

VVC Academic Senate Meeting
APPROVED MINUTES
 Thursday, June 2, 2011
 Administration Services Bldg., Room 8, 3:30 p.m.

| Area | | Area Representative | | At-Large Area Representative | Members |
|----------|---|---------------------------------|---|---|-----------------|
| Science | X | Cerreto, Richard | X | Allan, Peter | Adell, Tim |
| ALDH | | Cline, Diane | X | Cole, Chris | Basha, Claudia |
| C&L | X | Contreras, Fernando | | | Burg, Ed |
| Science | X | Ellis, Lisa | | Executive Officers | Hollomon, Dave |
| LA | X | Golder, P./Golliher, C. (proxy) | X | Harvey, L, President | Jennings, Patty |
| ATC | X | Malone, Patrick | X | Davis, T., Vice-President | James, Pam |
| C&L | X | McCracken, Mike | X | Huiner, L., Sec./Treasurer | Jones, Scott |
| PAC | X | Heaberlin, Ed | X | Blanchard, D., Past-President | Mayer, Peggy |
| ATC | | Ruiz, Maria | | | Skuster, Marc |
| Voc. | | Rubayi, Khalid | | Part-time Faculty Representative | Tomlin, Karen |
| LA | X | Toner, Stephen | X | Akers, Glenn | Guests |
| ALDH | | Truelove, Terry | X | Elsmore, Cheryl | Johnston, Tim |
| Voc. | | Visser, Mike | | | Kildal, Lori |
| Ac. Com. | X | Young, Henry | | | Knight, Leonard |
| PE | | | | | Smith, Frank |

Called to order 3:35 p.m.

Additions and Revisions to the Agenda

Special Guest: Frank Smith, Executive Dean of Technology & Information Resources

Discussion re: Microsoft migration, Outlook, printing, Blackboard, remote access to network files and security, budget issues, LiveTime workorders (use old Novell account credentials,) student email, filtering (You Tube,) moderated email lists (such as Rams and VVC-Personals,) pay for print, requiring administrative rights to download software for instruction, Datatel steering committee, planning Microsoft training.

1. Action/Information Items

- | | | |
|-----|--|---|
| 1.1 | Approval: May 5, 2011 minutes (Heaberlin, Davis) | Y |
| 1.2 | Approval: Curriculum Committee Actions – 4/19, 4/28, 5/12/2011 (Toner, Allan) | Y |
| 1.3 | Resolution: Local Senate Oversight of All College Offerings (Davis, Blanchard) | Y |
| 1.4 | Resolution: Drop/Withdrawal Policies (Blanchard, Toner) Recommending 44% drop date for all classes | Y |
| 1.5 | Resolution: CLEP Exam Equivalency List (Davis, Ellis) | Y |
| 1.6 | Resolution: Class Caps Based on Pedagogical Factors (Blanchard, Davis) | Y |
| 1.7 | Information Item: PE Department Name Change to Kinesiology | |

2. President's Report and Announcements

- 2.1 Technology Rights (email signatures and downloading software) – Discussed above.
- 2.2 Ad Hoc Committee for Hiring Practices – Committee to look at hiring practices.
- 2.3 Transfer Model Curriculum – New Degrees – Office of Instruction is not filling out paperwork to submit to Chancellor's Office, departments should be responsible to submit their own paperwork to facilitate process.
- 2.4 Graduation Ceremony – Please come to graduation! Speaker will be retiring emeritus faculty member Carol Golliher.

3. Executive Officer's Reports

- 3.1 Past President, Debby Blanchard – Hiring prioritization list was submitted to administration; priority was changed by administration. Faculty obligation number is 6. Senate executives will be working with new VPI.
- 3.2 Vice President, Tracy Davis – Need replacement at-large rep. and Foundation rep. for Peter Allan. Committee list will be added to senate web site.
- 3.3 Secretary / Treasurer, Leslie Huiner – Collection for food money \$81. Year end treasurer report: \$618.21 in donations; \$594.14 in expenditures; \$24.07 carry over for next fiscal year;

thanks to everyone for donations.

- 3.4 Part-time Representative Report – Cheryl Elsmore – Question about class cuts. Glenn Akers – Adjuncts are content with pay and hope to be back in the fall.

4. Senate Representative Reports

Peter Allan – September 9 will be voluntary flex day with speakers and break-out sessions.
Karen Tomlin – Concern about lack of funding for facilitator for summer for the Writing Center, English Department does not support keeping the center open without a faculty member.
Ed Heaberlin – Same concern for the communication studies center. Student art show today.

5. Committee Reports or Special Reports

- 5.1 Program Review Committee – Has not met yet.
5.2 Graduation Requirements Committee – Pam James – No report.
5.3 Basic Skills Committee – Amy Azul – Per Carol Gollhofer, no resolution on facilitator access to budget, path for encumbered money is in place in Financial2000. Tutors are working.
5.4 Honors Program – Tim Adell – HTCC consortium met at UCR, they are working to increase transfers. Writing contest awards ceremony June 4 in the library.
5.5 SLO Coordinator Report – Lisa Harvey – Researching course embedded assessment.
5.6 Curriculum Committee – Debby Blanchard – Would like to offer Curricunet workshop during flex day and drop-in training in the fall. SLOs on course outline of record should be same as on the syllabus; faculty may add more SLOs to the syllabus than are listed in the approved outline. Curricunet will be down during July for changes to the system.
5.7 Study Abroad Committee – Dino Bozonelos – No report.
5.8 Online Program Committee – Henry Young – No report.
5.9 Academic Senate Allocations Committee – Peter Allan – No report.
5.10 Foundation Report – Peter Allan -- Golf tournament on Monday. Encourage faculty to submit faculty grants and join President's Circle.

6. Shared Governance Reports

- 6.1 Technology Committee – Khalid Rubayi -- Per Lisa Harvey, Shane Thomas is now chair.
6.2 Institutional Effectiveness Committee – Marc Skuster -- Responsible for making improvements to program review; compliance is variable across campus, was 75% instructional programs, 25% administrative and non-instructional this year. Not much interest or incentive among administration.
6.3 Facilities Committee – Dave Hollomon – No report.
6.4 Safety & Security Committee – Dave Oleson – Per Leonard Knight, all officers have not completed POST training yet. Crime reports are updated on the website daily. Significant problems will be publicized through alert system. Large population of parolees attend campus, they are monitored. Will provide survival kits for emergencies and training drills. New traffic plan in process for fall for streets, pedestrians, parking.
6.5 Finance & Budget Committee – Peter Allan – VPI agreed to facilitate non-instructional programs to complete program review. VP of administrative services showed a slide with a four year plan with \$6 million in structural cuts (benefits, staff, salaries, and programs.)
6.6 College Council – Debby Blanchard – Discussion re: revised drop dates; Gear Up program; Evaluation of synergy plan reorganization; and BOT's four goals in relation to mission.
6.7 Diversity Committee – Sherri Pierce – No report.
6.8 Staff Development Committee – Greg Jones – No report.
6.9 Student Services Committee – Peggy Mayer – Had first meeting and divided into work groups for administrative procedures and initiative groups. Working on early alert program for at-risk students, skills and support to help students succeed.

7. Adjournment

Meeting adjourned at 5:45 p.m.