

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, June 6, 2013

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

		Area Representative		At-Large Area Representatives	Members
KIN		Blanchard, Debra	X	Butros, Michael	Cerreto, Richard
Science	X	Gibbs, David	X	Menser, Gary	Cole, Chris
Science	X	Gibbs, Jessica			Hollomon, Dave
LA	X	Golder, Patty		Executive Officers	James, Pam
PAC	X	Heaberlin, Ed	X	Davis, T., President	
PSTC		Jones, Scott	X	Harvey, L, Past-President	
ATC	X	Malone, Patrick	X	Oliver, C., Vice-President	
C & L	X	Mayer, Peggy	X	Huiner, L., Secretary	
C & L	X	McCracken, Mike	X	Toner, S., Treasurer	
ALDH		Ramming, Alice			
VOC	X	Rubayi, Khalid		Part-time Faculty Representative	
ATC		Ruiz, Maria	X	Akers, Glenn	Guests
ALDH		Speakman, Jeanine	X	Elsmore, Cheryl	Clair, Mark
LA	X	Tomlin, Karen			Moran, Virginia
Ac. Com.		Young, Henry			

Called to order at 3:33 p.m.

Additions and Revisions to the Agenda

1. Action/Information Items

- 1.1 Action: 05/02/2013 Academic Senate Minutes (Heaberlin, Butros) Y
- 1.2 AP 6331 Purchasing Procedure – 2nd Reading (Toner, Menser) Y
- 1.3 Information: Curriculum Committee Minutes 4/25/2013, 5/9/2013, 5/23/2013

2. President's Report and Announcements

- 2.1 Voluntary In-Service Day, August 30, 2013 – Academic Senate asked to organize the faculty portion of this event, voluntary but encourage all faculty to show up; senate planning workshops related to accreditation, program review, assessments.
- 2.2 Graduation – Tomorrow, RSVP to Margie Sandello to have enough chairs.
- 2.3 Accreditation, Program Review, and SLO/PLO Assessment – Rumor that these issues would be taken out of faculty hands, contacted Virginia Moran, Executive Dean of Institutional Effectiveness. Per Moran, can't do accreditation, program review or assessment without faculty. 7 faculty serving on mid-term report committee, report due March 2014.
- 2.4 Board of Trustees Report – Last meeting fairly calm, will send out a written report. Distributed copies of newspaper article published after BOT retreat, letters to editor. Retreat video has not yet been posted on the web page.
- 2.5 Distance Education Documents – “Last Day of Attendance” handout from shared governance distance education committee. Senate distance education committee recommending language for syllabus for distance ed classes, taken from course outline of record in Curricunet. Will be on senate agenda as information item in September.
- 2.6 Hiring List – Hiring rubric and procedure were used to prioritize list of positions taken from Annual Updates, list of 11 positions sent forward to interim Superintendent/President Peter Allan, who said there could be as many as 12 faculty positions hired. Rubric and procedure are living documents, will be posted to senate web page, please send suggestions about these baseline documents.
- 2.7 Other –

3. Executive Officer's Reports

- 3.1 Past President, Lisa Harvey – No report.
- 3.2 Vice President, Claude Oliver – Admin. is cancelling summer classes early (June 7) for low enrollment, may add sections for classes with large wait lists. Classes and rooms are already scheduled, goes against the enrollment management process, disservice to students.
- 3.3 Secretary, Leslie Huiner – Committee reports on agenda have been streamlined, shared governance or senate reps can report out under “other” or contact us to get your committee on the agenda.
- 3.4 Treasurer, Steve Toner - \$73 collected for food money. Special petitions committee meeting looking at late withdrawal form, hard to get faculty signatures long after term.
- 3.5 Part-time Representative Report – Cheryl Elsmore - In response to query about state senate resolution asking adjunct what they would like to be called (adjunct, part-time, associate?) our adjunct do not care about naming designation, are fine with “adjunct.”

4. Senate Representative Reports

- 4.1 Peggy Mayer, Chancellor's Office Luncheon, June 5, 2013 – Chancellor Bryce Harris spoke about issues: restoration of access and student success, need to focus on career development and transfer.

5. Committee Reports or Special Reports

- 5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Focusing on upcoming accreditation visit, reviewing 2012 annual updates and noticed lack of discussion on data from research office and assessment results, which is recommendation 2. SLOAC and IPRC rolled out assessment dialog form which is key to resolving recommendation 2; dialogs must be robust, analyze data from research level, PLO/SLO data. Steering committee members available for work sessions during summer to look at recommendations 2 and 3, serving as resources to look at data and ideas, will be announced via email. Assessment dialog form due September 3, will be added to 2012 Annual Update, can be downloaded from Program Review SharePoint page. Summer assessments will not be added to TracDat, it won't be available.
- 5.2 Basic Skills Committee – Pat Wagner – Per Karen Tomlin – Accomplished a lot this year, rewrote charge to meet state mandates, created form for requesting BSI money and rubric for evaluating requests, attended conferences to find out what's going on statewide, worked with Fiscal Services on expenditures.
- 5.3 Honors Program – Tim Adell – No report.
- 5.4 Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – Will be sending out due dates for summer, keep doing assessments.
- 5.5 Curriculum Committee – Debby Blanchard – Per Lisa Harvey, committee holding summer meeting.
- 5.6 Distance Education Senate Committee – Paul Topping – Per Steve Toner, looking at mandated video closed captioning at first meeting in September.
- 5.7 Foundation Report – Scott Jones—No report.
- 5.8 Other

6. Shared Governance Reports

- 6.1 Technology Committee – Ed Burg – No report.
- 6.2 Facilities Committee – Tom Miller – No report.
- 6.3 Finance, Budget & Planning Committee – Pat Wagner – Per Claude Oliver, met yesterday, heard rumor about zero-based budget / no augmentation funds; per chair Tim Isbell looking at re-allocating unspent funds. Committee looking at meeting during summer. Committee struggling with their duty based on their mission. Recommend that departments add roll over budgets into the budget planning document to make sure they roll; if you update it, send it to Jessica Gibbs to put the updated form back into SharePoint.
- 6.4 College Council – Claude Oliver - No report.
- 6.5 Student Success and Support Committee – Peggy Mayer – Reviewed and updated committee charge, will be on SharePoint. Application deadline won't go into effect in fall, maybe in spring semester. Student discipline should be handled by task force, need to review student dishonesty and discipline policies.

6.6 Distance Education Shared Governance Committee – Lisa Ellis – Per Tracy Davis, Blackboard office sending out documents not approved through shared governance distance education committee.

6.7 Other

7. **Public Comments**

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

Dave Hollomon – Question about Campaign for Classes.

Mike Butros – VVC Foundation and faculty submitted grant with other colleges for STEM students to work on campus.

Ed Heaberlin – Auditions for “25th Annual Putman County Spelling Bee.”

8. **Adjournment**