

## VVC Academic Senate Meeting

### MINUTES

Thursday, October 3, 2019

CFIE Training Room (10-4), 3:30pm

Lee Bennett, Academic Senate President, [Harry.BennettJr@vvc.edu](mailto:Harry.BennettJr@vvc.edu), (760) 245-4271 ext. 2403

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim	X	Butros, Michael	Bachmeier, Yasmine
C & L	X	Beach, Kelley	X	Campbell, Bryce (proxy Francev)	Contreras, Fernando
KIN	X	Blanchard, Debra			Gonzalez, Magali
CTE	X	Brown, Regina		<b>Executive Officers</b>	James, Pam
AC	X	Burg, Ed	X	Bennett, L., President	Marquez, Evelyn
Science	X	Cerreto, Richard (proxy Butros)	X	Oliver, C., Vice-President	
LA	X	Davis, Tracy	X	Gibbs, J., Past-President	
ATC	X	Francev, Peter	X	Huiner, L., Secretary	
Science	X	Gibbs, David		Kuhns T., Treasurer	
LA	X	Golder, Patty			
ALDH		Haines, Michael		<b>Adjunct Faculty Representative</b>	
PAC		Heaberlin, Ed	X	Akers, Glenn	<b>Guests</b>
RSPTC		Jones, Scott	X	Jefferies, Leontine	
ALDH	X	Stahlke, Jacqueline			
C & L	X	Truelove, Terry			

### 1. Call to Order at 3:30 p.m.

**Public Comments Related to Action Items:** The complete written request to address the Committee shall be submitted at the beginning of the meeting. Individuals who want to comment on action items may do so after being recognized by the Committee Chair and before Committee discussion of the particular item during the meeting. Comments are limited to three minutes per individual and a total of 15 minutes per topics.

### 2. Action Items: Items may be approved at a first reading

- 2.1 Academic Senate Minutes 06/06/2019 (Butros, Davis) M/S/U
- 2.2 Academic Senate Minutes 09/05/2019 (Butros, Davis) M/S/U
- 2.3 AP 4024 Units to Contact Hour Relationship - 1st Reading  
Motion to discuss (Blanchard, Golder) Required by Chancellor's Office, this AP will go directly to BOT. Motion to approve on a first reading (Blanchard, Golder) M/S/U
- 2.4 Resolution F19-01 Non-Credit Course and Program Development - 1st Reading  
Motion to discuss (Blanchard, Davis) Discussion on pay equity for non-credit.
- 2.5 Resolution F19-02 Marketing and Branding - 1st Reading  
Motion to discuss (Blanchard, Truelove) - Reviewed
- 2.6 Resolution F19-03 Meeting Intent Transparency - 1st Reading  
Motion to discuss (Davis, Blanchard)
- 2.7 Removal of Petitions Committee from Academic Senate - 1st Reading  
Motion to discuss (Gibbs, J., Davis)  
Per Bennett, revisiting and revising AS bylaws, need senate to approve if Petitions Committee should be removed. At one time there were many more petitions, changes in Ed Code got rid of ambiguity in language about petitions like late withdrawal. Another reason is the difficulty in convening the committee and meeting quorum during summer and winter intersession, need for timely approvals for students. Discussion: committee meets regularly because of student need; concern that subjectivity of a single person could have negative outcomes for students, have fought against that in the past; hope for active dialog for options to address the issues; need to add 'Late Add Petition' to the list on proposal; academic renewal now goes directly to counselors; need for an AP to address some of these issues; and need to brainstorm on best practices.

Public comment: Pam James, Counselor & Articulation Officer: concern about following policies, concerned because petitions will go to administration and they will have ability to override faculty approval for late add petitions, faculty signature for approval is important. Committee unable to meet this summer in August, resumed when school started and 585 petitions acted upon since summer.

### **3. Discussion Item**

- 3.1 AP 1201 Shared Governance Structure & Responsibilities – Per Blanchard there are multiple versions of draft AP being circulated, we have the wrong document; changes made at September 16 meeting were sent to College Council. Discussion: there is a lack of shared governance happening on this document, which is supposed to be about shared governance.

### **4. Information Items**

- 4.1 Curriculum Committee Minutes 04/25/2019, 05/09/2019, 05/23/2019, 05/30/2019, 09/12/2019

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

- 5.1 Area Representative Information Flow – Need evidence of information flow for ACCJC, request area reps share information back to constituents and solicit feedback to bring back for voting. We need to substantiate the process; after senate meeting jot down notes/reports, by next Friday send them to constituents in your area, ask their opinions; responsibility as area rep is to share information and solicit feedback. Blind copy Bennett on email; bring the feedback with you to next senate meeting in print format and we will store them in a file in Academic Senate office for evidence of practice. You could also supply meeting minutes instead.
- 5.2 Curriculum Alignment Project – Close to having curriculum inventory cleaned up, but have not created systematic way to ensure we don't go back to being out of compliance; issues with catalog, Colleague, COCI, and CurricUNET not being aligned, goes back to 2018 when business degree was not approved and complaint was filed with Chancellor's Office. Problem discovered when we tried to do digital education plans and realized the information from variety sources was not lined up. Curriculum Committee will be looking at a process that could be turned into an AP regarding annual updates to programs when changes are made, would be added to CC handbook and brought to AS for approval. Need to comply with CTE programs having curriculum reviewed every 2 years, academic programs curriculum reviewed every 5 years.
- 5.3 Educational Master Plan Work Group Update – Walden tasked work group to provide a consultation version due to him by end of this semester; shooting for Nov. 22 target date to complete. Bulk of info from departments will come from program review and Formstack document sent to Department Chairs. Work group writers will compile it into EMP, document will go Walden for review during winter, send to chairs in February for review and feedback, then to Academic Senate for first read in March or April.
- 5.4 New CTE Area Representative: Welcome to Regina Brown
- 5.5 ASCCC 2019 Fall Guided Pathways Regional Meeting South at VVC - November 1 – Register on ASCCC web site, free event.

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

- 6.1 Vice President, Claude Oliver - Announcement was made at Department Chair meeting about financial stress and told that winter/summer schedule would be high demand classes; some departments are already having classes removed from summer schedule. Team from Mt. Sac presented on Guided Pathways two Fridays ago in CFIE.
- 6.2 Secretary, Leslie Huiner – Task force on faculty hiring procedures is meeting.
- 6.3 Treasurer, Troy Kuhns
- 6.4 Past President, Jessica Gibbs – No report

## 7. Senate Representative Reports

- 7.1 Part-time Faculty Representative Reports – Glenn Akers, Leontine Jefferies  
Jefferies asked about vacant part-time area rep position.
- 7.2 Area Representatives

## 8. Committee Reports or Special Reports

- 8.1 Instructional Program Review Committee (IPRC) – Julia Wendt -
- 8.2 Honors Program – Tim Adell – Building more classes, sending a few students to UC Irvine conference.
- 8.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Met twice, inviting Maphumulo and Walden to next meeting to talk about improved analytics, continuing work on updating handbook.
- 8.4 Curriculum Committee – Debby Blanchard – Meet next Thursday, talk about process for updating certificates, no Title 5 or Ed Code process. Training on non-credit being held.
- 8.5 Basic Skills Committee – Patty Golder – Meets regularly on weekly basis with Maria Ruiz and Monika Niehus. Asking for budget breakdown. Andrea Glebe wants to come back in to replace another member. Non-credit BSKL classes approved by chancellor last June, Catalog Committee does not want to include it in the addendum, no resolution to the issue yet, working on it. Request that everyone working on a committee is heard, need for committees to be team members and not unilateral decision making.
- 8.6 Faculty Professional Development Coordinator – Steve Toner
- 8.7 VVC Foundation – Michael Butros – Board retreat in September, toured the new one stop center, concern about sound traveling. Walden announced marketing and branding plan at last meeting. Unbeknownst to us there is a \$250 fee to join the Foundation board, so we got a bill for it; senate doesn't have funds for it, Maphumulo may pay it. Meets next Wednesday. Campus grants applications available now.
- 8.8 Guided Pathways – Jacqueline Stahlke, Tim Adell – Faculty and classified attended Mt. Sac Guided Pathways presentation, afternoon session not well-attended but morning was packed. Less than 10 students showed up for the student forum. Looking at development of meta-majors, will take it to Department Chairs next. Discussed what we are going to call meta-majors, or communities of practice, or academies; purpose is to move away from old divisions and name it to make it easy for students to identify majors. We already have majors in place, like public safety & fire protection, STEM, health, arts, education and social service.
- 8.9 Open Educational Resources – Jacqueline Stahlke – Trying to convince administration to provide stipends for faculty to develop OER; applying for campus grants to get small stipends. Will email on a weekly basis and continue to offer her assistance with OER. Would like approval to send a survey to faculty and students about OER; national survey has been done at dozens of other colleges, hope to use that data to ask administration to provide stipends. Per Butros, stipends need to be negotiated between VVCFA and administration because it comes under compensation. Discussion on affordable textbook act of 2015 for low or no cost textbooks; we did resolution last year, WebAdvisor should be populated in the remarks section for the spring classes, but not able to do a search query for classes that are low or no cost. No plan in place, does not meet the marker for what the institution is supposed to be doing. Senate supports her sending out surveys.

## **9. Shared Governance Reports**

- 9.1 Finance, Budget & Planning Committee – Henry Young
- 9.2 Student Success and Support Committee – Jennifer Law
- 9.3 Distance Education Advisory Committee – Tracy Davis – Still no DE coordinator. Department chairs contacted about Canvas training geared to what a specific department may need. Spent 6 hours training at RPTSC. Workshop this Saturday on Canvas overview. DE Academy will be 2 days, Oct. 25 & 26. Workshops include NetTutor, assessments in Canvas, training for certification process, using Canvas in face-to-face classes. Online registration is in process.
- 9.4 College Council – Jessica Gibbs/Lee Bennett – Yesterday’s meeting was canceled. Wrong versions of AP 1201 and AP 5330 were distributed at previous meeting. Discussion on shared governance.
- 9.5 Technology Committee – Steve Toner

## **10. Adjournment** – Meeting adjourned at 5:33pm