

VVC Academic Senate Meeting

APPROVED MINUTES

Thursday, October 5, 2017

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

Jessica Gibbs, Academic Senate President, Jessica.gibbs@vvc.edu, (760) 245-4271 ext. 2213

		Area Representative		At-Large Area Representatives	Members
ATC	X	Adell, Tim	X	Francev, Peter (proxy P. Golder)	Lynne Glickstein
C & L		Alstadt, Carey		Gibbs, David	
KIN	X	Blanchard, Debra			
CTE		Bonato, Anthony		Executive Officers	
AC		Burg, Ed	X	Gibbs, J., President	
Science	X	Butros, Michael		Oliver, C., Past-President	Guests
ATC	X	Campbell, Bryce	X	Bennett, L., Vice-President	Tracey Richardson
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty	X	Toner, S., Treasurer	
ALDH		Haines, Michael			
PAC	X	Heaberlin, Ed			
RSPTC		Jones, Scott		Adjunct Faculty Representative	
C & L	X	McCracken, Mike	X	Akers, Glenn	
ALDH	X	Speakman, Jeanine	X	Jefferies, Leontine	
LA	X	Tomlin, Karen (proxy T. Davis)		Reveron, Rosyli	

Called to order at 3:34p.m.

Additions and Revisions to the Agenda

Special Guests:

Dr. Melanie Jones, Dean of Instruction, Distance Education and Library Services – Not present.
 Tracey Richardson, Vice President, Administrative Services – Facilities Updates: One Stop Student Services Center plans will be submitted in Nov. to state, bid should be awarded by June 2018, construction to start in Aug. 2018, and occupy building by January 2020. Placement is on Jacaranda Road between ATC/Music buildings in parking lot and roadway area. Student Services will be in the new building, then buildings 50 and 52 will be turned back into classrooms, building 55 will be an administration building. Emergency notification system installation began in Aug., consists of digital signage, indoor/outdoor speakers and panic buttons, project should be completed by Feb. Signage and wayfinding company has completed layout and design, anticipate installation to begin in Dec./Jan. and completion in April. Former Automotive Dept. area is being renovated, ready for use in spring. Central plant boiler replacement with energy efficient boilers will be completed in November. Did not meet last year's budgeted target goal for FTES, dual enrollment will help. We are not mid-sized college anymore, projecting growth to meet it in 2 years (1.62% growth this year, 2% next two years to get back up to 10,000 FTES.) FON is 128 this year, next fall 2018 obligation will be 129. We are short this year, we needed to hire 10 to get to 128, recruitments are ongoing, should have full number on board by spring. Measure JJ bonds – we do not have assessed value capacity to sell them now. One Stop will be using GIC funds to finish the building. Overpayment for CalSTRS question from Butros, does the college and the employee get refund, she just received email today and will figure out what that's about.

1. Action/Information Items

- 1.1 Action: Academic Senate Minutes 09/07/2017 Motion to open (Heaberlin, Davis)
 Motion to approve (Toner, Butros) M/S/U Y
- 1.2 Information: College Council's Suggested Changes to Waitlist Guidelines – College Council had first reading for approval, they have questions about where it will be housed and how it will be enforced. President Wagner will create shared governance task force to address issues related to waitlist process (not the document itself.) Minor changes suggested for student document: number content rather than bullet points; add page numbers to both documents; content specific language changes. Will be second reading at Oct. College Council meeting.
- 1.3 Information: Curriculum Committee Minutes 06/08/2017, 08/31/2017, 09/14/2017

2. **President's Report and Announcements**
 - 2.1 Welcome New Faculty - Spring 2016 hires: Manika Record, CalWORKS Counselor (temporary/categorically funded position) and Daniel Vecchio, Philosophy. Fall 2017 hires: Brian DiBartolo, Geography; Jamie Fisher, English; Lynne Glickstein, Paralegal; Tiana Gray, Allied Health/Nursing; Kelvin Harris Jr., Biological Sciences; Kristi Howard, Biological Sciences; Christi Myers, EMT; Alejandro Negrete, Chemistry; Brigham Welch, Music; Julia Wendt, Cooperative Education. Temporary full-time faculty: JoAnn Munroe, Nursing; Adelina Kaye, Mathematics. Welcome to new faculty and thanks to hiring committees.
 - 2.2 Petitions Committee Task Force – Discussed at September meeting, all-call was sent out, would like some folks from existing committee, new faculty, and senate board officer representative and will have additional resources such as Greta Moon and Art Lopez. If you're interested in serving on task force, contact Lee Bennett, encourage faculty in your areas to participate.
 - 2.3 Replacement of Vacant Area Representatives – Vacated seats in Counseling/Library and Adjunct Faculty, would like to appoint reps to serve for remainder of this academic year, normal election will be held this spring.
 - 2.4 College Council: BP 2432, BP 6320, AP for Murals, Statues & Displays – Discussed and reviewed policies passed at College Council.
 - 2.5 Academic Senate Fall Plenary – Nov. 2-4 in Costa Mesa/Irvine, just received approval to send 8 additional faculty with funding from Herb English, Jessica will send an email with information and link to program. Would like to make it standard that attendees report out with information learned from plenary.
 - 2.6 Other
3. **Executive Officer's Reports**
 - 3.1 Vice President, Lee Bennett – Some movement on creating application process for Strong Workforce, waiting for Roger Wagner's approval, there should be a common college application and a faculty oversight committee that will operate like Perkins Oversight Committee that vets for allowable purchases in terms of meeting state requirements, ties back to program review, is fair and equitable, and then recommendations would be forwarded to administration to make decisions for funding. First year was rolled out haphazardly because of time and the way the state rolled it out, round 2 funding coming up soon. Discussion on Blackboard support help given to faculty, Auto Dept. uses Blackboard for on-site and online courses. Per Gibbs, senate executive members met with Peter Maphumulo and expressed concern about change and disruption in services, he said he would find a solution. Encourage everyone who has concerns about impact on students and instruction to forward them to Bennett's attention, they will be aggregated and pushed forward to administration. Proposed job description for CMS administrator was emailed to all faculty, if you have feedback on services for faculty send comments to Melanie Jones.
 - 3.2 Secretary, Leslie Huiner
 - 3.3 Treasurer, Steve Toner - \$23 donations, spent \$20.10, net worth of \$78.
 - 3.4 Past President, Claude Oliver – Attending IEPI Change Leadership Summit conference.
4. **Senate Representative Reports**
 - 4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies – Akers question about BOT, he received a birthday card signed by the board members. Jefferies has been in contact with various adjunct interested in filling the vacant adjunct rep seat.
 - 4.2 Area Representatives – Debby Blanchard – Students should be using the senate approved “Course Substitution Form for Certificate Requirements,” it was approved by the cabinet, Gibbs will send it out to faculty. Mike McCracken – Crisis counseling services will be available next Thursday in the SAC, mental behavior specialists responding to Las Vegas tragedy.
5. **Committee Reports or Special Reports**
 - 5.1 Instructional Program Review Committee (IPRC) – Julia Wendt – Per J. Gibbs, she agreed to serve as a resource due to past experience. Julia Wendt was elected chair, they are planning activities and workshops. This year is focusing on updating requests, since we did comprehensive review last year. Discussion on administrator request to make a retraction in program review. It is not appropriate for administrators to request changes to program review, it is faculty purview. No administrator has

privileges in TracDat to make changes, only one person has editing rights for a program's documents. Deans have read-only privileges.

- 5.2 Honors Program – Tim Adell – Meeting next Monday.
- 5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – A team is going to assessment workshop in San Mateo. PLOs and TracDat assessment will be goals this semester.
- 5.4 Curriculum Committee – Debby Blanchard – Students do not receive financial aid or VA benefits for certificates 16 units or below. We can require any certificate 12 units or higher to meet same requirements as certificates of achievement so they are published on transcripts. New CTE programs require regional consortium recognition, there is no longer a dean attending those meetings, and there are requirements for us to have a VVC representative attend mountain/desert CTE consortium.
- 5.5 Basic Skills Committee – TBD – Per Golder, committee met, will elect chair next week, revisited the committee's charge, four members showed up.
- 5.6 Other

6. Shared Governance Reports

- 6.1 Facilities Committee –
- 6.2 Finance, Budget & Planning Committee – Henry Young
- 6.3 Student Success and Support Committee – Mike McCracken – Met in September, rolled over some items from spring; talked about priority registration; soft rollout of navigate part of EAB onboarding will be tested in mid-November; revised student handbook; action items include meeting with Tracy Davis to discuss if DE committee wants a smart tool that can help students determine if they're ready for distance ed classes; grade submission deadlines; waitlist issues related to payment deadlines. Early Alert will be discussed at future meeting.
- 6.4 Distance Education Advisory Committee – Tracy Davis – DE Academy scheduled for Oct. 20, 39 people currently registered, program will be sent out next week and will include Blackboard for beginners, anti-plagiarism tool, accessibility, and regular effective contact. DE Certification training hit a brick wall due to Blackboard support issue, more than 20 people want to attend. Probably will put sub-committee from DEAC together for survey on issues like online readiness. Put together a generic, modifiable survey that could be used in online course to learn more about students, could be used for program review and accreditation to get common data. OEI is having issues, only 6 colleges in pilot program will get Canvas for free, we are one of 2 districts not with Canvas (other college is San Diego.) Chancellor's Office has a tool for students to check for DE readiness, but it's only accessible after online classes have started.
- 6.5 College Council – Jessica Gibbs - DSPS is proposing name change to "Access Resource Center (ARC,)" they surveyed students in their program for name choices and they chose ARC, it will be second reading.
- 6.6 Technology Committee – Steve Toner, Khalid Rubayi – Per Toner, hard time getting quorum at meetings, all-call for 2 faculty seats out now. Want to get Tech Master Plan moving forward. Liberal Arts (bldg. 30) dead zone to be fixed soon. Student credentials are in test mode for network access. Single log-ins for faculty coming soon. Discussion on SharePoint portal. All faculty computers have been updated, moving toward Office 365 soon.
- 6.7 Other

7. Public Comments

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject
Ed Heaberlin – "Charlotte's Web" opens tomorrow night for two weeks. Auditions next week for "The House of Bernarda Alba" by Federico Garcia Lorca.
Michael Butros – Physics Dept. is in talks with CSU for renewal and new NSF grants to recruit and increase retention for STEM majors, especially under-represented groups, if we get the grants will ask for cohorts from STEM departments. Astronomy documentary on Voyager mission, free, Oct. 20 in PAC, screening followed by Q & A with director.
Steve Toner - Math Dept has major speaker coming tomorrow, students from CIS, Philosophy, Math and other classes will be attending.

8. Adjournment

Meeting adjourned at 5:14p.m.