

## VVC Academic Senate Meeting

### APPROVED MINUTES

Thursday, June 1, 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	X	Francev, Peter	Contreras, Fernando
C & L		Alstadt, Carey	X	Gibbs, David	Davis, Tracy
KIN	X	Blanchard, Debra (proxy Huiner)			Jennings, Patricia
CTE		Bonato, Anthony		<b>Executive Officers</b>	Ruiz, Maria
AC	X	Burg, Ed	X	Gibbs, J., President	Young, Henry
Science		Butros, Michael	X	Oliver, C., Past-President	<b>Guests</b>
ATC	X	Campbell, Bryce	X	Bennett, L., Vice-President	Mark Clair
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty (proxy Huiner)	X	Toner, S., Treasurer	
ALDH	X	Haines, Michael			
PAC		Heaberlin, Ed			
RSPTC		Jones, Scott		<b>Adjunct Faculty Representative</b>	
C & L	X	McCracken, Mike	X	Akers, Glenn	
ALDH		Speakman, Jeanine	X	Jefferies, Leontine	
LA	X	Tomlin, Karen		Reveron, Rosyli	

### Called to order at 3:30p.m.

### Additions and Revisions to the Agenda

Special Guest Speaker: CCAP-MOU for Dual Enrollment – Mark Clair  
 AB 288 allows school districts to limit enrollment in VVC classes to high school students on their campus. College and Career Access Pathways (CCAP) – build seamless pathway from high school to community college. MOU will be developed for every district and every high school will have their own model. Each course will be opened up (first right of refusal) to full-time faculty, then adjunct faculty, then high school level teacher who meets the equivalency process. Most courses will occur in 5<sup>th</sup> or 6<sup>th</sup> period; ADA requires 240 minutes, our courses meet after that time, so we get FTES and counts towards our enrollment. Students will take assessment placement test at high school. Discussion about curriculum development, issues related to teaching minors, age restrictions will remain in place. Parental consent form will be handled at the high school. Annual report to Chancellor’s Office has to be done every year. K-12 scorecard will include dual enrollment next year, so these pathways will benefit their scorecard. There are 5 major school districts, multiple schools in each district. Charter schools are also interested. Helps students complete college credit while still in high school. Faculty will need to determine if curriculum is appropriate to high school level. There will be a concurrent enrollment MOU for Options for Youth charter school in fall, courses have not been decided yet.

#### 1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 05/04/2017 (McCracken, Bennett) M/S/U Y
- 1.2 CCC’s Online Education Initiative Course Design Rubric – Tracy Davis – 2<sup>nd</sup> Reading (Francev, Gibbs) We probably won’t be joining OEI, but will use this format for developing online courses and as a standard for looking at courses for regular effective contact.  
 Motion to approve (Cerreto, D. Gibbs) M/S/U Y
- 1.3 AP on Advanced Placement Credit – Mike McCracken – 1<sup>st</sup> Reading - Motion to discuss.  
 (McCracken, Cerreto) Will go to College Council for approval. Motion to approve on 1<sup>st</sup> reading (Oliver, Cerreto) M/S/A (YES: Blanchard, Burg, Campbell, Cerreto, Golder, Haines, McCracken, Tomlin, Francev, D. Gibbs, Jefferies. NO: Akers) Y
- 1.4 Information: IE Performance Assessments – Executive Summary, Student Success Indicators, Fiscal Viability and Compliance Indicators – Report to Chancellor’s Office identifies targets, send comments to Ginnie Moran and Peter Maphumulo. In the past, it was inconsequential if we did not meet them. Now they are synonymous with the ISS reported to ACCJC, there are consequences in

the form of sanctions if we do not meet the targets. Meetings to discuss are occurring now, meeting schedule is on the executive summary. Have been reviewed by College Council. Encourage you to send out to faculty in your area.

1.5 Information: Curriculum Committee Minutes 04/27/2017, 05/11/2017

1.6 *VVC DE Faculty Certification – Tracy Davis – 1<sup>st</sup> Reading* – Motion to discuss (D. Gibbs, Jefferies) Send feedback to Tracy Davis, will be 2<sup>nd</sup> reading in fall. If someone has already been teaching DE, that person is grandfathered in, but encourage them to take training, it's beneficial and will cover regular effective contact required by ACCJC.

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

- 2.1 June BOT Meeting – Occurs during the week in between spring and summer terms, Jessica will not attend but will be sending a report for Roger Wagner to read.
- 2.2 Managed Print Services Pilot Program – Has been discussed in College Council, district adoption of software that will log who uses how much print services on campus machines during next year. Headed up by Deanna Sanabria, will start with beta pilot project over summer, senate sent all call and 6 or 7 faculty volunteers will be on the pilot program to work out bugs on software over summer. Next year the software will collect data on all college employees on printing to determine how much we spend on printing process, what's going to happen after that is more nebulous - they have not stated what the discussion of that data will be after the year. There has been robust discussion on how this will affect faculty in serving students, how it will affect adjunct faculty, how limits will affect faculty – have been assured no decisions or changes will be made until end of pilot program. Glad to see there will be data collection followed by discussion. Budgetary aspects have not been discussed yet. Suggest at next College Council that there is a separate task force that looks at how we can change behavior to reduce printing and request that senate be involved in analysis of data when it takes place.
- 2.3 Graduation – Friday, June 9 at 4:00 p.m. – Faculty reception 2:45 p.m. in Bldg. 72 – Variety of ways you can get involved with volunteering, encourage everyone to attend graduation.
- 2.4 Other – Bookstore closure June 23-July 2. Bad timing because summer school starts June 19. Need a good campaign to inform students of this closure because it could limit student learning and success. Faculty can announce, put on web site, and email students.

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

- 3.1 Vice President, Lee Bennett – Strong Workforce – Funding is on 30-month cycle, by the time money was distributed and budgets set up, it backed up to end of purchasing cycles, money must be spent by end of November. Have asked administration to refine our application process for next round, asked for faculty-driven vetting process like Perkins Oversight Committee with standardized application and goals where allocations are tied to program review and data, so faculty review requests before they go on to administration.
- 3.2 Secretary, Leslie Huiner – no report
- 3.3 Treasurer, Steve Toner - \$10 in donations, \$87.29 balance.
- 3.4 Past President, Claude Oliver – no report

## **4. Senate Representative Reports**

- 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Rosyli Reveron Per Akers, congratulations to Dr. Leontine Jefferies, Ph.D. Adjunct received email from HR regarding invitation to apply for full-time faculty geography position, Akers asked who is on hiring committee. Discussion on senate process for hiring committees, follows senate procedures, do not divulge hiring committee member names. Per Jefferies, Reveron is going to Stanford and will no longer be adjunct faculty rep. Senate will follow governing documents, exec will look into filling vacancy in fall.
- 4.2 Area Representatives – Mike McCracken – Forming a welcome day for new students on August 24, faculty encouraged to present about career pathways for their disciplines, contact Herb English.

## 5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Committee meets Friday, there is a survey out to department chairs requesting feedback on TracDat for instructional program review. There will be a new coordinator next year, it won't be Jessica.
- 5.2 Honors Program – Tim Adell
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – ILO assessments next Monday and Tuesday, students will be invited to test, SLOAC volunteers and Jan Espinoza will be proctoring. Will close first loop on ILOs, it is the same exam that was used for last ILO assessment 3 years ago.
- 5.4 Curriculum Committee – Debby Blanchard – Last meeting for semester is June 8.
- 5.5 Basic Skills Committee – Committee met, invited Herb English to attend because Basic Skills coordinator was administrator of Basic Skills Initiative funds in the past. District is hiring a director position that would be assigned the BSI grant in job responsibilities. English asked for faculty input on a report due this summer. Discussed idea of combining Basic Skills, SSSP and Student Equity committees or having a liaison between the committees. Did not elect a chair, will meet again in fall.
- 5.6 Other

## 6. Shared Governance Reports

- 6.1 Facilities Committee –
- 6.2 Finance, Budget & Planning Committee – Henry Young – Would like to see augmentation rubric added to program review, there were quite a few requests not funded because the rubric was not followed. Budget presentation scheduled next week. There is a budgetary impact when falling from mid-size college to small-size college with drop in FTES.
- 6.3 Student Success and Support Committee – Mike McCracken – McCracken taking helm in fall, hope it will transition to the new SSSP Counselor. Committee resumes work in September, will look at EAB and ed planning software programs that help students.
- 6.4 Distance Education Advisory Committee – Tracy Davis - Doing a couple of activities during summer, summer certification will be offered in hybrid format.
- 6.5 College Council – Claude Oliver – Discussed above, will type up some notes and send out to rep council.
- 6.6 Technology Committee – Tracy Davis, Steve Toner – Per Toner, new chair is Khalid Rubayi. Still having trouble getting a quorum for meetings. Per Oliver, VVCFA is trying to form an instructional technology committee to look at working conditions, focused on instructional needs.
- 6.7 Other

## 7. Public Comments

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

D. Gibbs – Need to implement the senate's student waitlist policy about students adding courses. Jessica will take it to College Council.

Oliver – Need to hammer administration about enrollment management, we keep saying it's important, but nothing is being done. We got the \$200,000 IEPI grant from Chancellor's Office. FTES is dropping, we could use summer FTES for either spring or fall. Keep it in the forefront, Jessica will add to agenda for her meeting with Wagner. Waitlist idea for online classes related to enrollment management: if we had 1 single waitlist for a certain course, if that list hit 30, a new section would open up automatically, rather than each online course having a waitlist.

## 8. Adjournment at 5:25p.m.