VVC Academic Senate Meeting
APPROVED MINUTES
Thursday, December 1, 2016
Center For Institutional Excellence - Building 10, Room 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	Young, Henry
C & L	X	Alstadt, Carey	X	Gibbs, David	
KIN	X	Blanchard, Debra			
CTE		Bonato, Anthony		**Executive Officers**	
AC	X	Burg, Ed	X	Gibbs, J., President	
Science	X	Butros, Michael (proxy T. Davis)	X	Oliver, C., Past-President	
ATC		Campbell, Bryce	X	Bennett, L., Vice-President	
Science	X	Cerreto, Richard	X	Huiner, L., Secretary	
LA	X	Golder, Patty	X	Toner, S., Treasurer	
ALDH		Haines, Michael			
PAC	X	Heaberlin, Ed (proxy D. Gibbs)			
RSPTC	X	Jones, Scott		**Adjunct Faculty Representative**	**Guests**
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

1. Action/Information Items

1.1 Action: Academic Senate Minutes 11/03/2016
Motion to approve (Blanchard, Davis-Butros)   M/S/U   **Y**

1.2 Action: Course Substitution Form for Certificate Requirements & Criteria for Using the Course Substitution Petition– 3rd Reading – Debby Blanchard –
Motion to discuss (Blanchard, Toner) Form has been revised, needs to go back to Curriculum Committee for review.
Motion to postpone to spring (Blanchard, McCracken) M/S/U   **Y**

1.3 Action: Accreditation Self-Evaluation 2017 – 2nd Reading – Jessica Gibbs
Motion to discuss (Golder, Adell)
Motion to postpone until special council meeting (Blanchard, Davis) M/S/U   **Y**
Special council meeting requires a quorum, Thursday, Dec. 15 at 3:30 (normally a VVCFA meeting). Jessica to send a meeting appointment in Outlook.

1.4 AP 4230 Grading Symbols – 1st Reading - Debby Blanchard
Motion to discuss (Blanchard, McCracken)
Revision from Counselors includes "FW – Failure to Withdraw." Now includes "SP – Satisfactory Process" for non-credit classes. Discussion on +/- on transcripts, affects GPA, we don't use it, would be a major change, require input from counseling, A&R, ASB, would impact transcripts, WebAdvisor, Financial Aid, it would be a lengthy campus-wide discussion.
Motion to approve at first reading as amended (McCracken, Blanchard) M/S/U   **Y**

1.5 Information: Curriculum Committee Minutes 10/13/2016, 10/27/2016

2. President's Report and Announcements

2.1 Convocation Report – 26 people attended. Haven't had convocation for faculty in a year and a half. Reported out from AS Fall Plenary. Roger Wagner reported faculty obligation number (FON) is increasing to 128, which means 10 additional full-time faculty hires by June. Senate executive board will go through program review reports to produce a recommendation for new hires; deans and cabinet will also recommend a list for new hires. Program review is due next Friday, Dec. 9. Senate leadership meets with Peter Maphumulo next Thursday, and will find out more about hiring process timeline. Facilities updates: Auto and Welding building is on track to finish for spring term. Administration is looking into purchasing buildings in Hesperia for new manufacturing and

industrial maintenance programs, they are looking at potential site with 5 existing buildings for $1.9 million out of bond money. Grant from Ramp-up would cover equipment costs for manufacturing, while industrial tech and maintenance equipment funding could come from private industry. Discussion on Educational Master Plan, completed 2012, updated in 2013. We are due for revision, admin indicated we may start from scratch rather than update the old plan. Program review includes goals, resource requests and action plans that could be adapted for EMP. Discussion on delay for curriculum approval at the Chancellor's Office; per Blanchard, new program or new course has priority, and revisions go to bottom of pile. Blanchard suggests senate propose 2 classified support people for Curriculum Committee, and include the request in senate's program review. Mark Clair is interim Dean of Instruction, Distance Ed and Library.

2.2 Accreditation 2017 – Will need special council meeting to approve self-study before end of semester.

2.3 Academic Senate Self-Evaluation – Assessing and making plans for improvement are listed throughout accreditation standards, we do it already with SLOs and program review, but we don't do it well anywhere else in the institution. IPRC has done self-assessment, sent out surveys to faculty and admin. Self-evaluation would be beneficial and important for all senate tasks, would like to see exec board and committees develop their own assessment tools to collect feedback, document and start improving, for accreditation purposes and best practices. Discussion on how it could be helpful for DEAC, FBPC; discussion on workload for committees that are already doing a lot of work. We could have a senate effectiveness committee that meets for that task, to collect the information and report it back to committees. Official outlet to provide feedback about what is working or not working, a means for providing suggestions for improvement. Potential timeline: determine if we want committees to run their own surveys, or have a senate effectiveness committee do it; create and distribute assessment tools, collect feedback, for fall 2017. Ask committee members to take idea back to their committees, then bring feedback from committees to March senate council meeting.

2.4 Academic Senate Fall Plenary Report – Reported out in *Faculty Forum*. Handout on "Draft – IEPI Partnership Resource Team Areas of Focus for VVC, Spring 2017." Institutional Effectiveness Partnership Initiative (IEPI) grants up to $200,000 for institutional improvements; a team visits college and identifies areas for improvement, provides a plan and seed money to make those improvements, designed to eliminate the ACCJC sanctions. Team usually includes CIO and couple of faculty. No penalties if you don't achieve goals of plan, but money must be spent on the goals of the plan. Proposal draft for VVC includes problems related to data integrity and enrollment management, proposed by our cabinet, not sure when our site visit will be held, preliminary meeting will be on Monday, and plan will be used to apply for grant. Send comments to Jessica by noon on Monday.

2.5 TracDat Issues – First, an apology to those working in TracDat and having issues with saving work, then coming back and it was gone; it was a software problem caused by having more than one window of TracDat opened. System only allows for one user at a time. Survey will be coming out for evaluation of the process, will be sent last week of fall or first week of spring term.

2.6 Instructional (Teaching) Technology Forum Report – Four forums were held, good conversations, faculty want IT to provide us with ability to try out different software or products. Internet/Wi-Fi is a problem. No outlet for stating problems related to technology and having them followed up on. Forums will continue in spring.

2.7 Other

3. **Executive Officer's Reports**

3.1 Vice President, Lee Bennett – AS Fall Plenary report on Strong Workforce program, attended informative sessions, there are problems with state deadlines and many colleges are in same boat. It is a permanent (not categorical) legislative funding source for CTE programs, with VVC receiving $1.2 million/year, additional $800,000 shared regionally; funding may go up or down next year depending on plan and success. Focus driven program, we have potential to increase funding. Metrics that account for success: increase FTES; job placement; completion of SLOs as they apply to continuing education and workforce development (non-credit classes that allow employees to advance in their careers.) Senate should push for a faculty driven process with a unified application with grading rubric that ties back to program review, labor market data. First year will be a good example of what not to do for the future. CTE Data Unlocked Initiative – includes $50,000 used for

realigning top codes and ensuring alignment. Data specialist will work with Institutional Research office and faculty rep to realign top codes to make sure everything is correct; causes data problems when it is not aligned. Some of the money pays faculty to sit down with IR to make sure it is done correctly, money goes to professional consultation support resources, it cannot be spent on anything else, must be a faculty driven process and the institution must participate. Relates to the data resolution we passed last year.

3.2 Secretary, Leslie Huiner – No report.

3.3 Treasurer, Steve Toner – $5 was donated after our last meeting was over. Donations of $28, balance of $75.46. Food today provided by VPI.

3.4 Past President, Claude Oliver – No report.

4.   <u>Senate Representative Reports</u>

4.1 Adjunct Faculty Representative Reports – Glenn Akers, Leontine Jefferies, Rosyli Reveron
Akers – Adjunct faculty are concerned about FW grading symbol for students who did not withdraw in time, upset about failing students. Discussion on timelines based on census and apportionment. Faculty can send emails to students to remind them of drop dates.

4.2 Area Representatives

5.   <u>Committee Reports or Special Reports</u>

5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs

5.2 Honors Program – Tim Adell – If you have students who would be good for Honors, let him know and he will send them an invitation.

5.3 Student Learning Outcomes and Assessment Committee (SLOAC) – Patty Golder – Has been meeting, working on moving SLO forms into TracDat.

5.4 Curriculum Committee – Debby Blanchard – Curricunet has new "activity" option under units/hours for fieldwork, stipulation that you have 2 hours lecture to 1 hour of activity; "activity content" now shows on WR. Curricunet now has "class cap only revision" if enrollment size has changed, it will go to Peter Maphumulo for approval, and it needs to be justified for pedagogy, safety, space, ADA restrictions, etc.. We are no longer able change course cap on regular revision, it will be a separate revision process. No updates on new software program called Meta.

5.5 Basic Skills Committee – Patty Golder - Still need to get everyone together.

5.6 Other

6.   <u>Shared Governance Reports</u>

6.1 Facilities Committee –

6.2 Finance, Budget & Planning Committee – Henry Young – Handouts on: FBPC 2015-16 accomplishments and 2016-2017 project updates; prioritization allocation rubric; VVCCD 2016-2017 Adopted Budget Assumptions Unrestricted General Fund; and VVCCD 2016/17 Adopted Budget. FBPC has been reporting to College Council twice per year; developed IEPI targets; developed new prioritization rubric for PRAISE; discussed changes in APs for best practices; requested to have a voting adjunct faculty member on the committee to have all constituency groups represented; and reviewed 16-17 adopted budget.

6.3 Student Success and Support Committee – Carey Alstadt – Reviewing priority registration blocks, process is done every couple of years, send concerns to him. In February, will have a resolution going to College Council about student enrollment management issue.

6.4 Distance Education Advisory Committee – Tracy Davis – Mark Clair is interim DE Coordinator and Dean of Instruction. Still waiting to get survey responses from IT Dept. from fall DE Academy in order to plan next one for spring. OEI focus group has been postponed, supposed to start in January but admin has not approved compensation part of it. ASEB may be sending out all call for focus groups to serve on committee, may or may not meet in January, can't send out newsletter until these issues are decided. Accreditation DE narrative document completed, has been sent to admin, it's a separate report and can be used as evidence item.

6.5 College Council – Claude Oliver – Per Jessica, last meeting was canceled.

6.6 Technology Committee – Tracy Davis, Steve Toner – Kevin Leahy trying to get 4 month plan for projects. Going over Technology Plan on Dec. 8.

6.7 Other

Academic Senate 10 + 1: Curriculum - Degree/Certificate Requirements - Grade Policies - Educational Program Development - Standards for Student Preparation & Success - Governance Structures for Faculty - Accreditation - Professional Development - Program Review - Institutional Planning & Budget Development - Other Academic & Professional Matters

7. **Public Comments**
   Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject
   Ed Heaberlin – "A Christmas Carol" play opens tonight, Laird Eklund is playing Scrooge.

8. **Adjournment**

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