**Ventura College Academic Senate**

**Minutes**

**Thursday, August 18th, 2016**

**2:00-4:00pm**

**Multidiscipline Center West (MCW) – 312**

**I. Call to Order:** 2:08p.m. Senators in attendance were as follows:

Daniel Algattas (DA)—Health/Kin/ICA/Performing Arts

Donna Beatty (DB)—English/Mathematics/Communications/Library

Colleen Coffey (CMC)—Senate Secretary

Heidi Dalton (HD)—Workforce & Economic Development

Roxanne Forde (RF)—Workforce & Economic Development

Chris Frederick (CF)—English/Mathematics/Communications/Library

Angelica Gonzales (AG)—Student Services

Alex Kolesnik (AK)—Senate President

Terry Morris (TM)—Health/Kin/ICA/Performing Arts

Paula Munoz (PM)—Student Services

Peter H. Sezzi (PHS)—Senate VP

Brent Wilson (BW)—Health/Kin/ICA/Performing Arts

**Guests:** Joel Justice—Campus Police; Sue Royer—College Services

**II. Approval of Agenda:** Motion by PHS; 2nd by HD. Unanimous.

**III. Public Comments:** Discussion re: not ticketing on first day. CMC brings up from History Dept meeting concern about what is min. number of students to make a class. Her dept wants Dave Keebler to be asked about this. AK replies that he has an answer to this from a district meeting and will address it during his president’s report.

**IV. Introductions:** Senators introduce themselves to one another. There are no representatives present from Social/Behavioral Sciences/Humanities/Visual Arts or from Sciences. We will need to recruit from both these divisions.

**V. Discussion Items**

a. Accreditation—AK tells senators that there were a few team members here yesterday for a pre-visit. Whole team will be here on 9/26-29. Schedule will be forthcoming. PHS informs senators that a representative from the ACCJC called his office phone yesterday requesting that he encourage faculty, librarians and counselors to write letters of support for ACCJC to the Department of Education so that they can retain their accreditation as a regional accrediting body.

b. Equivalency process—AK informs senators about the process for setting min. qualifications for all disciplines. RF asks when we can start the process to request modification of these (i.e. submitting paperwork to the state academic senate). AK replies how this process happens. Senators ask questions about how the role of discipline faculty in this process and how the process itself might be improved.

**VI. Action Items**

a. Emergency Operations Plan/Safety Plan (Sue Royer, first reading)—SR is here and she explains origins and content of the Safety Plan. RF makes motion for 1st & 2nd reading; 2nd by TM. Discussion: none. Vote: Unanimous. PHS asks Sue for two copies of the safety plan for the library. Re: Emergency Operations Plan: motion to approve by HD (1st & 2nd reading); 2nd by RF. Sue says this was mostly the work of a consultant and it was fine-tuned for our campus. RF says that she was on the safety committee as this was coming together and says that it was the work product of some very good people. PHS asks Sue who he can contact if there are questions about the evacuation chairs. She replies that she can reach out to Tom O’Connor and he can help with this. Vote: Unanimous.

b. Senate goals—discussed at Senate As A Whole meeting Tues 8/16 meeting . PM asks if AK is supposed to be distributing any email from staff to all users? He replies that he is the only faculty member with access to the all faculty/all users email. PM says that she disagrees with the Senate President having to be the secretary for the whole college. Senators discuss this. She thinks the Senate presidency is above this kind of work and the senators present concur. Improving communication should be a senate goal. PHS will work up [draft] goals & objectives for next meeting.

CC motions to rearrange agenda; RF 2nds. President’s report moved to this spot:

**VII. President’s Report**: AK reports that it was clear in summer that we would not meet our enrollment targets. AK explains how the decision/process was made to meet the targets from last year (by using summer 2016 6-week FTES to round out the 2015/2016 year). This year is being used as a stabilization year. Focus is on reducing FTEF and productivity (by cutting classes, et al.) Senators discuss this issue. Each dean was given 3 numbers: FTEF target; FTES target; productivity target. At the end of the day this is how the dean’s decision is made: they have their budgets and discretion to meet targets. Senators need to explain this to their constituents. Senators further discuss the failure of leadership & topsy-turvey management/executive level district and campus-wide; this is just a mess. PM requests that this be an on-going agenda item to keep informed on this issue. AK concurs.

c. Committee membership approval—move to next meeting. CMC motions to allow anyone to attend those committee meetings that occur before our next senate meeting. We will approve membership at our next meeting. RF 2nds. Unanimous.

d. By-laws amendments (proposed for general election)—AK talks about process itself. AK asks senators to approve putting by-law changes to a vote of the general membership. This will be taken up at the next meeting as well.

**VIII. Announcements for the Good of the Order**: Senate office is now located in MCE 345 (again).

IX. Requests for Future Agenda Items—none.

X. Adjournment at 3:33pm.

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:

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.