

**VVC Academic Senate Meeting**

APPROVED MINUTES

Thursday, May 5, 2016

Administration Services Bldg., Room 8, 3:30 p.m.

		<b>Area Representative</b>		<b>At-Large Area Representatives</b>	<b>Members</b>
ATC	X	Adell, Tim		Gibbs, David	Alstadt, Carey
VOC	X	Bennett, Lee	X	Rubayi, Khalid	Burg, Ed
KIN	X	Blanchard, Debra			Butros, Michael
Science	X	Cerreto, Richard		<b>Executive Officers</b>	Golder, Patty
LA	X	Ellis, Lisa	X	Oliver, C., President	Ruiz, Maria
Science		Harvey, Lisa	X	Davis, T., Past-President	Visser, Sandy
PAC		Heaberlin, Ed		Gibbs, J., Vice-President	Young, Henry
AC	X	Hollomon, Dave	X	Huiner, L., Secretary	
ATC		Malone, Patrick	X	Toner, S., Treasurer	
C & L	X	McCracken, Mike			
C & L		Ochoa, Lorena		<b>Adjunct Faculty Representative</b>	
RPSTC		Oleson, Dave	X	Akers, Glenn	<b>Guests</b>
ALDH	X	Speakman, Jeanine	X	Armstrong, Leontine	
LA	X	Tomlin, Karen		Reveron, Rosyli	
ALDH		Truelove, Terry			

Called to order at 3:37p.m.

**Additions and Revisions to the Agenda**

**1. Action/Information Items**

- 1.1 Action: Academic Senate Minutes 04/07/2016 (Blanchard, Butros) M/S/U Y
- 1.2 VVC Sample Syllabus – 2<sup>nd</sup> Reading (Butros, Blanchard) – Formatting is different from first review because the document has been formatted to be ADA accessible for screen readers. Addition of DSPS policy for scheduling exams. Sample is a suggestion, not required. M/S/U Y
- 1.3 VVC Sample Syllabus: Distance Education Courses – 2<sup>nd</sup> Reading (Blanchard, Davis) – Includes policies for regular effective contact, academic engagement. M/S/U Y
- 1.4 “CTE Course Articulation Secondary School to Victor Valley College” Board Policy – 2<sup>nd</sup> Reading – Motion to discuss (Butros, Cerreto) Discussed “A” or “B” grade requirement under general policy guidelines.  
Motion to approve (Butros, Hollomon) Yes: Adell; Bennett; Blanchard; Cerreto; Ellis; Hollomon; McCracken; Speakman; Tomlin; Rubayi; Armstrong. Abstained: Akers. M/S/P Y
- 1.5 Waitlist Process: Guidelines for Students – 1<sup>st</sup> Reading – Discussed, correction.
- 1.6 Waitlist Process: Guidelines for Faculty – 1<sup>st</sup> Reading – Discussion on whether it should be guideline or administrative policy?
- 1.7 Information: Curriculum Committee Minutes 03/24/2016

**2. President’s Report and Announcements**

- 2.1 Academic Senate Spring Election Results – 71 valid ballots received from full-time faculty.
- 2.2 Update on Accreditation due January 2017 – Committees are meeting, Standard I is leading the pack. Will be forming evaluation teams, central location for all evidence documents, team will be working on Quality Focus Essay. Discussion on previous report and follow-ups, self-study should have a positive focus.
- 2.3 Other – College Council reviewed BOT agenda for Tuesday’s meeting, quite a few consent agenda items, nothing looks too controversial, board is supporting Superintendent/President.

**3. Executive Officer’s Reports**

- 3.1 Vice President, Jessica Gibbs
- 3.2 Secretary, Leslie Huiner – Library has received \$50,000 allocation from student equity funds to purchase reserve textbooks at VVC Rams Bookstore.
- 3.3 Treasurer, Steve Toner - \$60 food donations, balance of \$151.81. Senate plenary had a lot of

workshops on CTE, four different organizations attended, discussed Z pathway with zero cost books. Thanks to faculty for sending emails about resolutions. Does anyone have an old copy of the faculty handbook? Need it for all new faculty starting next year. Senate is hoping to have a new full-time faculty orientation before fall semester starts, working with HR to plan it. If anyone is interested in working with J. Gibbs, Davis, Toner to present information to new faculty, let him know.

3.4 Past President, Tracy Davis – Thanks to everyone for participating in the election.

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

4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Armstrong, Rosyli Reveron – Akers – Adjunct faculty never received an email about adjunct faculty election results; Oliver to send it out this evening. Adjunct fomented about the computer (SharePoint) breakdown during the election process.

4.2 Area Representatives

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

5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Per Ed Burg, evaluating new software to make our lives easier, new way to do PRAISE and SLO reports.

5.2 Honors Program – Tim Adell – Nothing new since last meeting.

5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Moving towards implementation in TracDat as soon as IPRC is finished. Feeding information into accreditation reports, in last report to ACCJC we were at 92% completion of SLOs, thank you to all adjunct and full-time faculty for doing those. SLOs are matching syllabi. Per Oliver, some syllabi have not yet been turned in to the deans; some faculty turned them in but they were lost by deans' office, some syllabi are being requested for canceled courses.

5.4 Curriculum Committee – Debby Blanchard – Committee reviewed list of courses that were made inactive in Colleague in 2012 without being deactivated in Curricunet; administration did it to meet ACCJC requirement for courses that had not been offered and did not have SLOs or assessments. Curriculum Area Reps are going to notify Department Chairs to deactivate those courses in Curricunet. Writing new AP 4020 about curriculum, will include catalog deadlines and an addendum with curricular changes made after catalog deadline. Title 5 regulation requires colleges to submit all prerequisites by August 1, prereqs need to be published in the catalog and not implemented mid-year. Trying to get all certificates entered into Curricunet, Blanchard may enter them during summer, or they may not be included in the catalog. Working on AP 4260 update. Will be adding catalog deadlines to the Curricunet home page.

5.5 Basic Skills Committee – Per Karen Tomlin, has not met this semester, wonder when it's going to get going again. Pat Wagner stepped down as committee chair, needs a new chair. ASET officer will pull committee back together and facilitate election of a chair.

5.6 Other

#### **6. Shared Governance Reports**

6.1 Facilities Committee – Tom Miller – Per Dave Hollomon, remodeling Academic Commons, bringing BET back over, so BADM, CIS, BET and BRE will be located in AC during summer. Per Oliver, new expansion to WELD and AUTO is underway.

6.2 Finance, Budget & Planning Committee – Henry Young – Working with sub-committee to refine the rubric for augmentation, currently using rubric that was used last year, it's difficult to score program review requests. Last year augmentation was \$300,000, but spent \$500,000. Campus Police has large budget request. Committee was asked to develop benchmarks to share about our college salaries/benefits, fund balance for IEPI. AFT is asking for voting membership. Per Lisa Ellis, senate represents all faculty through AP 1201, it would need to be changed to include both faculty unions in addition to senate reps.

6.3 Student Success and Support Committee – Carey Alstadt – Last meeting of year in 2 weeks, will determine goals for next year, send him thoughts and ideas.

6.4 Distance Education Advisory Committee – Tracy Davis – Thanks to everyone who came to DE

Academy on April 29, small but mighty group. Will be sending out survey. Fall DE Academy will be Friday, October 14. Attended Academic Senate Online Regional Meeting South. In terms of DE and accreditation we are in excellent shape, working with SharePoint to make sure that all DE docs and evidence are easily found; regular effective contact policy and draft handbook are far above what most colleges have. One college had a visiting team that looked at every online course. Important issue: use Blackboard to document communication with students rather than email. DEAC having workshop for deans to instruct them in what DE education is all about, how to evaluate it, data driven decisions. DE Coordinator Rolando Regino is no longer here, position needs to be administrator who advocates for DE and it needs to be filled. DE has budget to encourage faculty to attend conference in San Diego June 16-17, more info will be sent out.

6.5 College Council – Claude Oliver -

6.6 Technology Committee – Tracy Davis, Steve Toner – Have not been meeting with quorums, minutes are 3 or 4 meetings behind. DE Master Plan subcommittee has not met for 3 weeks. Kevin Leahy and Justin Gatewood have outline of guiding principles, they will present a skeleton to be approved by committee.

6.7 Other –

**7. Public Comments**

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

Butros – Research scientist from NASA’s Ames Research Center is speaking about Mars in the PAC at 7pm tonight, free.

**8. Adjournment**

Meeting adjourned at 5:18p.m.