class sections to be offered here on campus.
- 2.5 Learning Techniques for Millennials - Eartha Johnson –Handouts: “Engaging the Millennial Learner” and “The Five R’s of Engaging Millennial Students.” Discussed research and observations for teaching millennials, proposed idea to explore learning communities that follow specific themes in general ed pattern (for example, “American Social Issues” cohort.) Similar to “guided pathways” cohorts. Administration has said they would support it. Requires enrollment management, dedicated counselors. Propose that senate create a task force to look at learning communities and maybe grow it into guided pathways, has potential to increase success and retention. Eartha will draft a proposal and senate will send an all call for task force members.
- 2.6 Academic Senate Self-Evaluation – Requested feedback from chairs. Committees will write their own evaluation surveys. Curriculum, SLOAC and Honors would go for that, per Blanchard, Golder, and Adell. Whatever your committee does to provide a service to faculty or the institution, create a tool to gather data on how well we are doing it, make a plan for improvement, do a committee report that lays out plans for improvement, and document if any plans were implemented or loops closed.
- 2.7 Graduation – Friday, June 9 at 4:00 p.m. – Faculty reception 2:45 p.m. in Bldg. 72. Bookstore is covering the cost of regalia this year, please consider attending.
- 2.8 Other – Mike McCracken - AP on Advanced Placement distributed for information today, it will be first reading at June senate meeting, hope for approval at first reading. Document came out of the SSSP Committee and it meets the ACCJC recommendation for policy for awarding college credit.

3. **Executive Officer’s Reports**

- 3.1 Vice President, Lee Bennett
- 3.2 Secretary, Leslie Huiner – no report
- 3.3 Treasurer, Steve Toner - \$37.34 spent, \$43 in donations, balance of \$107
- 3.4 Past President, Claude Oliver – no report

4. **Senate Representative Reports**

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Rosyli Reveron
- 4.2 Area Representatives – Heaberlin - Door in PAC that was broken before is now broken again. McCracken – Counselor Lyman Insley is taking over Puente Program, handout on program, encourage students to participate.

5. **Committee Reports or Special Reports**

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Meeting next Friday, continuing work on self-evaluation and survey for feedback that will be used to improve TracDat process. Revising IPRC handbook.
- 5.2 Honors Program – Tim Adell – Two students presented at Honors Transfer Council of California program last month, three students will have work published in the “Building Bridges” publication. Last week went to San Francisco with our motley United Nations program, VVC is ranked 20th in the world, they did a marvelous job representing us.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Pushing for common rubrics for assessment for all courses in all disciplines. ILO assessment is scheduled, letters are going out next week, tests have been purchased, there are cash prize incentives from ASB. Targeted classes with students prepared for the institutional level outcomes, focused on critical thinking.

- 5.4 Curriculum Committee – Debby Blanchard – Three more meetings this year, please continue working on certificates so we can get them in addendum in November. Meta planning meeting tomorrow, working on it all summer long. Hiring for curriculum coordinator put on hold until new dean is hired.
- 5.5 Basic Skills Committee – Patty Golder - As chair of Basic Skills Department, sent invitation for faculty to come to a meeting, plan to reconvene the committee and vote a new chair. BSI money is not being allocated equitably among the four departments.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Facilities Committee –
- 6.2 Finance, Budget & Planning Committee – Henry Young
- 6.3 Student Success and Support Committee – Carey Alstadt – Per Toner, committee is currently without a chair because Alstadt is stepping down. Several items have gone to College Council: registration priority for Umoja and First Year Experience students; recommendation to revise student handbook; information item regarding recommendations for student readiness for online classes, should be under purview of DEAC; textbook affordability; and a recommendation for a health care 1-stop center.
- 6.4 Distance Education Advisory Committee – Tracy Davis – DE Spring 2017 Academy is May 19, 63 people registered, focus on regular effective contact, Blackboard reps are coming. Will do a survey after academy, previous feedback requested shorter, focused sessions. In-house instructor certification training this summer, 5 weeks, June 26 through end of July. Document for certification options will be coming to the senate. In-house course will be hybrid this summer, will be free for VVC employees, 24 hours of training for participants, meeting certain Fridays. Trainer will be Michele Laveaux.
- 6.5 College Council – Claude Oliver – Deanna Sanabria presented on pilot program for managed print services that will be implemented next year, there will be an all call for faculty volunteers for pilot program. Focus on controlling printing costs on campus, idea of moving print shop or services to upper campus, compared costs of printing from desktop printers, copiers, and print shop.
- 6.6 Technology Committee – Tracy Davis, Steve Toner – Khalid Rubayi elected as committee chair, hoping to get on task for tech master plan, Kevin Leahy sent out email request for summer projects.
- 6.7 Other – Patty Golder – Discussed classrooms with computers that do not work, no routine maintenance, problems with printers, it’s frustrating. Send Jessica an email with problems and how long it’s been a problem.

7. Public Comments

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject

Steve Toner – Please take ice cream sandwiches home.

Ed Heaberlin – “California Suite” performance next 2 weekends, Debbie Peterson is doing a buffet dinner fundraiser for the Saturday performance to benefit homeless students. Summer musical is “The Fantastics,” longest running musical ever. Next spring is “Hunchback of Notre Dame” and next summer “Little Shop of Horrors.”

8. Adjournment -

Meeting adjourned 5:25p.m.