

Ventura College Academic Senate

Agenda

Thursday, September 3rd, 2020

3:30 - 5:00 pm

Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

VENTURA COLLEGE ACADEMIC SENATE MEMBERS		
Constituency	Representative	Attended
President	Dan Clark	
Vice President	Preston Pipal	
Treasurer	Andrea Horigan	
Secretary	Colleen Coffey	
Curriculum	Michael Bowen	
Career Education: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Faculty Reps)	Deanna Hall	
	Stephanie Branca Fall*; Rachel Johnson Spring	
	Lazaro Salinas	
Career Education: Technology and Workplace Essentials (1 Faculty Rep)	Dorothy Farias*	
English, Math, and Communication (5 Faculty Reps)	Jaclyn Walker	
	Chris Frederick	
	Heather Aguailar Ludwig*	
	Donna Beatty*	
	John Guelcher*	
Health, Kinesiology, Athletics, and Performing Arts (2 Faculty Reps)	Nathan Cole	
	Mary McDonough	
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Faculty Rep)	Ron Mules	
	Michael Ward	
	Bill Hendricks	
	Linda Kenedy*	
Sciences and Distance Education (3 Faculty Reps)	Kammy Algiers	
	Erin Brocker	
	Marta De Jesus	
Self-Nominated Part-Time Faculty Member	Greg Cooper	
Student Services (4 Faculty Reps)	Paula Munoz	
	Gema Espinoza Sanchez	
	Marian Carrasco Nungaray	
	Vacant	

Agenda Item	Discussion Notes	Action?
I. Call to Order a. Action to approve the agenda.		
II. Public Comments (2 min. per comment)		
III. Acknowledgement of Guests (1 min.)		
IV. Informational Items <i>(These are agenda items intended to provide the body with brief updates or reports of activities or actions from outside. If the Senate wishes to debate or discuss an item presented as information, they must request that it be placed on an agenda at future meeting as an action or discussion item.)</i> a. Proposed changes to the Bylaws and Constitution b. Review campus committee faculty representation. c. COVID-19 Campus Update d. Changes to structure of and representation on Student Success committee; SEA funding status e. Senate Council Executive Team election		
V. Action Items <i>(These are agenda items that require a vote from the Senate):</i> a. Approval of 8/20 meeting minutes. b. Approval of Academic Senate Council Membership		
VI. Discussion Items <i>(These agenda items are a chance for the body to discuss and debate any matter related to the business of the Senate, often leading to action at a future meeting or providing the President or Chair with direction for discussions with the Administration, State Academic Senate, or other bodies.)</i> a. Senate Goals (enter into Zoom chat when instructed) b. Faculty Hiring Prioritization Processes c. Faculty Hiring Committee Composition (see district form) d. Class Sizes and DE Caps e. VC Equity, Race & Action Force Document		
VII. President's Report		

<p>VIII. Reports from Senate Subcommittees, Task Forces, and/or Work Groups</p> <ul style="list-style-type: none"> a. Curriculum Committee (Michael) b. Guided Pathways c. CTE liaison report (Deanna Hall) d. Treasurer’s Report (Andrea) e. OER Report (Andrea) f. DE (Colleen) g. Faculty PD Committee (Colleen) 		
<p>IX. Announcements for the Good of the Order</p> <ul style="list-style-type: none"> a. AFT Update (Ty Gardner) b. Upcoming ASCCC Events: <p>Details can be found at https://asccc.org/calendar/list/events</p>		
<p>X. Requests for Future Agenda Items</p>		
<p>XI. Adjournment</p>		

Academic Senate’s primary function is to make recommendations with respect to academic and professional matters specifically the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites
 2. Degree & Certificate Requirements
 3. Grading Policies
 4. Educational Program Development
 5. Standards & Policies regarding Student Preparation and Success
 6. College governance structures, as related to faculty roles
 7. Faculty roles and involvement in accreditation process
 8. Policies for faculty professional development activities
 9. Processes for program review
 10. Processes for institutional planning and budget development
- + Other academic and professional matters as mutually agreed upon.

Ventura College Academic Senate

Minutes

Thursday, August 20th, 2020

3:30 - 5:00 pm

Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

VENTURA COLLEGE ACADEMIC SENATE MEMBERS		
Constituency	Representative	Attended
President	Dan Clark	X
Vice President	Preston Pipal	X
Treasurer	Andrea Horigan	X
Secretary	Colleen Coffey	X
Curriculum	Michael Bowen	X
Career Education: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Faculty Reps)	Deanna Hall	X
	Rachel Johnson*	X
	Lazaro Salinas	X
Career Education: Technology and Workplace Essentials (1 Faculty Rep)	***Vacant***	
English, Math, and Communication (5 Faculty Reps)	Gabe Arquilevich	
	Chris Frederick	
	Jaclyn Walker	X
	Vacant	
	Vacant	
Health, Kinesiology, Athletics, and Performing Arts (2 Faculty Reps)	Nathan Cole	X
	Mary McDonough	X
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Faculty Rep)	Ron Mules	X
	Michael Ward	
	Bill Hendricks	X
	Linda Kennedy	X
Sciences and Distance Education (3 Faculty Reps)	Kammy Algiers	X
	Erin Brocker	X
	Marta De Jesus	X
Self-Nominated Part-Time Faculty Member	Greg Cooper*	X
Student Services (4 Faculty Reps)	Paula Munoz	X
	Gema Espinoza Sanchez	X
	Yia Vang	
	Marian Carrasco Nungaray*	X

Agenda Item	Discussion Notes	Action?
I. Call to Order a. Action to approve the agenda.	Motion by LS; 2 nd by DH. No discussion. Vote: 14 yes	
II. Public Comments (2 min. per comment)	Not recorded	
III. Acknowledgement of Guests (1 min.)	Pres. Kim Hoffmans, Libby Fatta (ASVC), April Montes (ASVC),	
IV. Informational Items <i>(These are agenda items intended to provide the body with brief updates or reports of activities or actions from outside. If the Senate wishes to debate or discuss an item presented as information, they must request that it be placed on an agenda at future meeting as an action or discussion item.)</i> a. Anti-racism Presentation	<p>Peter Sezzi gives this presentation. Question: who prepared this presentation? Answer: This presentation developed primarily by Libby, Victoria & April and PS was asked to deliver it.</p> <p>Senators look at first draft of resolution to promote antiracism. This will come back after it has been revised.</p> <p>Comment: Important to include ways for faculty to incorporate these things into their classes. Faculty PD would welcome input re: how to bring speakers, events, etc. to campus.</p> <p>Question re: title: Is this only meant to promote annual events? Answer: This can be strengthened; this is a starting point. Comment: Could be contractual issues (AFT) here.</p> <p>Comment: How do the four points in this align with academic freedom? Mandating some of these things could raise conflicts. One answer: Similar to the way COR are developed. Certain things are to be included but how you teach them is the academic freedom.</p> <p>Comment: On state chancellor's webinar yesterday they made suggestion that this be a standing agenda item.</p> <p>Comment: Whatever is developed curriculum-wise will have to be vetted through the Curriculum Committee.</p>	

<p>V. Action Items <i>(These are agenda items that require a vote from the Senate):</i></p> <ul style="list-style-type: none"> a. Approval of 5/7 and 8/14 meeting minutes. b. Action to discontinue Academic Senate Dues. c. Priority registration resolution (2nd reading) d. Peter Sezzi serving on Cataloging Workgroup of the Library Services Platform (LSP) Project for the 2020-21 Term e. Academic Senate Council Reps. Marian Carrasco Nungaray from Student Services (new member). Greg Cooper (continuing PT self-nominated) 	<ul style="list-style-type: none"> a. Motion to approve by AH; 2nd by AH. Discussion: None. Vote: 17 yes-0 no-3 abstain. b. Motion to discontinue dues by PP; 2nd by KA. Discussion: Comment: Senate dues the last 13 years were only collected for senate scholarship (VCF). Prior to that dues paid for end of year party, etc., but then it transitioned to just funding scholarship. Comment: We do still have a perpetual scholarship. Question: Can faculty just donate to VCF? Answer: Yes. Comment: Can we tell anyone who is paying dues to just pay directly to VCF? Answer: Yes. Vote: 14 yes-0 no-6 abstain. c. Motion to approve by PM; 2nd by AH. Discussion: None. Vote: 16 yes-0 no-4abstain. d. Motion to approve by AH; 2nd by RM. Discussion: This taskforce will look at standards and practices. PS will be doing the cataloging piece. Question: Are we appointing Peter to this position? Answer: This is ASCCC being certain that PS can serve on this workgroup, blessed by their local senate (no one is allowed to self-appoint to a statewide workgroup). Vote: 18 yes-0 no-2abstain. e. Motion to approve new senate council reps by RJ, 2nd by LS. Discussion: None. Vote: 15 yes—0 no—5 abstain. 	
<p>VI. Discussion Items <i>(These agenda items are a chance for the body to discuss and debate any</i></p>	<ul style="list-style-type: none"> a. This was discussed under “Information Items” 	

matter related to the business of the Senate, often leading to action at a future meeting or providing the President or Chair with direction for discussions with the Administration, State Academic Senate, or other bodies.)

- a. VC Equity, Race & Action Force document.
- b. Faculty Hiring Committee composition discussion
- c. Changes to structure of and representation on Student Success committee.
- d. Senate Goals

b. Comment: Committee composition is important. Comment: Very frustrated by this process. Have brought this up to HR many times without resolution. What BP says and what HR form says need to match. Comment: What hiring process allows for is for a community member to be part of the committee—that may be a potential solution. Comment from DC: Way practice has been in his experience is that the departments working with their deans develop their committees, and then submit them to the AS Pres. Then it goes to the College Pres. DC says that he & other AS Pres. are looking at the HR form and how it is being used. It is problematic. Comment: This is an opportunity to look at these policies & the composition of hiring committees with a critical eye. Comment: This should all be incorporated into the Academic Affairs plan (I.e. the antiracism AA portion). Question: Should AS be part of the forming of the committee? Answer from DC: Yes, that is part of the purpose served by his signature. But his knowledge of who is on these committees is limited. On the other hand, if we put some kind of AS workgroup together, will that be a barrier to formulating committees effectively? Comment: Remember that diversity does not just apply to people of

	<p>color: it is also about LGBTQ, immigrant faculty, etc.</p> <p>Comment: Who is applying for these jobs? Are we attracting a diverse pool? Thinking of LA County who uses the Project Match to attract a more diverse pool. Comment: May need to invest in developing our community candidates (I.e. mentorship) so that they can be more competitive in these jobs. Comment: May need to look at state-level MQs and how those are applied at the VCCCD level. Comment: We should also look at the rubrics that we use. We should not require CC experience. It causes us to miss out on many potential faculty. We should also have a mentorship program so that we can develop our own faculty to be outstanding faculty.</p> <p>c. Comment: Hopes we do not agree with the plan of having VP Instruction & VP SS. Committee should function fine with one VP and there were far too many problems with VPSS in past year. AS should decide who sits on that committee. Comment: Maybe people asking/receiving \$ from SEA should not serve on the committee (because that would be self-dealing). Comment from DC: Kim has suggested that Admins on the committee have no vote. Would that help? Answer: Yes, it would, because everything ends up with the Exec. Team (I.e. they end up with two</p>	
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	<p>votes). Committee’s decisions should be honored, not vetted through another group of people. Comment: May need to be very clear as to what the Admin’s role is (whether they have a vote or not). To guard against their steering the decision to a particular outcome. Comment: Supervisors of members should not be on committee (so as not to intimidate the members).</p> <p>d. DC proposes that each senator come up with their own goal and bring to the next meeting.</p>	
<p>VII. President’s Report</p>	<p>DC gives this report.</p>	
<p>VIII. Reports from Senate Subcommittees, Task Forces, and/or Work Groups</p> <ul style="list-style-type: none"> a. Curriculum Committee (Michael) b. Guided Pathways c. CTE liaison report (Deanna Hall) d. Treasurer’s Report (Andrea) e. OER Report (Andrea) f. DE (Preston) g. Faculty PD Committee (Colleen) 	<ul style="list-style-type: none"> a. MB: CC hasn’t met yet this year. First meeting is 9/1. Approving 420+ blanket DE modifications. If approvals need to be sought for spring they should be submitted in CourseLeaf in next 4 weeks. Question: What about classes approved only for DE emergency but we’re offering them in spring? DC will seek an answer to that question. b. GP is meeting next Friday. Retreat is first week in Oct. Kicks off with a student discussion. c. DH: None d. AH: None. School still trying to figure out who is doing \$ since Brenda has left. e. CC is taking this. First meeting is 9/10. f. KA: Question that came up in PDCC is how to communicate faculty PD stuff? If people have thoughts on that, please 	

	email her or CC with those ideas.	
IX. Announcements for the Good of the Order a. AFT Update (Ty Gardner) b. Upcoming ASCCC Events: Details can be found at https://asccc.org/calendar/list/events	a. AFT Update: PM gives this update. Next AFT meeting is next Friday (last Friday of month).	
X. Requests for Future Agenda Items	DC please keep sending him changes/updates to committee memberships. That will be an action item next meeting.	
XI. Adjournment	Adjournment at 5:03pm.	

Academic Senate's primary function is to make recommendations with respect to academic and professional matters specifically the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites
 2. Degree & Certificate Requirements
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 8. Policies for faculty professional development activities
 9. Processes for program review
 10. Processes for institutional planning and budget development
- + Other academic and professional matters as mutually agreed upon.

Committee	Member	Name	Appointed By
Curriculum Committee	VPAA (non-voting)		College President
Curriculum Committee	Faculty Co-Chair	Dan Clark	Academic Senate
Curriculum Committee	Articulation Officer	Michael Bowen	College President
Curriculum Committee	AFT Representative	<i>vacant</i>	Academic Senate
Curriculum Committee	Librarian	Peter Sezzi	Academic Senate
Curriculum Committee	College Outcomes Group Rep	Asher Sund Aurora Meadows	Academic Senate
Curriculum Committee	Tech Review chair	Michael Callahan	Academic Senate
Curriculum Committee	Beh/Soc Sci Division Faculty	<i>vacant</i>	Academic Senate
Curriculum Committee	CE I Division Faculty	Kelly Wellman Nicole Falco	Academic Senate
Curriculum Committee	CE II Division Faculty	John Clark Dorothy Farias	Academic Senate
Curriculum Committee	English/Math Division Faculty	Peter Yi	Academic Senate
Curriculum Committee	Health, Kin, Art Division Faculty	Jeff Fischer Maline Werness-Rude	Academic Senate
Curriculum Committee	Off Campus Division Faculty	<i>vacant</i>	Academic Senate
Curriculum Committee	Science Division Faculty	Gabi Wood (Fall) / Jennifer Garner (Spring) Hafez Alawdi (Fall) / Chloe Branciforte (Spring)	Academic Senate
Curriculum Committee	Student Service Division Faculty	Mario Rivera Gema Espinoza Sanchez	Academic Senate
College Planning Committee	Administrative Co-Chair		College President
College Planning Committee	Faculty Co-Chair	Dan Clark	Academic Senate
College Planning Committee	Classified Co-Chair		Classified Senate
College Planning Committee	Faculty 1	Preston Pipal,	Academic Senate
College Planning Committee	Faculty 2	David Young	Academic Senate
College Planning Committee	Faculty 3	Heather Aguilar	Academic Senate
College Planning Committee	Faculty 4	Maria Flores	Academic Senate
College Planning Committee	Faculty 5	Ralph Fernandez	Academic Senate
College Planning Committee	Faculty 6	Ryan Petitfils	Academic Senate
College Planning Committee	Faculty 7	Robert Lawson	Academic Senate
College Planning Committee	Faculty 8	Sandy Melton	Academic Senate
College Planning Committee	Classified 1		Classified Senate
College Planning Committee	Classified 2		Classified Senate
College Planning Committee	Classified 3		Classified Senate
College Planning Committee	Classified Supervisor 1		Classified Senate
College Planning Committee	Classified Supervisor 2		Classified Senate
College Planning Committee	Student 1		ASVC
College Planning Committee	Administrator 1		College President
College Planning Committee	Administrator 2		College President
Budget Resource Committee	Administrative Co-Chair		College President
Budget Resource Committee	Faculty Co-Chair	Andrea Horigan	Academic Senate
Budget Resource Committee	Classified Co-Chair		Classified Senate
Budget Resource Committee	Faculty 1	Mark Pauley	Academic Senate
Budget Resource Committee	Faculty 2	Kelly Peinado or Lydia Cosentino	Academic Senate
Budget Resource Committee	Faculty 3	Sandra Melton	Academic Senate
Budget Resource Committee	Faculty 4	Stephanie Branca	Academic Senate
Budget Resource Committee	Faculty 5	Steve Palladino	Academic Senate
Budget Resource Committee	Faculty 6	Emily Bartel	Academic Senate
Budget Resource Committee	Faculty 7	Ned Mircetic	Academic Senate
Budget Resource Committee	Faculty 8	Maria Reyes-Sanchez	Academic Senate
Budget Resource Committee	Classified 1		Classified Senate
Budget Resource Committee	Classified 2		Classified Senate
Budget Resource Committee	Classified 3		Classified Senate
Budget Resource Committee	Classified Supervisor 1		Classified Senate
Budget Resource Committee	Classified Supervisor 2		Classified Senate
Budget Resource Committee	Student 1		ASVC
Budget Resource Committee	Administrator 1		College President
Budget Resource Committee	Administrator 2		College President

Student Success Committee	Administrative Co-Chair		College President
Student Success Committee	Administrative Co-Chair		College President
Student Success Committee	Faculty Co-Chair	Paula Muñoz	Academic Senate
Student Success Committee	Classified Co-Chair		Classified Senate
Student Success Committee	Faculty 1	Mary McDonough	Academic Senate
Student Success Committee	Faculty 2	Heather Aguailar	Academic Senate
Student Success Committee	Faculty 3	Ralph Fernandez	Academic Senate
Student Success Committee	Faculty 4	Eric Martinsen	Academic Senate
Student Success Committee	Faculty 5	Hafez Alawdi	Academic Senate
Student Success Committee	Faculty 6	David Young	Academic Senate
Student Success Committee	Faculty 7	Lydia Morales	Academic Senate
Student Success Committee	Faculty 8	Bea Herrera	Academic Senate
Student Success Committee	Classified 1		Classified Senate
Student Success Committee	Classified 2		Classified Senate
Student Success Committee	Classified 3		Classified Senate
Student Success Committee	Classified Supervisor 1		Classified Senate
Student Success Committee	Classified Supervisor 2		Classified Senate
Student Success Committee	Student 1		ASVC
Student Success Committee	Administrator 1		College President
Student Success Committee	Administrator 2		College President
Guided Pathways Committee	Administrative Co-Chair		College President
Guided Pathways Committee	Faculty Co-Chair	Corey Wendt	Academic Senate
Guided Pathways Committee	Classified Co-Chair		Classified Senate
Guided Pathways Committee	Faculty 1	Dan Clark	Academic Senate
Guided Pathways Committee	Faculty 2	Gigi Fiumerodo	Academic Senate
Guided Pathways Committee	Faculty 3	Erin Brocker	Academic Senate
Guided Pathways Committee	Faculty 4	Rachel Johnson	Academic Senate
Guided Pathways Committee	Faculty 5	Peter Sezzi	Academic Senate
Guided Pathways Committee	Faculty 6	Donna Beatty	Academic Senate
Guided Pathways Committee	Faculty 7	Jimmy Walker	Academic Senate
Guided Pathways Committee	Faculty 8	vacant	Academic Senate
Guided Pathways Committee	Classified 1		Classified Senate
Guided Pathways Committee	Classified 2		Classified Senate
Guided Pathways Committee	Classified 3		Classified Senate
Guided Pathways Committee	Classified 4		Classified Senate
Guided Pathways Committee	Classified 5		Classified Senate
Guided Pathways Committee	Classified 6		Classified Senate
Guided Pathways Committee	Classified 7		Classified Senate
Guided Pathways Committee	Classified 8		Classified Senate
Guided Pathways Committee	Student 1		ASVC
Guided Pathways Committee	Student 2		ASVC
Guided Pathways Committee	Student 3		ASVC
Guided Pathways Committee	Student 4		ASVC
Guided Pathways Committee	Student 5		ASVC
Guided Pathways Committee	Student 6		ASVC
Guided Pathways Committee	Student 7		ASVC
Guided Pathways Committee	Student 8		ASVC
Guided Pathways Committee	Student 9		ASVC
Guided Pathways Committee	Administrator 1		College President
Guided Pathways Committee	Administrator 2		College President
Guided Pathways Committee	Administrator 3		College President
Guided Pathways Committee	Administrator 4		College President
Guided Pathways Committee	Administrator 5		College President

Accreditation Steering Advisory Group	VPAA		Position
Accreditation Steering Advisory Group	Faculty Accreditation Co-Chair		Position
Accreditation Steering Advisory Group	VPSA		Position
Accreditation Steering Advisory Group	VPBAS		Position
Accreditation Steering Advisory Group	Dean IE		Position
		Dan Clark - President Preston Pipal - Vice President Colleen Coffey - Secretary Andrea Horigan - Treasurer	
Accreditation Steering Advisory Group	AS Exec Committee		Position
Accreditation Steering Advisory Group	CS Exec Committee		Position
Accreditation Steering Advisory Group	BRC Co-Chairs		Position
Accreditation Steering Advisory Group	CPC Co-Chairs		Position
Accreditation Steering Advisory Group	Curriculum Committee Co-Chairs		Position
Accreditation Steering Advisory Group	Deans of Student Learning		Position
Accreditation Steering Advisory Group	FOG Co-Chairs		Position
Accreditation Steering Advisory Group	Institutional Researcher		Position
Accreditation Steering Advisory Group	Librarian		Position
Accreditation Steering Advisory Group	COG Co-Chairs		Position
Accreditation Steering Advisory Group	SSC Co-Chairs		Position
Accreditation Steering Advisory Group	PDCC Co-Chairs		Position
Accreditation Steering Advisory Group	TAG Co-Chairs		Position
Accreditation Steering Advisory Group	DEAG Co-Chairs		Position
Accreditation Steering Advisory Group	CE Advisory Group Co-Chairs		Position
Accreditation Steering Advisory Group	ASVC Rep		ASVC
Facilities Operations Group	Director of FMO		Position
Facilities Operations Group	Faculty Co-Chair	Steve Palladino	Academic Senate (?)
		Philip Clinton, Math-Chris Frederick, Sasha Friedman, Mike McCain, Kristin Clark, Gabriela Navas, Kelly Neel, Scot Rabe, Dan Walsh, Jenchi Wu, Carol Smith	
Facilities Operations Group	All interested faculty		None
Facilities Operations Group	All interested classified		None
Technology Advisory Group	Director of College IT Services		Position
		Daniel Walsh, Yia Vang, Kaela Casey, Lydia Morales, Michael McCain, Saliha Sha, Sharla Fell, Yia Vang, Marta De Jesus, Eric Martinsen, James Maritato, Preston Pipal, Nathan Cole, AJ Naderi, Sasha Friedman	
Technology Advisory Group	All interested faculty		None
Technology Advisory Group	All interested classified		None
Safety and Wellness Group	Maintenance Supervisor		Position
Safety and Wellness Group	Student Health Center Coordinator		Position
Safety and Wellness Group	Campus Building Monitors		Position
Safety and Wellness Group	All interested faculty	<i>vacant</i>	None
Safety and Wellness Group	All interested staff		None
Distance Education Advisory Group	Dean overseeing DE		Position
Distance Education Advisory Group	Faculty Co-Chair	Colleen Coffey	Academic Senate (?)
Distance Education Advisory Group	DE Instructional Design Techs		Position
		Ara Khanjian (Economics), Araceli Trujillo (Spanish), Asher Sund (English), Brandon D'Amico (Counseling), Gabi Wood (Geology), Corinna McKoy (Political Science), Daniella Graves (Sociology), Erin Bocker (Chemistry), Hugh O'Neill (Physics), Linda Kennedy (Librarian), Meg Phelps (Art History), Nick Norris (Business), Preston Pipal (Anatomy, co-chair), Ray Tracy (History), Rubisela Gamboa (American Ethnic Studies)	
Distance Education Advisory Group	All interested faculty		None
Distance Education Advisory Group	All interested staff		None

College Outcomes Group	Dean of IE		Position
College Outcomes Group	SLO Facilitators	Asher Sund, Aurora Meadows	Position
College Outcomes Group	Beh/Soc Sci Division Faculty		AS and/or Division
College Outcomes Group	CE I Division Faculty		AS and/or Division
College Outcomes Group	CE II Division Faculty		AS and/or Division
College Outcomes Group	English/Math Division Faculty		AS and/or Division
College Outcomes Group	Health, Kin, Art Division Faculty		AS and/or Division
College Outcomes Group	Off Campus Division Faculty		AS and/or Division
College Outcomes Group	Science Division Faculty		AS and/or Division
College Outcomes Group	Student Service Division Faculty		AS and/or Division
College Outcomes Group	All interested faculty	April Montes, Marcelino De Cierdo, Corey Wendt, Deanna Hall, Debbie Newcomb, Jack Bennett, Juanita Jaramillo, Maureen Newton-Eliot, Nan Duangpun, Rocio Hernandez	None
College Outcomes Group	All interested classified		None
Professional Development Coordinatic	Faculty Co-Chair	Colleen Coffey, Kammy Algiers	Academic Senate
Professional Development Coordinatic	Classified Co-Chair	Matthew Moore, Felicia Torres	Classified Senate
Professional Development Coordinatic	Administrative Co-Chair	Lynn Wright	College President
Professional Development Coordinatic	AS Executive Board Member	Colleen Coffey	Academic Senate
Professional Development Coordinatic	CS Executive Board Member		Classified Senate

OPERATIONAL DEFINITIONS:

Academic Senate = See general membership.

The Board = Ventura County Community College District Board of Trustees. Interchangeable with governing board.

Committees = All Academic Senate committees and subcommittees

General Membership = All faculty, including the Senate Council and its committees.
Interchangeable with Academic Senate.

Senate Council = Elected representative body of the Academic Senate.

Senate Executive Committee = Elected officers of the Senate Council, including a president, vice-president, secretary, and treasurer. Interchangeable with Senate Executive or Senate Exec.

Senators = Members of the Academic Senate.

VENTURA COLLEGE ACADEMIC SENATE CONSTITUTION

ARTICLE I – NAME

Section 1. The name of this organization shall be the Ventura College Academic Senate.

ARTICLE II – PURPOSE

Section 1. Purpose. The purpose of this organization shall be to represent the faculty in the formation of college and district policy on academic and professional matters, as outlined in Title 5, Section 53200 (b). These include:

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Section 2. Duties. It is the duty of the Senate to address, either directly or through its designated committees, all academic and professional matters and to establish positions on all such issues.

ARTICLE III – MEMBERSHIP

Section 1. In accordance with Education Code Title 5, Sections 53200 (a), full-time faculty who are not designated as management by the college administration shall be members of the Academic Senate. Insofar as the Academic Senate is recognized as the representative of all faculty to the Board, the Senate recognizes its responsibility to encourage and solicit membership of part-time faculty.

ARTICLE IV – ORGANIZATION

Section 1. Business. The business of the Academic Senate shall be carried out through the Senate Council and the committees of the Senate. Final authority remains with the general membership which retains the right of initiative, recall, and petition and may by a majority of votes cast countermand action taken by the Senate Council, provided that one-third or more of the general membership participates in the voting.

Section 2. Meeting. The Senate Council shall meet on campus as specified in Article IV of the By-laws. A special meeting shall be called upon petition of at least ten (10) percent of the general membership or upon majority vote of the Senate Council, or as deemed necessary by the Senate Executive Committee.

Section 3. Voluntary Dues. Voluntary dues are collected annually by the Senate Council, but are not a condition of membership.

Section 4. Rules. The latest edition of Roberts' Rules of Order shall guide the Academic Senate on all matters not specifically covered by this Constitution and/or its By-laws.

ARTICLE V – SENATE COUNCIL

Section 1. Membership. The membership of the Senate Council shall be the Senate Executive Committee and representatives from the academic divisions as defined in the By-laws.

Section 2. Duties. The duties of the Senate Executive committee, chairpersons, and Senate Council representatives shall be those detailed in the Senate By-laws and/or outlined in Roberts' Rules of Order.

Section 3. Terms. The Senate Exec shall begin their term of office on the day after the last day of spring semester. Standing committee chairpersons and Senate Council representatives shall begin their terms of office on the first day of fall semester, or after being elected by their divisions. The president, vice-president, secretary, and treasurer shall be elected to a term of two (2) years. The president and vice-president shall not serve more than two (2) consecutive terms in either of these positions. Standing committee members and Senate Council representatives shall be elected to a term of one (1) year by the groups they represent. Additionally, the Senate president can appoint faculty representatives to committees.

Section 4. Nominations. Nominations for office to the Senate Executive Committee shall be made by any member of the general membership. A petition form must be signed by ten (10) Academic

Senate members and presented to the Senate President. The petition form must also be accompanied by a written statement outlining the-candidates' reasons for running for office. The Senate Council shall establish an election committee of no fewer than three (3) members of the Academic Senate. All nominees for office shall make a presentation to the Senate Council at least two (2) weeks before the election. If no candidates for a particular office have submitted their petitions by the first Senate Council meeting in October, nominations may be made by a committee of the Senate Council.

Section 5. Elections. The slate of candidates shall be published and submitted to the general membership no later than October 15th. The date(s) of election shall be determined by the Senate Council no later than November 15. Elections shall be completed by the end of the fall semester. Voting shall be by secret and written ballot. The ballot shall be distributed to the mailboxes of the full-time faculty. The voting period shall be at least two (2) and no more than five (5) days. If no candidate receives a simple majority on the first ballot, a runoff election shall be held between the top two (2) candidates. Other election procedures are to be established each year by the Senate Council. Senate Council representatives shall be elected as specified in the By-laws and the Constitution.

Section 6. Vacancies on the Senate Council. Vacancies on the Senate Council occur through resignation, incapacitation, failure to fulfill responsibilities as stated in the By-laws, retirement, recall or death. Vacancies shall be filled according to procedures outlined in the By-laws (Article I, Section D).

Section 7. The Senate Executive Committee. Resignation from the Senate Executive committee shall be assumed if any officer fails to attend four (4) consecutive Senate Executive meetings. Vacancies shall be filled according to procedures outlined in the By-laws (Article I, Section D).

Section 8. Committees. The Senate President shall appoint faculty to all professional and/or academic committees, both college and district. The Senate Council shall approve these appointments, as specified in the By-laws. Ad hoc committees may be created by the Senate Council as the need arises; the chairperson of each ad hoc committee shall be named by the President. The Senate Council shall determine committee charges and responsibility.

- A. It shall be the duty of the committees:
 - i. To consider, study and make recommendations on all matters submitted by the President and Senate Council, the Committee Chairperson, and/or Senate.
 - ii. To report to the Senate Council at least once a year and thereafter to the Senate, with or without approval of the Council. The process for reporting to the Senate Council shall be established by the Senate Council and may be revised by it at any time.
 - iii. To submit proposals to the Senate Council for approval prior to undertaking a study or investigation. In the event that the Senate Council disapproves of a committee's proposal, the committee may appeal the decision of the Senate Council to the general membership by ballot.

- B. It shall be the duty of committee chairpersons:
- i. To call regular meetings of the committee and to provide notice of committee meetings with sufficient time to inform all Senate members.
 - ii. To prepare an agenda for committee meetings, to be responsible for maintaining all committee records, and to report committee actions to the Senate Council.
 - iii. To maintain liaison with other committees and with the Senate Council.

ARTICLE VI – AMENDMENTS

Section 1. An amendment to the Constitution or to the By-laws may be proposed by majority vote of the Senate Council or by written petition of at least ten (10) percent of the general membership. The proposed change shall be communicated to all Senators at least two (2) weeks prior to a regular meeting of the Senate Council at which time it will appear on the agenda. Or, the proposed change shall be communicated to the general membership via written ballot one (1) month prior to voting. Adoption of an amendment to the Constitution requires a two-thirds majority of the general membership voting by ballot. An amendment to the By-laws requires approval by a majority of the general membership voting by ballot. All voting shall be by secret and written ballot.

(VC Academic Senate Constitution: Adopted- April 30, 1971; Revised- December 7, 1973; Revised- April 27, 1978; Revised/Adopted- April 18, 2002)

Revised by Bob Porter and Peter Sezzi on October 19, 2005
Revised by Senate Executive Committee on February 23, 2006
Revised by Senate Executive Committee on March 1, 2006
Revised by Senate Council on March 2, 2006
Revised and Adopted Unanimously by Senate Council on March 16th, 2006
Approved by the General Membership on April 5th, 2006

VENTURA COLLEGE ACADEMIC SENATE BY-LAWS

ARTICLE I - SENATE COUNCIL

Section 1. Function and Responsibilities

A. It shall be the function of the Senate Council to transact the business of the Senate, to develop and implement the policies of the faculty, and to serve as the voice of the faculty.

B. It shall be the responsibility of the Senate Council:

1. To provide procedures for determining and implementing faculty policies.

2. To be the official representative of the faculty in relationships with the administration and the Governing Board on all academic and professional matters.

3. To appoint the members of standing committees; to establish subcommittees and ad hoc committees when necessary, appointing the members and naming the chairperson for each.

4. To advise the Senate President; to assist the Senate President in preparing the agenda; and to perform those duties requested by the President or the Senate.

Section 2. Basis of Representation

A. Representation shall be based on representative faculty groups

B. Representation for each division shall be one senator for every 9 full time faculty or fraction thereof, as of September 1 of each academic year. Each division shall have at least one representative.

C. Problems regarding the distribution of division representative positions shall be presented in writing to the Senate Executive Committee and resolved by this committee as well.

D. There will be one at-large part-time faculty representative who shall be self-nominated and appointed by the Senate Executive at the beginning of the academic year. The position will be for a one-year term.

E. Any faculty member who is holding or who has held office in the Academic Senate of the California Community Colleges shall be an ex officio member of the Senate Council.

F. The Curriculum Committee Faculty Co-Chair shall be a voting member of the Senate Council.

Section 3. Roles and Responsibilities of Senators

Each senator:

A. Shall be responsible for representing your division members at Senate Council meetings.

B. Shall keep your division members informed of Senate activities by:

1. Distributing or posting relevant material from Senate meetings.
 2. Reporting regularly at division meetings.
 3. Acting as liaison for concerns of individual division members to the Senate Council and from Council back to the division.
- C. Shall read Senate material thoroughly and keep informed of college, district, and state issues and events as contained in that material.
- D. Shall conduct surveys of your division as requested by the Senate President or Council.
- E. Shall attend meetings regularly; when unable to attend, arrange for a substitute and inform the president who the substitute shall be.
- F. Shall be knowledgeable regarding the Ventura College Senate constitution and bylaws, the state Senate constitution, Title 5, and SB160 and other laws and documents relating to the rights and responsibilities of local and state senates.
- G. Shall promote the Academic Senate as the only representative of Ventura College faculty on academic and professional matters to any and all levels of administration. Any infringements of this right shall be reported to the Senate Council.
- H. Shall be willing to serve on Senate committees and report their proceedings to the Senate Council.
- I. Shall attend - when possible - area and state conferences relevant to Academic Senate issues.
- J. The part-time senator shall attend meetings of the Senate Council and address part-time faculty issues.

Section 4. Elections

The slate of candidates shall be prepared by representative faculty groups, who shall also nominate and elect senators by the end of the Spring semester. The election shall be held before the end of the school year for the following academic year. Representative groups shall determine their voting procedures within each group.

Section 5. Duties of Officers

A. President. The primary responsibility of the President is “first to ask the Senate to deliberate [and decide on] policy and procedural questions that affect academic and professional matters, enabling the President to act as both the principal watchdog for the faculty and their chief spokesperson, once the Senate has voiced its stance” (State Academic Senate: Empowering Local Senates). It shall be the duty of the president to:

1. Preside at all meetings of the Senate Council.

2. Represent the Senate on all appropriate district and/or college level committees or assign a designee in consultation with the Senate Executive Committee.

3. Represent the faculty at meetings of the Governing Board and to keep the Senate informed of pertinent decisions and topics of discussion.

4. Assign, to appropriate committees, such matters as are requested by Senate members.

5. Communicate Senate or Senate Council recommendations and proposals to the President of the College.

6. Represent the faculty's recommendations and proposals to the Governing Board.

7. Prepare the agenda for Senate meetings with the Senate Executive Committee.

8. Be an ex officio member of all committees except as otherwise provided in these by-laws.

9. Assist faculty requesting aid regarding non-contractual issues.

10. Recommend and/or approve faculty members to serve on committees

11. Represent the faculty at the state and regional meetings of the Academic for community colleges.

12. Perform other duties as assigned by the Senate as a whole or the Senate Council.

B. Vice-president. It shall be the duty of the vice-president to:

1. Serve for the President of the Academic Senate during any temporary absence of the President.

2. Be a member of college and district committees as are designated by the Senate Council.

3. Assume the duties of the President if the President leaves office.

4. Perform other duties as assigned by the Senate or Senate Council.

C. Secretary. It shall be the duty of the secretary to:

1. Issue notices of meetings, publish agenda, keep appropriate records, and publish and distribute minutes of all Senate and Senate Council meetings.

2. Conduct all correspondence appropriate to this office.

3. Maintain a log of the actions, policies, and other proposals of the Senate

4. Transfer to and store pertinent Senate records, policies, etc., in the Senate Office and/or the Academic Senate website.

5. Serve on college and /or district committees at the request of the Senate Council.
6. Perform other duties as assigned by the Senate or Senate Council.

D. Treasurer. It shall be the duty of the treasurer to:

1. Collect all Senate dues.
2. Deposit funds as necessary in the name of the Senate.
3. Issue checks, co-signed by the Senate President, for expenses incurred by and authorized by the Senate and/or the Senate Council.
4. Prepare and submit the annual budget to the Senate Council.
6. Serve on college and/or district committees at the request of the Senate Council.
7. Perform other duties as assigned by the Senate or Senate Council.

E. Order of Precedence. Order of precedence for officers shall be as follows:

President, Vice-president, Secretary and Treasurer. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. A further order of precedence may be established by the Senate Council.

F. The Executive Council

Members of the Senate Executive Council are entitled to 2.0 release time to be allocated by the Senate Exec and Ratified by the Senate Council preceding an election or filling any vacancies.

To be wholly effective and participatory, the Senate Executive Council “must be seen as open, encouraging of a free exchange of information, respectful of those who express divergent, even unpopular points of view. In exchange, as faculty serve the Senate on committees and task forces, they must report back and receive their direction from the Senate”(ASCCC: Empowering Local Senates).

The decisions of the Senate President shall be made with the consensus of the Senate Executive Council. If no consensus can be reached, items shall be forwarded to the Senate Council for resolution.

The duties of the Senate Executive Council shall be to:

1. Assist the Senate President in the preparation of the agenda.
2. Represent the Senate Council at meetings with the college president.
3. Inform the Senate of the results of such meetings.
4. Represent Senate viewpoints on committees to which the individual members are assigned by the Senate or by the Senate Council.

5. Perform other duties as assigned by the Senate or Senate Council.

Section 6. Vacancies on the Senate Council or Senate Executive Council

A. Leaving office. A member of the Senate Council or an officer of the Senate may leave office in the following ways:

1. A resignation in writing.
2. Retirement.
3. Failure to attend four (4) consecutive Senate Council meetings.
4. Recall (as described in Robert's Rules of Order).

B. Vacancies for Senate Executive positions shall be filled as follows:

1. President. The Vice-President shall succeed to this position for the unexpired portion of the President's term (or a previous President selected by the Senate Council).
2. Other elected office. The President of the Senate shall notify the Senate membership of the vacancy. Any Senate member may nominate by petition signed by ten (10) Senate members. Petitions must be filed with the President within fifteen (15) days after the announcement of the vacancy. If no petition is filed, the Senate President shall nominate candidates. Upon majority vote of the Senate Council, the candidate shall fill the vacancy. If one petition is filed, the Council may approve that person to fill the vacancy. If two or more petitions are filed, a special election among the general Senate membership shall be held to fill the vacancy. The vacancy shall be filled for the remainder of the term of office.
3. Division representative. The President shall notify the division concerned that their representative has left office. The members of the division concerned shall elect a replacement to serve for the unexpired term.

ARTICLE II - PREROGATIVES OF THE MEMBERSHIP

Any member of the Senate may:

1. Attend any meeting of the Senate Council or of a Senate Committee other than an executive session ("executive session" as defined in the Brown Act).
2. Bring relevant business to the Senate Council for assignment to an appropriate committee.
3. Bring matters of concern to the attention of the Senate Council or the Senate at a meeting by prior request for time on the agenda or by requesting the floor from the presiding chairperson.
4. Request, through the Senate Council, that a given committee meet in an executive session to consider a specific problem.

5. Initiate action or policies, when the Council has not responded to regularly channeled requests, through a petition signed by five (5) percent of the Senate membership stating the action to be considered and requesting a special Senate meeting or a place on the agenda of a regular meeting. An initiative action shall be confirmed when passed by a majority of the Senate membership by written ballot.
6. Initiate action to recall any elected officer or chairperson through established procedures for requesting meetings and balloting. Action for recall shall be confirmed when passed by two-thirds of the ballots cast.
7. Request a caucus with other Senate members before voting on agenda items presented to Senate Council.

ARTICLE III - MEETINGS

1. At least one meeting of the Senate as a whole shall be scheduled each semester and shall be planned, through consultation on probable class scheduling, other events, etc., for maximum opportunity for attendance by all members.
1. The Senate Council shall meet at least once a month during the school year. As a legislative body that is stipulated in Title 5, the Senate Council is governed by the Raph M. Brown Act and therefore its meetings are open to all interested parties.
3. Meetings of the Senate, the Senate Council, and the Senate Committees, except for the executive sessions, are open to members of the Senate.
4. Guests to all meetings of the Senate Council may not participate in meetings unless requested to do so by the chairperson of the meeting.
5. A quorum for the Senate Council, and all of its subcommittees shall be a simple majority of its members. In case of a vacancy in a representation position, the quorum shall be considered reduced by one until such vacancy is filled by the division.
6. A majority vote of the membership shall be required for approval on all matters.

ARTICLE IV - COMMITTEES AND TASK FORCES

Section A. Senate Committee/Advisory Group/Workgroup Responsibilities

Any committee, advisory group, or workgroup whose charge relates to the areas of primary concern as articulated in A.B. 1725, also known as "10 +1" or "The Eleven Point Agreement", shall be considered a Senate committee. All committees, advisory groups, and workgroups listed in this document are subcommittees of the Senate even when the title of the body has the words "committee, advisory group, and/or workgroup" in its title. The responsibilities of all Senate committees are, at a minimum, to provide a monthly report to the Senate on the committee's activities and proceedings while the committee is at work. Senate committees that do not report back to the Senate on a monthly basis while the committee is at work may be considered a committee in abeyance. All Senate committees must present to the Senate President as soon as possible at the beginning of the academic year and in

no case later than the date specified for each committee, the name of the committee chair, established subcommittees and the committee's voting membership list. All formal recommendations made by Senate committees, other than the curricular and programmatic actions of the Curriculum Committee, require approval of the Senate Council before said recommendation shall have the force, backing, support and voice of the full Senate. Operational actions taken by Senate committees do not need formal votes and approval by the Senate Council but may instead be made at the subcommittee level.

Section B. Senate Task Force Establishment and Responsibilities

The Senate may establish task forces by a simple majority vote of the Senate Council. The Senate Council shall determine who shall be the task force chair at the time that of that task force's establishment. Task forces must relate to "academic and professional matters" and must be given a specific task to complete and a date by which to present its findings to the Senate Council and may last no longer than two consecutive academic years. A task force that demonstrates a need to exist longer than two academic years must be proposed as a new Senate committee. The responsibilities of all Senate task forces are, at a minimum, to provide monthly reports to the Senate on the task force's activities and proceedings while the task force is at work. Senate task forces that do not report back to the Senate on a monthly basis while the task forces are at work may be considered disbanded.

Senate Committees

The Curriculum Committee

Purpose and Mission:

As mandated by A.B. 1725 (1989) and California Code of Regulations, Title 5, the Curriculum Committee is a committee of the Senate. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive and responsible to the evolving needs of the community so that the college's mission, goals, values and educational delivery modalities of our students are well served. A representative of the Curriculum Committee shall make regular reports to the Senate, no fewer than once a month, on the committee's activities.

Charge:

The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college in terms of purpose, objectives, content, and methods of instruction. The Curriculum Committee makes direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5 and as guided by the Program and Course Approval Handbook published by the California Community Colleges Chancellor's Office. The Curriculum Committee conducts curricular reviews on a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community Colleges Chancellor's Office requirement for local curriculum approval certification. In addition, the Curriculum Committee monitors compliance with

portions of ACCJC Accreditation Standard IIA. The faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee.

Workgroups:

It is the responsibility of the Curriculum Committee to establish the following standing workgroups:

1. Philosophy and General Education
2. Curriculum Technical Review & Prerequisites

These workgroups will respond directly to the Curriculum Committee on an “as needed” basis and whenever courses and/or programs related to the topics listed above are placed on the Curriculum Committee agenda. The charge and composition of all Curriculum Committee workgroups shall be determined, reviewed and approved by the Curriculum Committee on an annual basis and no later than September 15 of each academic year. Also, the Curriculum Committee will appoint additional workgroups, ad hoc committees, or task forces for such special studies as are needed.

Membership:

The Curriculum Committee has a defined membership.

Divisional representatives shall be faculty appointed by their respective divisions prior to the start of the academic year. Membership shall be non-proportional, with each division having two (2) voting representatives. Additionally, one AFT representative (as mandated by Article 17 of the AFT local 1828 contract), a librarian, the Articulation Officer, the Curriculum Technical Review and Prerequisites Chair, the Academic Senate President, and the Faculty Co-Chair shall also be voting faculty members of the Committee but shall not serve as Divisional representatives to the committee.

Ex-officio, non-voting members of the Curriculum Committee shall include the following: Recorder (Administrative Assistant to the Chief Instructional Officer, or designee), the college Registrar, the Chief Instructional Officer (who shall also serve as Co-Chair of the Committee), ASVC President, or designee, and the Academic Deans.

Co-Chairs: The Curriculum Committee is co-chaired by: (1) a faculty member nominated and voted on by the Curriculum Committee, and (2) the Chief Instructional Officer. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing on June 1 and ending on May 31, and does not serve as one of the Division representatives. The Curriculum Committee will accept nominations and vote for the Faculty Co-Chair for the upcoming two-year term of office no later than the last Curriculum Committee meeting of the academic year preceding the beginning of his/her term. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-Chair.

Meetings:

The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month. As a legislative body which is stipulated in Title 5, the Curriculum Committee is subject to the Ralph M. Brown Act, so its meetings are open to all interested parties.

Faculty Professional Development Advisory Group

Faculty Professional Development Funds Workgroup

One Book, One Campus Workgroup

The Sabbatical Leaves Workgroup

Section L. Faculty Staffing Priorities Committee

ARTICLE V - SENATE-UNION RELATIONSHIP

It is the view of the ASCCC that the purpose and functions of an Academic Senate differ considerably from those of an employee organization, both in viewpoint and substance (or scope) as described below. However, these roles complement each other, and in fact close bonds of cooperation should exist between senates and employee organizations.

Employee Organizations and the Exclusive Representative

According to SB160 employee organizations represent their members in employment relations until (and if) a specific organization is certified as the exclusive representative. "The scope of negotiation shall be limited to matters relating to wage, hours of employment, and other terms and conditions of employment." "Terms and conditions of employment" are then defined in the law so that the scope of representative is narrow. However, consulting rights are granted to the exclusive representative on definition of educational objectives and curricular matters. It is in this area that close cooperation between senates and employee organizations is essential to resolve overlap with the responsibilities and powers of the senate to make recommendations on academic and professional matters. (See appendix 53203, 53204). The scope of senates historically has been broad in California covering all academic and professional matters. In addition, SB160, Section 3540, Article I, does not intend to restrict, limit or prohibit the full exercise of the functions of an Academic Senate unless it conflicts with existing collective agreements.



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

FULL-TIME FACULTY SCREENING COMMITTEE COMPOSITION

COLLEGE:	POSITION:
POSITION CLOSING DATE:	COMPLETED BY:

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. (A minimum of three of the committee members must be from underrepresented groups including two from ethnic minorities.) A committee typically consists of seven members and should not have less than five or more than nine members under normal circumstances. Persons identified with an "X" will assist in the pre-screening process. The composition of the committee should reflect diversity in, but not limited to, the areas of gender, age, ethnicity, and culture of the community.

<u>Representative</u>	<u>Number</u>
Academic Faculty from the Division	5 (3 minimum)
Faculty from discipline, when possible	(2 minimum)
Faculty from other disciplines	(1 minimum)
Academic Administrator	1
Additional member from any category	1
Screening Committee Facilitator – ex officio	1

NAME	TITLE	DISCIPLINE	ETHNIC CODE
	Screening Committee Facilitator	N/A	

Committee Approval:

Academic Senate President: _____

Screening Committee Facilitator: _____

College President: _____

Director of Employment Services: _____



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Ethnicity Codes

1. **American Indian or Native Alaskan (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. **Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
3. **Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
4. **White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
5. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
6. **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

ACADEMIC FACULTY SCREENING COMMITTEE CALENDAR

COLLEGE:	POSITION: :
POSITION CLOSING DATE:	COMPLETED BY:

Organizational Meeting (after committee composition has been approved)	Date:
	Time:
Pre-Screening	Date:
	Time:
Application Screening	Date:
	Time:
Application Tally	Date:
	Time:
Oral Interviews (2 weeks after paper tally)	Date:
	Time:
Oral Interview Tally	Date:
	Time:
College President/Vice Chancellor Interviews	Date:
	Time:

Electronic applications will be available to committee for review after composition, calendar, criteria, and questions are completed and returned to HR.

Calendar Approval:

Director of Employment Services: _____ **Date:** _____

2020-2021 Draft Resolution: Stressing the need to Promote Anti-Racism throughout Ventura College as a collective effort by ~~planning annual events~~.

As the Ventura College Equity, Race & Action Force we affirm our commitment to foster a culture that (1) feels safe, respects and values; (2) we invite all to participate fully, share their unique gifts, talents, and backgrounds; (3) increase recognition of the value of perspectives that differ from their own; and (4) understand that diversity and inclusion are critical priorities in the organization's values. We believe that higher education should be available to everyone, in a culturally competent environment; and call upon each other, students, faculty, classified professionals, and administrators to be accountable catalysts of change. We support the VCCCD Board of Trustees commitment to diversity and inclusion initiatives.

Emphasizing the need for the following demands:

We demand all relevant campus communities: Academic Senate, Classified Senate, Associated Students of Ventura College, faculty, classified professionals, and leadership to carry out tasks that support and promote Racial Justice initiatives.

Ventura College Administration:

- a. VC Leadership will identify allies and leaders to execute activities and programming initiatives for Ventura College.
- b. Develop and publicize the college's plans and progress with college constituency to initiate action related to equity and anti-racism programming and practices on our campus.
- c. Require active participation from faculty, classified professionals, administrators and students in Racial Justice Advocacy & Anti-Bias Training.
- d. Support a space for conversations/presentations that focus on inequality and injustices within our campus community and different forms of structural injustice (Multi-Cultural Center).
- e. Collaboration between campus communities to plan and implement culturally relevant workshops on specific topics focusing on inequity in various systems, i.e., health care system, foster care system, racism in different careers.
- f. Launch an equitable reporting system and response team and create a standard of accountability that defines consequences for behavior that is inconsistent with the institutional commitment.

Academic Affairs:

- a. Development and implementation of Racial Justice resource modules that can be replicated in courses.
- b. Assessment of current curriculum to better address issues related to equity, diversity and inclusion.
- c. Integrate culturally relevant material into classes, related to equity, diversity and inclusion.
- d. Collaborate in developing an Ethnic Studies course or review existing courses where we can incorporate Ethnic Studies works in conjunction with the latest legislation passed (AB1460).

Student Services:

- a. Create and publish a website that includes resources around Racial Justice- and Inequity Resources.
- b. Stronger support and recognition for student leaders and student services employees who are working to strengthen equity, diversity and inclusion at Ventura College.
- c. Create and support Racial Justice & Advocacy programming focusing on systemic and institutional inequities in different perspectives (housing, professions, healthcare, etc.).
- d. Annual funding for development of programs related to racial justice and inequality at Ventura College.
- e. Institutional commitment to develop a Multi-Cultural Center at Ventura College within x (x= no more than 5 years) amount of years. A Multi-Cultural Center is considered a safe space for conversations/presentations that focus on inequality and injustices within our campus community and different forms of structural injustice.