

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

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**Ventura College Academic Senate  
 Minutes  
 Thursday, February 6<sup>th</sup>, 2020  
 3:30-5:00  
 Multidiscipline Center West (MCW – 312)**

VENTURA COLLEGE ACADEMIC SENATE MEMBERS					
Constituency	Representative	Attended	Constituency	Representative	Attended
PRESIDENT	Dan Clark	X	SECRETARY	Colleen Coffey	X
VICE PRESIDENT	Preston Pipal	X	TREASURER	Andrea Horigan	X
CURRICULUM REP	Michael Bowen				
	(NAME)			(NAME)	

MATH & ENGLISH (4 FACULTY REPS)	Jaclyn Walker	X	STUDENT SERVICES (4 FACULTY REPS)	Paula Munoz	X
	Chris Frederick			Gema Espinoza Sanchez	X
	Gabe Arquilevich			Beatriz Zizumbo for Yia Vang	X
HEALTH, KINESIOLOGY, ATHLETICS, & PERFORMING ARTS (3 FACULTY REPS)	Nathan Cole		BEHAVIORAL & SOC. SCI, LEARNING RESOURCES (3 FACULTY REPS)	Ron Mules	
	Mary McDonough			Michael Ward	
	Bill Hendricks				
	(NAME)				
SCIENCE (3 FACULTY REPS)	Erin Brocker	X	CAREER EDUCATION II (1 FACULTY REPS)	(NAME)	
	Marta De Jesus	X			
	Chloe Branchiforte for Kammy Algiers	X			
CAREER EDUCATION I (3 FACULTY REPS)	Rachel Johnson	X	SELF-NOMINATED AT-LARGE PART-TIME FACULTY REPRESENTATIVE	Greg Cooper	X
	Lazaro Salinas	X			
	Deanna Hall	X			

Agenda Item	Discussion Notes	Action?
I. 3:30 Call to Order	At 3:31pm	
II. 3:31 Public Comments (2 min. max. per comment)	<i>will share her comments to be added to the minutes.</i>	
III. Acknowledgement of Guests (1 min.):	Dorothy Farias (CE), Dr. Hoffmans, Jennifer Kalfsbeek-Goetz	

<p>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></p> <p>a. Faculty PD Update</p>	<p><i>Faculty PD Update:</i> CMC passes out Faculty PD flyer.  <i>Question re: PD from Marta: She would like to know why deadline for travel pool funds was so early this spring.</i></p>	
<p>a. Action Items:</p> <p>a. Approval of 1/16/20 minutes (2 min.)</p> <p>b. Guided Pathways SOAA—2<sup>nd</sup> reading (3 min.)</p> <p>c. Community Class Request</p>	<p><i>1/16/20 Minutes:</i> Motion by EB, 2<sup>nd</sup> by PP.  Discussion: Ty was not substituting for Marta last meeting. This needs to be fixed in the minutes. <i>Senators want clarification as to who can/should substitute for senators.</i></p> <p>Motion amended to make correction requested by Marta</p> <p>Vote: Unanimous with 1 abstention</p> <p><i>GP SOAA:</i> Motion by RJ, 2<sup>nd</sup> by GS. No discussion. Vote: Unanimous with 1 abstention.</p> <p><i>Community Class Request:</i> Motion by PP, 2<sup>nd</sup> by LS.  Discussion: Question from SS areas as to what a CC program class is? Is it just dance and fitness classes? Are they non-credit classes? Answer from Jennifer: Intended only to address the need where student has exceeded repeatability in activity courses. Up to instructor whether to allow student to repeat again beyond limit. Vote: Unanimous with 1 abstention.</p>	
<p>b. Discussion Items <i>(Discussion 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></p> <p>a. SEP Rewrite Workgroup</p>	<p><i>SEP Rewrite Workgroup:</i> Dr. Hoffmans is here to give some information about this item. Here to address the letter that was conveyed to her from the senators. Commitments requested in that letter: 1) Commitment to cross-functional team (she is very committed to this); 2) Communicating the budget details. They discussed at exec team on Monday. Using the BRC website they are going to start monthly</p>	

- b. SEA Budget
- c. SEP Letter
- d. Compressed Calendar

budget updates up so that all can see these budget details. They will use Banner for this so it may take some time to get used to reading them—they can create training via PD so that people can learn to use these; and 3) Ensuring timely scheduling through the participatory governance process. They are also in support of reverse scheduling these milestones so that timelines are met. We have done this with GP SOAA and Accreditation Midterm Report. With SEP they have come up with a timeline based on 5/31 deadline (this is distributed to senators). She is committed to these three requests and she accepts accountability for what occurred with the previous SEP. She hopes we can move forward, setting these ground rules, and together we will accomplish this. She would like something concrete from the senate (i.e. something in writing) committing to supporting the effort to write this plan collaboratively. She hopes that faculty for committee (rewrite) can be agreed upon today.

PM motion to reorder agenda to move discussion until after letter. 2<sup>nd</sup> by JW. Motion carried with 2 abstentions.

*SEA Budget:* Senators discuss the importance of this budget. Question about management position (.5 dean) funded by these funds. Comment: Faculty should take this opportunity to have real meaningful input into correcting this budget/process. Discussion of budgeting decisions being data driven; that data must have integrity; that it is outcome driven. Equity plan has outcome metrics that have to be reported so that can inform budget decisions.

*SEP Letter:* Senators discuss this letter that went to Kim and her response. Further discussion of the importance of transparency and accountability. Comment: On this

reconstituted committee (for SEP): Why are all 3 CP's (and ASVC Rep) on this committee direct reports to Damien? Shouldn't they be drawn more broadly from our campus community?

Back to *SEP Rewrite Workgroup*:

Deanna Hall

Corey Wendt

Paula Munoz

*We need a 4<sup>th</sup> person*

We need response to Kim's letter that starts with accountability and that addresses the composition of this SEP committee.

Suggestion to get 4<sup>th</sup> person from English/Math department.

PP: We should make the faculty participation on this committee contingent on broader representation of the CPs on this committee (Suggestion: a CP from CTE, SS, Academic Department –lab tech. library, tutoring, or similar).

*Compressed Calendar*: DC gives this update. This was brought up at department chairs meeting. They are building a district-wide committee to look into this (MC is particularly interested in moving to this). DC will serve on this committee and he needs 2 more faculty to participate.

Suggestion to have someone from high-unit and/or high hour classes (languages, English, Math, Art, for example).

Senators discuss pros/cons of compressed calendar.

<p>V. President's Report:</p>	<p>DC gives this report (and it was distributed to senators in advance).</p>	
<p>VI. Senate Subcommittees/Task Forces/Work Groups Reports:</p> <ul style="list-style-type: none"> <li>a. Curriculum Committee (Michael)</li> <li>b. Guided Pathways</li> <li>c. CTE liaison report (Deanna Hall)</li> <li>d. Treasurer's Report (Andrea)</li> <li>e. OER Report (Andrea)</li> <li>f. DE (Colleen)</li> <li>g. Faculty PD Committee (Colleen)</li> </ul>	<p>Curriculum Comm.: <b>Did not meet this week because there is no more curriculum to approve (?)</b></p> <p>DC: Asks who is responsible for CC dragging their heels? JKG has not been there since last semester. And Michael Bowen co-chairs this. Comment: Does not think the committee members are being utilized in an efficient way. Too much work is devolving to Michael. Sara needs help with the catalogue. MC's CC is working on their curriculum.</p> <p>GP: Retreat is tomorrow.</p> <p>CTE: No update</p> <p>Treasurer/OER: <b>Senate has monies to spend and she will put this information in the next packet so that senators can consider how to utilize this.</b></p> <p>DE: No meeting. DWDEC: Interested in knowing who wants test proctoring software. If senators know someone who would be interested in this, they should convey that to our DE3 on campus.</p> <p>Faculty PD: Already given under information items.</p>	
<p>Announcements for the Good of the Order:</p> <ul style="list-style-type: none"> <li>a. AFT Update (Michael Ward)</li> <li>b. Upcoming ASCCC Events:</li> </ul> <p>Details can be found at <a href="https://asccc.org/calendar/list/events">https://asccc.org/calendar/list/events</a></p>	<p>Meeting tomorrow at 2:30 in MCW110. Steve Hall will give update.</p>	
<p>a. Requests for Future Agenda Items:</p>		
<p>b. Adjournment</p>	<p>At 5:02pm</p>	