

Ventura College Academic Senate
Senate Council Agenda
Thursday, May 6, 2021
3:30 - 5:00 pm
Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

1. Call to Order

1.01 Call to Order

2. Adoption of the agenda.

2.01 Adoption of the agenda

3. Acknowledgement of Guests

3.01 Acknowledgement of Guests

4. Public Comments

4.01 Public Comments are limited to no more 1/8 of the total agendized meeting time and in no case more than five (5) speakers per topic and three (3) minutes per speaker.

5. Action Items

- 5.01 Approval of 4/29 meeting minutes
- 5.02 Additional edits to 7120D (Kammy)
- 5.03 Cameras-On Policy (2nd reading)
- 5.04 Approval for Faculty Reps on Committees for AY 2021-2022
- 5.05 Approval of Linda Kennedy as OEI rep

6. Committee Reports

Committee reports are limited to two minutes per report. Additional information may be submitted as a written report and posted to the Academic Senate website.

- 6.01 Curriculum Committee (Michael)
- 6.02 BRC (Andrea)
- 6.03 Guided Pathways (Erin)
- 6.04 CTE liaison report (Deanna)
- 6.05 Treasurer's Report (Andrea)
- 6.06 OER Report (Andrea)

6.07 DE (Colleen)

6.08 Faculty PD Committee (Colleen)

6.09 Student Success Committee (Paula/Dan)

7. Academic Senate President's Report

7.01 Ventura College Meetings

7.02 District Meetings

7.03 Board of Trustees

7.04 ASCCC Updates

8. Informational Items

These items are intended to provide brief updates or reports of activities. If the Senate wishes to debate an item presented as information, they may request that it be placed on an agenda at future meeting as an action or discussion item.

8.01 Senate Awards (Dan)

9. Discussion Items

These items are a chance for the Senate to discuss and debate issues. This may lead to action at a future meeting or provide the President with direction for discussions with the Administration, State Academic Senate, or other bodies.

9.01 Relationship and process between the three Academic Senates and the District (Dan/Preston)

9.02 Academic Senate Evaluation Results (Dan)

9.03 ASCCC Examples of Community Norms and Guidelines for Dialogue (Dan)

10. For the Good of the Order

10.01 AFT Update (Ty Gardner)

10.02 Upcoming ASCCC Events (<https://asccc.org/calendar/list/events>)

11. Requests for Future Agenda Items

11.01 Requests for Future Agenda Items

12. Adjournment

12.01 Adjournment

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.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-D Recruitment and Hiring: Full-Time Faculty
Code	AP 7120-D
Status	Active
Legal	Accreditation Standard III.A California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq.
Adopted	July 14, 2009
Last Revised	September 13, 2016
Last Reviewed	September 13, 2016

SELECTION PROCEDURES FOR FULL-TIME FACULTY

A. NOTIFICATION OF VACANCY/POSTING NOTICES

Upon receipt of formal notification of a vacancy, the Human Resources Department reviews the recommended position template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.

In accordance with the AFT/VCCCD collective bargaining agreement, the Human Resources Department sends out a transfer notice to all full-time faculty members a minimum of three days prior to opening the recruitment to the public. The Human Resources Department submits to the President a list of all full-time faculty members requesting transfer.

The President gives consideration to all transfer candidates and confers with the division dean. The President informs the Human Resources Department as to whether any transfer candidates were selected. The President also informs those who were not selected that a selection was made or of the opportunity to apply and be considered by means of the open recruitment process.

In the event a transfer candidate is not selected, the Human Resources Department determines the announcement closing date in consultation with the college.

The Human Resources Department sends the vacancy announcement to:

- All current employees; and
- The CCC Registry, publications, newspapers, national and regional professional organizations, etc.

The following will be sent to the College President, CIO, Academic Senate President, and Dean:

- Selection committee calendar;
- Selection committee composition;
- Designated Employment Equity Facilitator based on the district-wide Facilitator rotation order.

The Human Resources Department sends the following:

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- ~~Vacancy announcement to all part-time faculty current employees.~~
- ~~Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list serves, etc.~~
- ~~Screening Selection committee calendar and composition forms to College President, Executive Vice President, Academic Senate Presidents, and Dean.~~
- ~~The contact information for the designated Employment Equity Facilitator based on Facilitator rotation order.~~

B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Director of Employment Services or designee prepares the vacancy announcement, which includes a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee. If the District selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Registry-California Community College State Chancellor's Office, diversity-related websites, HigherEdJobs.com, edjoin.org and ~~VCCCD.edu~~ [the VCCCD Careers Webpage](#).

C. SELECTION COMMITTEE COMPOSITION, ~~AND~~ APPOINTMENTS, AND ROLES



The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the ~~screening~~ selection committee. The College President consults with the Academic Senate President and the ~~Screening Committee~~ [Equity Employment](#) Facilitator regarding the recommended committee composition prior to forwarding the recommendation to the Director of Employment Services for approval. The Director of Employment Services shall review the ~~selection~~ committee composition to ensure **diverse representation** within the committee and adherence to District policies and agreements where applicable and may modify composition as necessary. ~~The Human Resources Department will verify that committee members have completed diversity training within the last two years and notify the Employment Equity Facilitator of any issues.~~

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 ~~selection~~ committee typically consists of seven members, and should not have less than five or more than nine members under normal circumstances. The Director of Employment Services may authorize part-time faculty and other individuals to serve on ~~screening~~ selection committees on an exception basis. The following guidelines should be followed when composing a ~~selection~~ committee:


Selection Committee Composition	Number
Faculty: from the Division Of the 3-5 faculty members on the committee: <ul style="list-style-type: none"> • A minimum of 2 faculty members must be from the discipline, when possible; • A minimum of 1 faculty member must be from another discipline. 	3 to 5
Academic Administrator	1
Additional member(s)	1 or more
Screening Committee Equity Employment Facilitator (non-voting)	---

* Exceptions to this composition may be authorized by the Director of Employment Services.

- The composition of the ~~selection~~ committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.

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- Although not required, **classified staff**, members from other colleges, and community members may be selected to serve on selection committees.
- The academic administrator will serve as the chair of the committee until a co-chair is elected.
- The co-chairperson is to be elected by the committee at the first meeting and is expected to perform all co-chair duties, including help facilitate the committee meetings, answer questions, and sign documents.
- The College President identifies a Screening Committee Facilitator to serve on the committee from an HR-approved list of trained Screening Committee Facilitators.
- The role of the Employment Equity Facilitator is to ensure the selection process adheres to state and federal laws and guidelines regarding hiring, equal employment opportunity, and nondiscrimination. The Facilitator will ensure the selection process is administered in accordance with the District's policies and procedures and will ensure that committee tasks are completed in a timely manner. The Facilitator shall report any **inappropriate actions and/or violations of hiring guidelines to the Director of Employment Services** for immediate action. This may result in intervention and counsel from Human Resources, a change in committee member composition, or the halt/termination of a selection process. The Facilitator shall remain neutral regarding discussions and decisions that fall in the purview of selection committee members.
- In order to ensure consistency in the process, each screening-selection committee member must be available for the application screening and all committee meetings.

D. ORGANIZATIONAL MEETING

The Human Resources Department provides the Screening Committee with confidentiality policies and notification that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each Screening Committee member must sign a confidentiality agreement in order to participate. Included in the confidentiality agreement is the procedure a committee member must follow if he/she believes any irregularities have occurred during the process. In order to ensure consistency during the process, each screening committee member must be available for all committee meetings.

The Human Resources Department provides e-mails the necessary committee forms to the Screening Committee Employment Equity Facilitator with digital access to all materials and forms required to administer an effective selection process. The Screening Committee Employment Equity Facilitator is responsible for providing the committee with all required materials, copying all forms needed for the committee's use.

~~The committee will decide whether or not to allow videoconferencing as an interview option.~~

The academic administrator calls the organizational meeting at which time the selection committee will accomplish the following:

- The committee selects a faculty member to co-chair the committee with the academic administrator.
- The Employment Equity Facilitator reviews the Academic Selection Committee Agreement with the committee. The Screening Committee Facilitator discusses hiring procedures, timelines, forms, the confidentiality agreement, and **diversity sensitivity issues**. The Facilitator provides the committee with confidentiality policies and notifies the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each member reads and signs a confidentiality statement. Each Screening Committee member must sign a confidentiality the Academic Selection Committee Agreement in order to participate. Included in the confidentiality agreement is the procedure a committee member must follow if **should** he/she believes any irregularities have occurred during the process.
- The committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, oral interview tally, and final interviews with the College President. Videoconferencing must be offered as an oral interview option, with limited exceptions for legal requirements, etc., approved by Human Resources. ~~The committee will decide whether or not to allow videoconferencing as an interview option.~~
- The committee creates and discusses application screening criteria based upon the requirements listed in the job announcement; creates oral interview questions, teaching demonstration exercises, and criteria to aid in the preparation of the Oral Interview Form; discusses the bases of questions in relation to the job announcement; determines the format of the interview process; and discusses final weighting of assessment items for the Oral Interview Record Form.



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- The committee establishes the pre-screening committee composition consisting of one co-chair, two faculty members in the discipline (one of whom may be the co-chair), and the [Screening Committee Employment Equity](#) Facilitator.
- After the organizational meeting, the [Screening Committee Employment Equity](#) Facilitator sends to the [Director of Employment Services](#) the screening criteria, oral interview questions, and the names of those serving on the pre-screening committee [to the Human Resources Department](#).

E. PRIOR TO CLOSE OF APPLICATION FILING

[The Human Resources Department schedules a grants the districtwide equivalency committee with access to application materials to be convened as soon as possible following the close of the application period.](#)

[A few days prior to the close of application filing \(close of recruitment period\), the Screening Committee Employment Equity Facilitator inquires of the Human Resources Department as to the number of complete application records and advises the selection committee accordingly.](#)

FE. AFTER CLOSE OF APPLICATION FILING

1. Equivalency Review

Equivalency review will be conducted in accordance with Administrative Procedure 7211.

Following the close of application filing, the Human Resources Department forwards the requests for equivalency to the appropriate districtwide equivalency committee for review. The districtwide equivalency committee meets within five working days following the closing date and reviews the requests for equivalency. The Human Resources Department will not forward files for applicants who did not request an equivalency or for applicants who request in their application that an equivalency be considered, but fail to attach the Supplemental Questionnaire for Equivalency.

The districtwide equivalency committee reviews the requests for equivalency and submits its recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in the applicant tracking system (ATS) for those not recommended for equivalency unless such applicants are found to meet minimum qualifications as described in section F.3. below.

At the discretion of the [hiring selection](#) committee, [the districtwide equivalency process may run concurrent with the prescreening and applicant screening processes discussed below.](#)

Equivalency requests for disciplines that exist at only one college will be reviewed through a local process at the college.

2. Release of Candidate Information

[Following the review of the requests for equivalency, the Human Resources Department e-mails sends the various reports list of VCCCD part-time applicants and applicant gender/ethnicity information to the Screening Committee Employment Equity Facilitator, including current part-time faculty information, candidate contact information, candidate demographic information.](#) The Human Resources Department also forwards the ATS access information for the particular applicant pool to all committee members.

3. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications or should be forwarded for further consideration based on anticipated completion of a qualifying degree. Applicants anticipating completion of a qualifying degree must indicate in their application materials that they will have a qualifying degree before the start date of employment. The Human Resources Department will confirm that the required degree has been conferred prior to beginning employment.

The prescreening committee members review all applicants, including those who request equivalency. The prescreening committee documents those applicants who do not meet and those who are not anticipated to meet minimum qualifications. The [prescreening](#) committee also documents the applicants who submitted incomplete applications.

The prescreening committee forwards the results to the [Screening Committee Employment Equity](#) Facilitator. The [Screening Committee Employment Equity](#) Facilitator reviews the results to ensure agreement among the [prescreening](#) committee members and forwards the information to the Human Resources Department. The



Human Resources Department disqualifies and notifies applicants who fail to meet minimum qualifications with the exception of those who requested equivalency and have yet to be reviewed by the districtwide equivalency committee. The Human Resources Department also disqualifies and notifies the applicants who submitted an incomplete application.

4. Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the ATS access information to all screening-selection committee members. Committee members may review any applicant in the ATS that was determined to be unqualified during the prescreening based on minimum qualifications.

Selection cCommittee members evaluate all applicants who meet minimum qualifications or have requested equivalency. The committee members complete the Academic Application Screening Evaluation forms their ratings while ensuring the following:

- Academic Application Screening Evaluation forms Ratings must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluation forms Ratings must document a recommendation for oral interview (5 - Highly Recommend, 3,4 - Recommend, 1 - Do Not Recommend).
- Screening Committee members must sign and date the Academic Application Screening Evaluation forms:
-
- Each selection committee member must screens the application materials and submit their results independently and submits their results to the Screening Committee Facilitator.

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EG. APPLICATION SCREENING TALLY MEETING

If the districtwide equivalency committee has not reviewed the requests for equivalency at the time the application screening tally process is initiated, the hiring-selection committee has the option of moving forward without giving further consideration to those who requested equivalency.

All selection committee members must participate in the application screening tally meeting and must have completed their screening of the applicants. Any absences or exceptions must be approved by the Screening Committee Employment Equity Facilitator. The following shall occur during the application screening tally meeting:

1. The co-chairs and the Screening Committee Employment Equity Facilitator tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the candidates' identities. "Natural breaks" in the tally total should be the determining factor when possible. Per the Agreement between the District and the AFT, Section Article 5 Section 5.104(e)(6), a minimum of 25 percent (or no fewer than 3) of non-contract faculty members who apply for a contract position in the District and who meet the minimum -qualifications for that position as specified in the job announcement and determined by the screening-selection committee shall be interviewed by the committee.
3. The selection committee determines if additional candidates are to be interviewed in the event interview invitations are declined by the selected candidates. Additional candidates will be considered for interview based on their rank and may only be considered if invitations are declined by the initial invited candidates.
4. The Screening Committee Employment Equity Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department notifies e-mails the individuals who were not selected for interview.
5. The Screening Committee Employment Equity Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants and sends out invitations to the candidates:
6. The academic administrator serving as a chair or the administrator's designee sends out invitations to the candidates. Any changes that must be made to the interview schedule in order to accommodate candidates' availability must be approved by the Screening Committee Employment Equity Facilitator.



GH. ORAL INTERVIEW

Oral Interview Briefing (thirty minutes before first interview)

The ~~Screening Committee~~Employment Equity Facilitator discusses the District's Equal Employment Opportunity policy and various guidelines pertinent to the interview process including those related to asking follow-up questions, providing written comments on oral interview forms, and discussing candidates' performances.

The selection committee reviews each question and discusses, in general, an appropriate answer. Follow-up questions may be asked to elicit additional information with regard to responses provided by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response.

Oral Interview

At the beginning of the interview, the ~~Screening Committee~~Employment Equity Facilitator welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. This introduction includes the approximate length of the interview, number of questions, roles of the selection committee members and the fact that the committee will be taking notes, length of the teaching demonstration, and the support role of the ~~Screening Committee~~Employment Equity Facilitator.

At the close of each interview, the ~~Screening Committee~~Employment Equity Facilitator thanks the candidate and advises them of the next step in the process.

The ~~Screening Committee~~Employment Equity Facilitator ensures that all interviews are conducted within the allotted time.

Oral Interview Discussion and Rating

At the conclusion of each oral interview, the ~~Screening Committee~~Employment Equity Facilitator facilitates the following discussion process:

1. At the conclusion of each oral interview, each committee member will share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of: a) clarification of technical questions asked during the interview; b) the manner in which the candidate responded to questions asked during the interview; c) strengths and weaknesses of each candidate, including professional impact.
2. Among those items that are inappropriate for discussion are the following: a) advocacy or opposition for a particular candidate based on information obtained outside the interview process; b) comments based on rumor or unsubstantiated knowledge of a candidate; c) any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
3. ~~The Oral Interview Record Form shall be used for rating candidates during the initial interview.~~ Each committee member rates each candidate (5 - Highly Recommend, 34 - Recommend, 1 - Do Not Recommend) during the initial interview.
4. All ratings must be supported by clearly written comments. Overall ratings should be representative of the candidates' performances across all questions and the teaching demonstration.

Oral Interview Tally

1. The co-chairs and ~~Screening Committee~~Employment Equity Facilitator tally the oral interview ratings and display the ratings to the entire selection committee with candidates' names redacted for the purpose of determining the natural break in ratings.

After determining the natural break, the candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the College President for final interview; determination shall be based on the candidates' scores rather than the candidates' identities and in consideration of the President's preference. The committee reviews the ratings to consider discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed. The selection committee as a whole may decide if candidates below the natural break should be forwarded to the College President.

If no candidates are acceptably qualified or fewer than the College President prefers are forwarded, the College President may meet with the screening-selection committee to discuss the outcome, and the



committee as a whole may choose to forward additional acceptably qualified candidates for consideration. The College President has the option of interviewing the candidates and/or reopening the recruitment.

2. The co-chairs notify the individuals who were not selected for a final interview.

2.3. The Employment Equity Facilitator sends out invitations to the candidates for the president's interview.

II. PRESIDENT'S INTERVIEW

The College President determines who is present in the final interview. The Screening Committee Employment Equity Facilitator shall may be present at invited to the final interview at the President's discretion.

III. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS, REFERENCE CHECKS AND OFFER OF EMPLOYMENT

1. The President directs the responsible academic administrator (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.

2. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.

3. The Screening Committee Employment Equity Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants did not meet minimum qualifications, which applicants were not invited to and which applicants attended initial and final oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.

3. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services or designee notifies the President, Vice President, and Dean, that an official employment offer may be extended.

4. The College President authorizes the academic administrator to extend an offer of employment.

5. The Screening Committee Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants did not meet minimum qualifications, which applicants were not invited to and which applicants attended initial and final oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.

4. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services or designee notifies the President, Vice President, and Dean, that an official employment offer may be extended.

6.5. The Screening Committee Employment Equity Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

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See:
[Board Policy 3420 Equal Employment Opportunity](#)
[Administrative Procedure 3420 Equal Employment Opportunity Plan](#)
[Board Policy 7100 Commitment to Diversity](#)

DRAFT VCCCD POLICY FOR ONLINE CAMERA USE **(Moorpark College)**

In Legal Opinion 2020-12: Online Class Cameras-On Requirements, given by the California Community Colleges Chancellor's Office on October 19, 2020, the CCCCO recommends that "districts adopt policies that strictly limit or prohibit faculty from instituting cameras-on requirements in order to protect against violations of student privacy, balance academic freedom, and ensure compliance with FERPA, California's student privacy law, and federal disability laws and their state analogs."

In fulfillment of the Legal Opinion the VCCCD presumes that all synchronous classes are operated under a cameras-optional approach with the exception of the following areas where audio and visual student participation is considered essential.

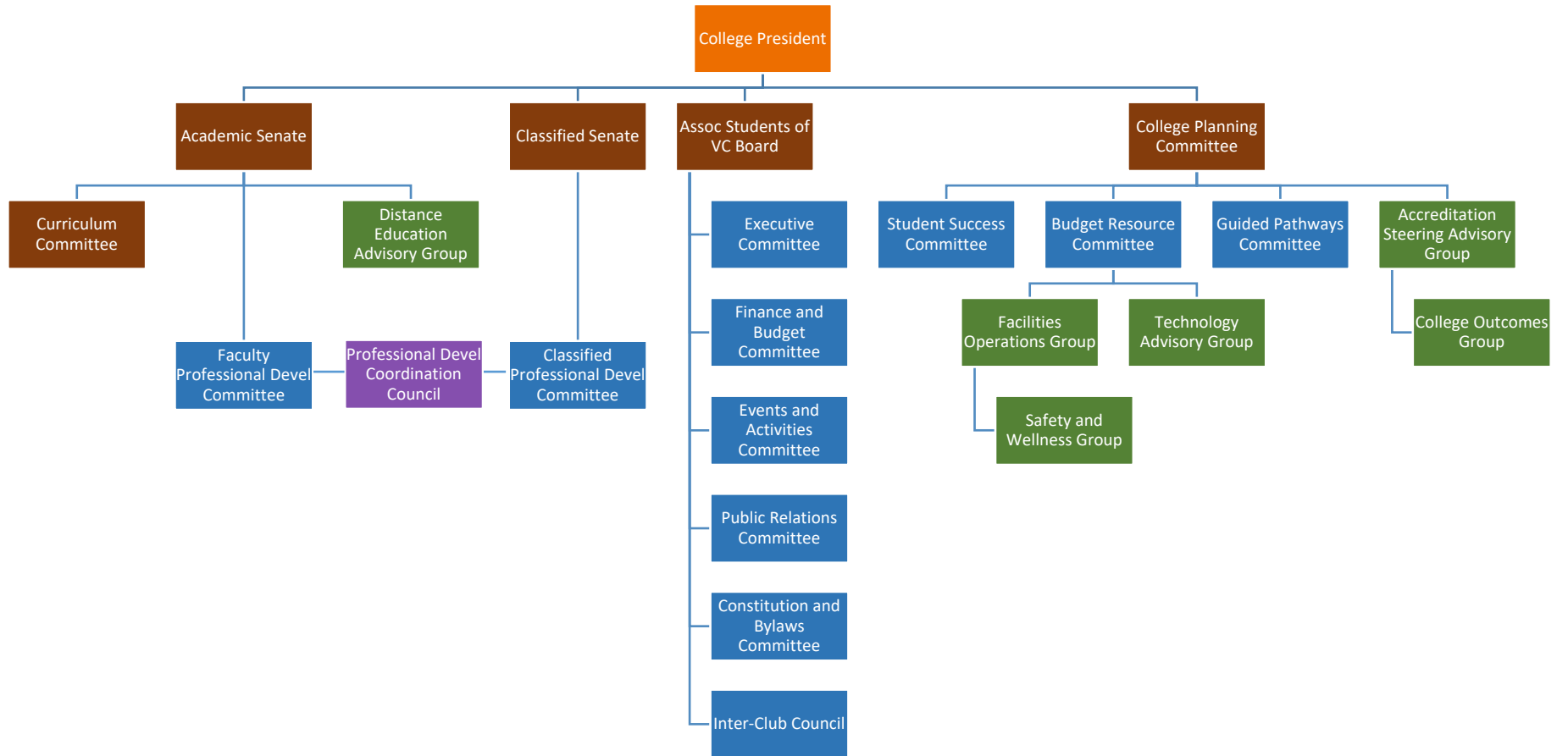
- Proctored assessments
- Presentations
- Demonstration of academic, performance, and workplace skills
- When mandatory attendance is required by disciplines to fulfill their accreditation regulations

For these stated exceptions faculty may require a cameras-on policy provided they follow the guidelines given in the CCCCO's Legal Opinion (see attachment).

Colleges should adopt a cameras-optional approach that respects student concerns regarding privacy, access, and equity. Such a policy should address or include:

- Cameras should be presumptively optional for live synchronous online classes.
- If audio and visual student participation is essential:
 - Allow faculty to require cameras to be on, but only to the extent necessary, and with adequate notice to students;
 - Clearly identify the essential nature of video for instruction and consider a student's privacy or technical objections and create a confidential "opt-out" mechanism that allows a student to decline video participation;
 - Encourage faculty to consider an alternative to video participation such as audio participation;
 - Encourage the use of electronic video backgrounds; and
 - Allow students flexibility to turn off their cameras or mute audio unless needed.
- Encourage the use of the chat feature for attendance and discussion.

Ventura College Participatory Governance Structure



Color Key

Brown = Governance Committee

Blue = Operational Committee

Green = Advisory Group

Purple = Council

Participatory Governance Groups with faculty membership

	M	T	W	Th	F
1st		CC 3-4:30	ASAG 3:30-5	AS 3:30-5	
2nd	TAG 2-3:30	COG 3:30-4:30		DEAG 3-4:30	GPC 10-11:30
3rd		SWG 2-3:30 CC 3-4:30	BRC 2:30-4	AS 3:30-5	
4th			SSC 2-3:30 CPC 3:45-5:15	FOG 2:30-3:30	GPC 10-11:30

AS	Academic Senate; 1st and 3rd Th 3:30-5
ASAG	Accreditation Steering Advisory Group; 1st W 3:30-5
BRC	Budget Resource Committee; 3rd W 2:30-4
CC	Curriculum Committee, 1st and 3rd Tu 3-4:30
CPC	College Planning Committee; 4th W 3:45-5:15
DEAG	Distance Education Advisory Group; 2nd Th 3-4:30
FPDC	
GPC	Guided Pathways Committee; 2nd F 10-11:30
PDCC	Professional Development Coord. Council. 4th M 2-3
SSC	Student Success Committee; 4th W 2-3:30
SWG	Student Wellness Group; 3rd W 2-3:30
TAG	Technology Advisory Group; 2nd M 2-3:30

Committee	Member	Name	Appointed By
Academic Senate Council	President	Dan Clark	Academic Senate
Academic Senate Council	Vice President	Preston Pipal	Academic Senate
Academic Senate Council	Treasurer	Stephanie Branca	Academic Senate
Academic Senate Council	Secretary	Jennifer Garner	Academic Senate
Academic Senate Council	Curriculum		Academic Senate
Academic Senate Council	Career Ed: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Reps)	Deanna Hall	Academic Senate
Academic Senate Council		Rachel Johnson	Academic Senate
Academic Senate Council		Lazaro Salinas	Academic Senate
Academic Senate Council	Career Ed: Tech and Workplace Essentials (1 Rep)	Dorothy Farias	Academic Senate
Academic Senate Council	English, Math, and Communication (5 Reps)	Jaclyn Walker	Academic Senate
Academic Senate Council		Chris Frederick	Academic Senate
Academic Senate Council		Heather Ladwig-Aguilar	Academic Senate
Academic Senate Council		Donna Beatty	Academic Senate
Academic Senate Council		John Guelcher	Academic Senate
Academic Senate Council	Health, Kinesiology, Athletics, and Performing Arts (2 Reps)	Nathan Cole	Academic Senate
Academic Senate Council		Mary McDonough	Academic Senate
Academic Senate Council	Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Reps)	Ron Mules	Academic Senate
Academic Senate Council		Michael Ward	Academic Senate
Academic Senate Council		Bill Hendricks	Academic Senate
Academic Senate Council		Linda Kennedy	Academic Senate
Academic Senate Council	Sciences and Distance Education (3 Reps)	Kammy Algiers	Academic Senate
Academic Senate Council		Erin Bocker	Academic Senate
Academic Senate Council		Marta De Jesus	Academic Senate
Academic Senate Council	Self-Nominated Part-Time Faculty	<i>vacant</i>	Academic Senate
Academic Senate Council	Student Services (4 Reps)	Paula Munoz	Academic Senate
Academic Senate Council		Gema Espinoza Sanchez	Academic Senate
Academic Senate Council		Marian Carrasco Nungaray	Academic Senate
Academic Senate Council		Marcelino De Cierdo	Academic Senate
Curriculum Committee	Faculty Co-Chair		Academic Senate
Curriculum Committee	Articulation Officer	<i>Michael Bowen</i>	College President
Curriculum Committee	Academic Senate President (ex officio)	Dan Clark	Academic Senate
Curriculum Committee	AFT Representative	<i>vacant</i>	Academic Senate
Curriculum Committee	Librarian	Peter Sezzi	Academic Senate
Curriculum Committee	College Outcomes Group Rep	Asher Sund	Academic Senate
Curriculum Committee		Aurora Meadows	
Curriculum Committee	Tech Review chair	Michael Callahan	Academic Senate
Curriculum Committee	Beh/Soc Sci/Art Division Faculty	Rubislea Gamboa	Academic Senate
Curriculum Committee		Maline Werness-Rude	
Curriculum Committee	CE I Division Faculty	Kelly Wellman	Academic Senate
Curriculum Committee	Nicole Falco		
Curriculum Committee	CE II Division Faculty	John Clark	Academic Senate
Curriculum Committee	Dorothy Farias		
Curriculum Committee	English/Math Division Faculty	Peter Yi	Academic Senate
Curriculum Committee	Health, Kin, Performing Arts	Jeff Fischer	Academic Senate
Curriculum Committee		Krenly Guzman Gonzalez	
Curriculum Committee	Off Campus Division Faculty	<i>vacant</i>	Academic Senate
Curriculum Committee	Science Division Faculty	Gabi Wood (Fall) / Jennifer Garner (Spring)	Academic Senate
Curriculum Committee		Hafez Alawdi (Fall) / Chloe Branciforte (Spring)	
Curriculum Committee		Mario Rivera	
Curriculum Committee	Student Service Division Faculty	Gema Espinoza Sanchez	Academic Senate
College Planning Committee	Faculty Co-Chair	Dan Clark	Academic 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	Brent Wilson	Academic Senate

College Planning Committee	Faculty 8	Sandy Melton	Academic Senate
Budget Resource Committee	Faculty Co-Chair	Dan Clark	Academic 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 or Brent Wilson	Academic Senate
Budget Resource Committee	Faculty 8	Maria Reyes-Sanchez	Academic Senate
Student Success Committee	Faculty Co-Chair	Paula Muñoz	Academic Senate
Student Success Committee	Faculty 1	Mary McDonough	Academic Senate
Student Success Committee	Faculty 2	Heather Aguilar	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	Dan Clark	Academic Senate
Student Success Committee	Faculty 8	Bea Herrera	Academic Senate
Guided Pathways Committee	Faculty Co-Chair	Corey Wendt	Academic Senate
Guided Pathways Committee	Faculty 1	<i>vacant</i>	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	<i>Vacant</i>	Academic Senate
Guided Pathways Committee	Faculty 7	Jimmy Walker	Academic Senate
Guided Pathways Committee	Faculty 8	<i>Cynthia Wetzel</i>	Academic Senate
Accreditation Steering Advisory Group	AS Exec Committee	Dan Clark - President Co-Chair Preston Pipal - Vice President Jennifer Garner - Secretary Stephanie Branca - Treasurer	Position
Accreditation Steering Advisory Group	Curriculum Committee Co-Chairs		Position
Accreditation Steering Advisory Group	FOG Co-Chairs	Steve Palladino	Position
Accreditation Steering Advisory Group	Librarian		Position
Accreditation Steering Advisory Group	COG Co-Chairs		Position
Accreditation Steering Advisory Group	SSC Co-Chairs	Paula Muñoz	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
Facilities Operations Group	Faculty Co-Chair	Steve Palladino	Academic Senate (?)
Facilities Operations Group	All interested faculty	Philip Clinton, Math-Chris Frederick, Sasha Friedman, Mike McCain, Kristin Clark, Gabriela Navas, Kelly Neel, Scot Rabe, Dan Walsh, Jenchi Wu, Carol Smith	None
Technology Advisory Group	All interested faculty	Dan Clark, Yia Vang, Kaera 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	None
Safety and Wellness Group	All interested faculty	<i>vacant</i>	None
Distance Education Advisory Group	Faculty Co-Chair		Academic Senate (?)

	All interested faculty	Ara Khanjian (Economics), Araceli Trujillo (Spanish), Asher Sund (English), Brandon D'Amico (Counseling), Gabi Wood (Geology), Corinna McKoy (Political Science), Daniella Graves (Sociology), Erin Brocker (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			None
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
	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	
College Outcomes Group			None
Professional Development Coordinati	Faculty Co-Chair	Colleen Coffey, Kammy Algiers	Academic Senate
Professional Development Coordinati	AS Executive Board Member		Academic Senate

Accreditation Steering Advisory Group (ASAG)

Charge

The Accreditation Steering Advisory Group (ASAG) monitors college compliance with regional accreditation standards in order to sustain continuous quality improvement. ASAG coordinates ongoing efforts to organize evidence used to prepare the Institutional Self Evaluation Report, follow-up reports, and mid-term reports. Recommendations from the ASAG are referred to the College Planning Committee.

Co-Chair

Accreditation Liaison Officer
Faculty Accreditation Chair

Members

Vice President of Academic Affairs (Accreditation Liaison Officer), Vice President of Student Affairs, Vice President of Business Services, Dean of Institutional Effectiveness, Academic Senate Executive Committee members, ASAG Faculty Co-Chair, Budget Resource Committee Co-Chairs, Classified Senate Executive Board members, College Planning Committee Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, College Outcomes Group Co-Chairs, Student Success Committee Co-Chairs, Professional Development Advisory Group Co-Chairs, Technology Advisory Group Co-Chairs, Distance Education Advisory Group Co-Chairs, CE Advisory Group Co-Chairs, ASVC Representative

Meetings

1st Wednesday of each month from 3:30pm to 5:00pm

Webpage

<https://www.venturacollege.edu/committees/accreditation-steering-advisory>

Budget Resource Committee (BRC)

Charge

The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, social justice and equity, and analyzes total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)

1 faculty member appointed by AFT

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

1 classified professional appointed by SEIU

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

Meetings

3rd Wednesday of each month from 2:30pm to 4:00pm

Webpage

<https://www.venturacollege.edu/committees/budget-resource-committee>

Curriculum Committee (CC)

Charge

The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college with respect to purpose, objectives, content, and methods of instruction. The Curriculum Committee makes direct recommendations to the Board of Trustees 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 College Chancellor's Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with Accreditation Standard IIA. The Faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee, and is also an ex officio voting Academic Senate senator.

Two workgroups report to the Curriculum Committee that are not displayed on the diagram on page 5. The Philosophy and General Education workgroup, and the Curriculum Technical Review workgroup.

Co-Chairs

Faculty Curriculum Chair
Vice President of Academic Affairs (non-voting)

Members

Articulation Officer
AFT representative
Librarian
College Outcomes Group representative
Technical Review Chair
Two representatives from each division

Meetings

1st and 3rd Tuesday of each month from 3:00pm to 4:30pm

Webpage

<https://www.venturacollege.edu/committees/curriculum-committee>

College Outcomes Group (COG)

Charge

The College Outcomes Group will be responsible for monitoring the progress and evaluating the quality of Student Learning Outcomes and Service Unit Outcomes on campus. The committee will create an annual report of SLO/SUO progress.

Co-Chairs

SLO Facilitators

Dean of Institutional Effectiveness

Members

One or more faculty members from each division

All interested classified professionals

Meetings

2nd Tuesday of each month from 3:30pm to 5:00pm

Webpage

<https://www.venturacollege.edu/committees/student-learning-outcome-advisory>

College Planning Committee (CPC)

Charge

The College Planning Committee (CPC) is a governance committee that makes recommendations to the College President. CPC is responsible for developing the Educational Master Plan and Strategic Implementation Plan, as well as evaluating progress towards the goals of each of these plans. CPC receives regular updates on the Facilities Master Plan and the Technology Master Plan, and also oversees and evaluates the program review program and viability processes.

CPC receives recommendations from the Budget Resource Committee, Guided Pathways Committee, Student Success Committee, and the Accreditation Steering Advisory Group. Recommendations from these committees are reviewed and voted on by CPC before being sent to the College President to ensure that the recommendations align with the Educational Master Plan, and that all relevant processes and procedures have been followed.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

Meetings

4th Wednesday of each month from 3:45pm to 5:15pm

Webpage

<https://www.venturacollege.edu/committees/college-planning-committee>

Distance Education Advisory Group (DEAG)

Charge

The Distance Education Advisory Group exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the advisory group is to focus on the delivery of distance education and its environment, be it web enhanced on ground courses, hybrid courses or fully on line courses. Taking a proactive leadership role on educational, technological and professional development issues surrounding distance education.

Chair

Dean overseeing Distance Education

Faculty Co-Chair

Members

All interested faculty and staff

Distance Education Instructional Design Technologists

Meetings

2nd Thursday of each month from 3:30pm to 4:30pm

Webpage

<https://www.venturacollege.edu/committees/distance-ed-advisory>

Facilities Operations Group (FOG)

Charge

The Facilities Oversight Advisory Group (FOG) is an advisory group that makes recommendations to the Budget Resource Committee (BRC) and ensures compliance with Accreditation Standard IIIB. Providing oversight for the periodic revision of the Facilities Master Plan, FOG makes recommendations concerning total cost of ownership, aesthetics, locations of campus facilities and functionality. In addition, FOG provides recommendations for the interior and exterior designs of facilities and site-related projects.

Co-Chairs

Director of Facilities, Maintenance, and Operations
Faculty Co-Chair

Members

All interested faculty and staff

Meetings

4th Thursday of each month from 2:30pm to 3:30pm

Webpage

<https://www.venturacollege.edu/committees/facilities-oversight-advisory-group>

Faculty Professional Development Committee (FPDC)

Charge

The Ventura College Professional Development Committee creates and fosters opportunities for faculty and staff to grow and improve as professionals. These opportunities should be designed so as to promote and practice better inclusivity and diversity for faculty, staff, and students.

Chair

Faculty Chair appointed by Academic Senate

Members

1 faculty member appointed by AFT
All other interested faculty

Meetings

TBD – Fall 2019

Webpage

<https://www.venturacollege.edu/committees/professional-development-advisory>

Guided Pathways Committee (GPC)

Charge

The Guided Pathways Committee is an operational committee that focuses on the following elements of Guided Pathways:

- Cross-Functional Inquiry - College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success. College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.
- Shared Metrics - College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.
- Integrated Planning - College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to): Student Success and Support Program (SSSP), Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT), Equity Planning (Student Equity/SE), Strong Workforce Program (SWF).
- Inclusive Decision-Making Structures - College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework. Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate

Classified Co-Chair appointed by Academic Senate

Administrative Co-Chair appointed by College President

Members

9 faculty appointed by the Academic Senate (including Faculty Co-Chair)

9 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

9 students

5 administrators appointed by the College President

Meetings

2nd and 4th Friday of each month from 10:00am to 11:30am

Webpage

<https://www.venturacollege.edu/committees/guided-pathways>

Professional Development Coordination Council (PDCC)

Charge

- To assess and provide recommendations pertaining to professional development needs, activities and funding for the college at large.
- To synchronize applicable college wide events.
- To plan and implement Flex Day activities aligned with the goals of college-wide plans.
- To engage in continuous process improvement via feedback tools.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate

Classified Co-Chair appointed by Classified Senate

Administrative Co-Chair appointed by College President

Members

The three co-chairs listed above

One Academic Senate Executive Board Member

One Classified Senate Executive Board Member

One ASVC representative appointed by ASVC President

Meetings

TBD – Fall 2019

Webpage

<https://www.venturacollege.edu/committees/professional-development-advisory>

Student Success Committee (SSC)

Charge

The Student Success Committee (SSC) is the operational committee responsible for student success, equity/racial equity, and related initiatives. The SSC integrates and aligns student success efforts into a cohesive strategy through on-going evaluation of data and effective sharing of information campus-wide. SSC makes recommendations to the Executive Team via the College Planning Committee to identify and close equity gaps while continuously improving student success outcomes in accordance with State guidelines, the Student Equity Plan, and the Ventura College Master Plan.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

Meetings

2nd and 4th Wednesday of each month from 2:00pm to 3:30pm

Webpage

<https://www.venturacollege.edu/committees/student-success-committee>

Safety and Wellness Group (SWG)

Charge

The Safety and Wellness Group is a college advisory group and alerts management, faculty, staff, and students of matters pertaining to campus safety and health related issues. Members review and update safety practices and recommend additional practices as needed. Committee members visually inspect campus buildings for safety and/or health related issues, which are reported to the committee for appropriate resolution. The committee actively promotes educational safety and dissemination of health related information to the campus community.

Co-Chairs

Maintenance Supervisor
Student Health Center Coordinator

Members

Campus building monitors
1 faculty member appointed by AFT
All other interested faculty and staff

Meetings

4th Thursday of each month from 2:30pm to 3:30pm

Webpage

<https://www.venturacollege.edu/committees/facilities-oversight-advisory-group>

Technology Advisory Group (TAG)

Charge

The Technology Advisory Group monitors compliance with Accreditation Standard IIC and provides coordination for the periodic revision for the campus Technology Plan. The Technology Advisory Group is charged with developing and recommending the long-term campus technology plan based on college program review data and the District Technology Plan. It reports and makes recommendations to the Vice President of Business Services and the Budget and Resource Committee (BRC). In addition, the Advisory Group reviews the plan annually, makes recommendations for revisions as needed, ranks priority of technology spending based on program review data, and serves as a forum for discussing campus technology issues.

Chair

Director of College IT Services

Members

All interested faculty and staff

Meetings

2nd Monday of each month from 2:00pm to 3:30pm

Webpage

<https://www.venturacollege.edu/committees/technology-advisory>

Adjournment: A Senate Council meeting shall be adjourned at the time specified on the agenda, or later—but only with the consent of the Senators present.

Agenda Development: Any faculty member may request for an item to be included on a future Senate agenda. Ordinarily, the authority for the creation of the Senate’s agenda shall rest with the Senate Executive Committee. The final say on if an item shall be agenzized for discussion or possible action shall rest with the Senate Council.

Agendas: The Agenda of the Senate shall be posted no later than 72 hours prior to the start of any Senate meeting or as stipulated by current law. The agenda shall be posted both online at www.venturacollege.edu/acsen and in the Administration Building “Sponsored Programs” posting area.

Approval of Minutes: Approval of Minutes shall be regular part of Senate agendas and shall be undertaken as the first actionable order of business; minutes shall only require one reading unless the Council moves and seconds via a super-majority votes that the Minutes be substantively reworked for presentation at a future Senate meeting. *See Also* Minutes.

Awards: Each spring the Senate Exec will make a call for faculty to nominate fellow faculty for the following Senate awards: Service to Students, Service to Faculty, Service to College, Service to Community. There are no restrictions on how many times an individual may win an award or on the status of the faculty member (i.e., part or full time may be nominated). The Senate Exec shall tally the nominations and declare the winners of the awards no later than the final Senate Council meeting of the academic year. A formal presentation of the award shall occur on Mandatory Flex Day in the subsequent fall. Additionally, at the discretion of the current Academic Senate President, one additional award for extraordinary service may be awarded on behalf of the Senate.

Call to Order: The Senate will be called to order no sooner than the time specified on the agenda, or when quorum is established, whichever comes first.

Campus Committee Reports: Each regularly scheduled Senate meeting shall contain as a standing item a chance for a report out on pertinent campus committees. The Presiding Officer shall call upon the person in attendance at the Council meeting to debrief the body on what has occurred at any given campus meeting since the last Senate meeting and/or report from a given committee. *See Also* District Committee Reports; Senate Subcommittee Reports.

District Committee Reports (See President’s Report)

Dues: All faculty—including all part and full time faculty—are members of the Academic Senate. Dues are voluntary and are assessed in the fall of each academic year. Dues confer no special privileges but are used primarily in support of Senate scholarships. The college supports the Senate by paying our membership dues to the statewide Academic Senate as well as by providing a modest travel and supplies budget, as well as reassigned time to the Senate Officers.

Exec (See Senate Executive Committee)

First Readings (See Action Items)

Guests (See Acknowledgment of Guests)

Minutes: The Secretary of the Senate is responsible for the accurate recording of the business of the Senate Council as well as the custody of the draft minutes. Other than for recording who was present at a meeting, the names of Senators shall only be included in the minutes to indicate when an individual moved and/or seconded a motion and at other extraordinary times when an individual Senator may otherwise so request or the full Senate Council demand that his/her name be appended to a particular given statement. Draft minutes shall be posted online on the Senate

Academic Senate Evaluation 2020-2021

Q2 - Committee Charge: The Ventura College Academic Senate represents all Ventura College faculty on academic and professional matters. During the Fall and Spring semesters the VC Academic Senate meets regularly on the first and third Thursday of each month from 3:30 PM - 5:00 PM in MCW-312. According to Title 5, Section 53200, the term academic and professional matters covers the following areas: 1. Curriculum, including establishing prerequisites. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards or policies regarding student preparation and success. 6. College governance structures, as related to faculty roles. 7. Faculty roles and involvement in accreditation processes. 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. Informally, these areas of concern are called the 10+1.

Does the business of the committee reflect the committee charge?

#	Field	Choice Count
1	Yes	100.00% 15
2	No	0.00% 0

15

Q3 - Please explain:

Please explain:

Self-explanatory

The Senate has engaged throughout the year in discussing and taking action on issues directly connected to the 10 + 1.

The Senate does a good job in reflecting the committee charge?

Dan has done a great job supporting faculty on 10+1 issues.

Q5 - Goal 1: Update Academic Senate Constitution and Bylaws including but not limited

to: clarifying voting committee issue in the Senate Constitution.

#	Field	Choice Count
1	Met goal	69.23% 9
2	Did not meet goal	15.38% 2
3	Unsure	15.38% 2
		13

Showing rows 1 - 4 of 4

Q6 - Comments:

Comments:

none

With the constraints of COVID, we were able to effectively see various changes to the constitution, comment on it, take it back to our department/divisions, and make some positive changes. It is still an on-going item (mostly because other items took up more of the senate time than probably expected this semester) but we are in progress on this and good work has already been done.

Senate is in the process of revising the bylaws and has discussed voting.

Although the work was done, I'm not sure that the final voting approach was settled on.

Still working on the updates

Q7 - Goal 2: Work collaboratively and with respect for each other's opinions. Implement practices at Academic Senate Council meetings that foster rich, inclusive dialogue among senators.

#	Field	Choice Count
1	Met goal	76.92% 10
2	Did not meet goal	15.38% 2
3	Unsure	7.69% 1
		13

Showing rows 1 - 4 of 4

Q8 - Comments:

Comments:

Even when Senate has faced difficult discussions, it has worked hard to be inclusive and respectful of every member's viewpoint.

Even though we met on zoom, the meetings were well organized and protocols on responding, collaborating, voting, etc. were all done in a way to be inclusive, respectful, and mindful. senators were able to use chat, raise hand, or just speak out, which was helpful in accommodating various device usage. Conversations were always respectful and all voices were heard. It never felt as if a conversation was pushed into a certain direction by the senate exec. It was always inclusive of what the senators in the room wanted.

Senate can continue to create an open and honest community where people are free to speak and be heard. Senate would benefit from continued cultivation of making sure all voices are heard and all viewpoints considered to engage in a robust dialogue (that reflects critical thinking).

This committee works diligently to hear all points of view from its members and its guests.

Lot of discord at times between faculty groups, causing disruption and poor collegiality

Disagreements have occurred, but they have been civil.

Q9 - Goal 3: Practice and promote equity, diversity, inclusiveness and antiracist practices in Academic Senate Council meetings and throughout the campus. Consider resolutions related to racial justice.

#	Field	Choice Count
1	Met goal	76.92% 10
2	Did not meet goal	7.69% 1
3	Unsure	15.38% 2
		13

Showing rows 1 - 4 of 4

Q10 - Comments:

Comments:

We sure did. It seems like every meeting had some discussion that related to one of those goals.

Senate needs to take more care support opinions that do not agree with the majority on this issue.

We had an on-going Equity and Inclusion topic in our senate agenda each meeting. We also spent A LOT of time discussing Equity, inclusion and social justice in terms of policies and practices on campus. Ethnic studies was a big topic through the semester, equity hiring practices, multi-cultural center, many of these big topics came up over and over again in senate this year.

This is an ongoing process.

Senate passed a resolution on Black Lives Matter and three resolutions on ethnic studies.

Q11 - Goal 4: Professional development will focus inward on campus culture change through equity-centered professional development. Equity-focused coaching, workshops, institutes, and speaker series will be included as hands-on initiatives that will continually foster practitioner change.

#	Field	Choice Count
1	Met goal	61.54% 8
2	Did not meet goal	23.08% 3
3	Unsure	15.38% 2
		13

Showing rows 1 - 4 of 4

Q12 - Comments:

Comments:

none

Faculty PD began an equity summit this semester with an equity focus lens. This led into the Curriculum audit that is now taking place and will continue through summer and fall. Many of the flex sessions have also been equity related.

We are working on this.

Most faculty professional development activities are NOT based on diversity, equity and inclusion. Definitely the committee is not meeting the goal. The committee is spending so much money on activities that do not focus on the DEI goals of the Senate.

Professional development has been outstanding this year. Kammy and Colleen have done an amazing job.

Q13 - Goal 5: Create a new faculty hiring prioritization process.

#	Field	Choice Count
1	Met goal	61.54% 8
2	Did not meet goal	23.08% 3
3	Unsure	15.38% 2
		13

Showing rows 1 - 4 of 4

Q14 - Comments:

Comments:

We worked toward it and made some advances, but the hiring practices now look a lot like they did before.

This has been a contentious issue this year and it does not appear to be fully resolved.

This was done as a first attempt. It is still a work in progress as we see problems come up and work on solutions to better our process.

We did this

The faculty hiring prioritization process has been fruitful. I appreciate the approach Senate has taken with regard to communicating prioritization process with the administration.

This did not happen to my knowledge.

We have a new process in place. There are still some issues to work out, but it works much better than the old process.

Q15 - Goal 6: Ensure transparency in all things including but not limited to: budgets, evaluations, communications, and committees.

#	Field	Choice Count
1	Met goal	83.33% 10
2	Did not meet goal	8.33% 1
3	Unsure	8.33% 1
		12

Showing rows 1 - 4 of 4

Q16 - Comments:

Comments:

none

Budget transparency has been an issue. Though our treasurer has tried, it is very difficult to get transparent line item budget information.

Ensuring transparency in all things including but not limited to: budgets, evaluations, communications, and committees is an ongoing process of Senate.

The Senate did a good job to ensure transparency.

Is Senate transparent? That remains to be seen. ☐

Q17 - Goal 7: Distribute the local Academic Senate handbook to all faculty and keep the Senate website updated to ensure information is easy to find. Promote 10+1 on campus including but not limited to: hiring committees (increase diversity), tenure review committee makeup, budget, and curriculum considerations (added to program review process).

#	Field	Choice Count
1	Met goal	50.00% 6
2	Did not meet goal	25.00% 3
3	Unsure	25.00% 3
		12

Showing rows 1 - 4 of 4

Q18 - Comments:

Comments:

none

Curriculum has been a mess.

Senate is working on this.

Need to work on this.

Q19 - Goal 8: Work collaboratively with AFT on issues where our missions overlap including but not limited to: lab pay equity, DE evaluations, and class caps. Increase frequency and/or prioritization of formal updates from AFT to Academic Senate, and from Academic Senate to AFT.

#	Field	Choice Count
1	Met goal	36.36% 4
2	Did not meet goal	27.27% 3
3	Unsure	36.36% 4
		11

Showing rows 1 - 4 of 4

Q20 - Comments:

Comments:

none

lab pay equity has not been addressed; Class caps have been discussed. AFT rep has been attending Senate and updating faculty on AFT matters.

Senate has more work to do when it comes to connecting with AFT and representatives in a genuine and productive way.

No progress on labs or class caps.

Q21 - Is the committee environment supportive and encouraging of input on relevant issues?

#	Field	Choice Count
1	Always	8.33% 1
2	Usually	75.00% 9
3	Sometimes	16.67% 2
4	Rarely	0.00% 0
5	Never	0.00% 0
		12

Showing rows 1 - 6 of 6

Q22 - Please explain:

Please explain:

Senate needs to take into take care not to sideline or diminish viewpoints that do not agree with the majority.

We have an inclusive group of faculty in senate and their voices are always heard.

Senate is getting better at slowing down to discuss issues more adequately and genuinely.

Mostly goodly, though I'd like to stop the practice of swamping meetings with public comments and/or dragging students into debates on contentious topics.

Q23 - Are the issues brought to the committee effectively addressed in a timely manner?

#	Field	Choice Count
1	Always	18.18% 2
2	Usually	63.64% 7
3	Sometimes	18.18% 2
4	Rarely	0.00% 0
5	Never	0.00% 0
		11

Showing rows 1 - 6 of 6

Q24 - Please explain:

Please explain:

none

Difficult to get an agenda item on the agenda as the EXEC team sets the agenda and sometimes they have left an item off the agenda because they don't want to address it. Several officers of the Exec are not antiracist and hide behind their White privilege.

Please stop rounding up students for public comments.

Q25 - To what degree do you agree with the following statement: “In this committee, I felt like my ideas were recognized and appreciated”?

#	Field	Choice Count
1	Strongly agree	16.67% 2
2	Agree	41.67% 5
3	Neither agree nor disagree	41.67% 5
4	Disagree	0.00% 0
5	Strongly disagree	0.00% 0
		12

Showing rows 1 - 6 of 6

Q26 - Please explain:

Please explain:

none

Time was given to each senator to speak out about their concerns or bring up their ideas at each meeting

Disagreements happen and have mostly been civil

Q27 - To what degree do you agree with the following statement: “I feel united with the other members of the committee in our pursuit of a better campus”?

#	Field	Choice Count
1	Strongly agree	8.33% 1
2	Agree	50.00% 6
3	Neither agree nor disagree	25.00% 3
4	Disagree	16.67% 2
5	Strongly disagree	0.00% 0
		12

Showing rows 1 - 6 of 6

Q28 - Please explain:

Please explain:

Senate's struggle is to keep in mind the goals of the campus overall in contrast viewpoints of constituent groups who might not have the same agenda.

Q29 - What improvements should be made for this committee to function more effectively? For example, items for future consideration by the committee, agenda items that need completion, and/or suggested changes.

What improvements should be made for this committee to function more effect...

I don't know if anything can be done about this, but I think the committee is too large. It is easy to get lost among the attendees. I think the chief officers do a fine job, though.

????

Public comments sometimes took a third of senate meetings, which made it difficult to move through the agenda and get real work done. I believe there have been some changes to public comment processes to help with this problem.

We need to remove some officers as they are racist.

Effective limits on public comments so that entire meetings don't get derailed. It would also be good practice to limit debate on topics (x2 comments per person) to ensure we get through the agenda.

End of Report

GUIDELINES FOR DIALOGUE | COMMUNITY EXPECTATIONS

1. **Be true to yourself.** We want to create an atmosphere for open, honest exchange.
2. **Commit to learning from each other.** Listen to each other and acknowledge that we all come from different backgrounds, skills, interests, abilities, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
3. **Acknowledge each other's experiences.** We will not devalue people for their experiences, lack of experiences, or difference in interpretation of those experiences.
4. **Trust that others are doing the best they can.** We will try not to 'freeze people in time' but leave space for everyone to learn and change through our interactions with one another.
5. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.
6. **Speak your discomfort.** If something is bothering you and you are open to sharing, please share it with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.
7. **Step Up, Step Back.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

(adapted from the University of Michigan Program on Intergroup Relations, IGR)

Community Norms

1. Commit to being our authentic selves

- a. Be honest – speak truth as you see it (words and actions match) and allow others to speak their truth.
- b. Do not gossip (e.g., if the person heard what you said would it be hurtful)
 - Rather than gossip, engage individuals directly
 - Hold others accountable (e.g., stop hurtful behavior by not engaging)
- c. Find a trusted ally who can be a sounding board
- d. Don't make assumptions (Be mindful of possible assumptions and check them out)
- e. Check ourselves (understand the time to speak and time to listen)
- f. It's okay to stop, rewind, and change your mind

2. Check ourselves and share the air (allow time to speak)

- a. Honor experience, knowledge, and diverse perspective
- b. Recognize attachment – bring options and interests, not decisions or positions
- c. Develop respect and an ability to listen and consider outlying opinions or ideas
- d. Don't cut others off with "knee-jerk" responses (micro messages)
- e. Recognize that we are more than one opinion or position (e.g., don't label each other)

3. Assume good intentions, forgive often, and be present

- a. Recognize and reflect on our assumptions
- b. Respect, trust (no yelling, no lying, no whispering, no passive aggressive behaviors)
- c. Critique, with respect and humility, not criticisms
- d. Establish clarity between what must stay here and what can be expressed outside
- e. Respect the confidentially – when necessary – what is said in confidence, stays in confidence.

4. Acknowledge and celebrate the work of all of the Executive Committee members and Staff

- a. Remember to praise publicly and provide constructive criticism and other critique privately. (i.e., the public should see the acknowledgements and the individuals see personal critique. In other words, no public shaming).