

**Ventura College Academic Senate
Minutes
Thursday, November 21, 2013
1:30 – 3:30 p.m. MCW – 312**

- I. Call to Order at 1:34pm. Senators in attendance as follows:
 - Carrasco-Nungaray, Marian—Student Services (Transfer Center)
 - Coffey, Colleen--Senate Secretary
 - Diaz, Rosie--ASVC Student Senator for External Affairs
 - Enfield-Martin, Amanda--English and Learning Resources (joined at 2:45)
 - Forde, Richard—Career and Technical Education
 - Hendricks, Bill—Art
 - Horigan, Andrea—Social Sciences, Arts, and Humanities
 - Kim, Henny--English and Learning Resources
 - Kolesnik, Alex--Mathematics and Sciences
 - Lange, Cari—Mathematics and Sciences
 - Morris, Terry—Athletics, Kinesiology & Health
 - Munoz, Paula—Student Services
 - Mules, Ron--Behavioral Sciences
 - Sandford, Art--Senate President
 - Sezzi, Peter--Senate Vice President
 - Sha, Saliha--Mathematics and Sciences
 - Zacharias, Mary—Career and Technical Education

- II. Public Comments
 - Andrea Horigan: Re: CPC program review process. This is on agenda under VI (b).

- III. Acknowledgement of Guests
 - GiGi Fiumerodo
 - Debbie Newcomb

- IV. Approval of minutes
 - a. October 17, 2013
 - Motion by Sezzi; 2nd by Forde
 - Approved unanimously without change.

- V. Action Items
 - a. Program Discontinuance: International/Global Studies; Medical Assisting; Drafting Recommendation out of CPC was to report back in one year. Motion by Sezzi: These programs will not be discontinued at this time. Rather, we give these programs two years and will revisit them in one year's time for progress reports. Second by _____.
 - Discussion: Senators express concern that faculty will have enough time to make necessary revisions to these programs within allotted time. Sezzi reiterates that in one year, only a progress report is due; that it can be a one-page summary—does not need to be more elaborate than that. Senators would like to revisit the AP re: timeline on this process. This will be a future action item. Vote on motion: motion approved unanimously.

VI. Discussion Items

a. Senate Subcommittee Report: Faculty Travel -- Gigi Fiumerodo

Fiumerodo explains that the district gives \$100 to each full time faculty member for conference travel. Historically, much of this money was not being used. Explains the function of the faculty travel pool that has been in place since Fall 2007. Explains application process. Says that this year they collected \$12,300 total. This spring they have about \$6,500 available for disbursement. The committee will put out a call to all faculty to apply for travel money. Sandford asks about the average amount of travel money requested/awarded. Fiumerodo says awards are usually \$500-\$700; but if they can accommodate all requests, they fund the full amount. Horigan asks if they application has a question about whether faculty has applied for travel funds before. Fiumerodo says their application tries to follow the model of Sabbatical Leave applications, but the committee is always open to suggestions for improvement. Carrasco-Nungaray shares a personal story of travel and reimbursement before the travel committee created this new process. Fiumerodo says that the announcement of this process is critical—how to effectively spread the word of this pool of travel money. Kolesnik says that he thinks the process now is a vast improvement over the past—expresses this gratitude to the committee.

b. College Planning Council and Program Review Process

Lange requests a recap for senators of yesterday's CPC meeting. Sandford summarizes the highlights of the meeting. Discussion had regarding the process itself and possible improvements. Discussion had re: resources available to fund initiatives. Carrasco-Nungaray comments re: the function of CPC and the committee's lack of voice or voting power in the program review process (i.e. that CPC members are spectators to this process). Lange asks why CPC does not vote on these initiatives? Lange further comments about the artificiality of the 1/3, 1/3, 1/3 ranking system—how one department's high priority might get lost at the division level in favor of someone else's low priority initiatives. Kolesnik suggests making a proposal to include faculty and/or staff on executive decision-making team. Sezzi suggests requesting that executive team "close the loop" and explain why they are not able to fulfill program review requests that are ranked high. Senators discuss this. Mules comments that a full-time grant writer could help by bringing in money to add to these dollars, particularly for technology needs. Kolesnik makes comments that grants are tricky because most require the institutionalization of some feature or position, so there are limitations to these. Sezzi makes motion that we request executive team to offer an explanation whenever they make the decision not to honor/fund a high priority program review request. Horigan seconds. Senators discuss this. Sezzi amends his motion to read "If the executive team does not honor the rankings...." Motion passes unanimously.

c. Faculty Staffing Priorities Committee process and meeting.

Meeting 12/6 at 11:30a.m. - 3:30p.m. Sandford reviews the criteria for evaluations of requests for faculty growth positions. Sandford reviews membership on the committee: Art Sandford, Scott Corbet, Peter Sezzi, Colleen Coffey, Bill Hendricks, Mary Zacharias, Marian Carrasco-Nungaray. Horigan asks a question about the money available for faculty growth. Sezzi clarifies how funding is determined for growth and replacement faculty. Kolesnik offers clarification on funding from perspective of BRC. Sezzi suggests that SPC

ask President to join their meeting on 12/6. Senators discuss past practice regarding staffing priorities.

d. Special Senate Meeting on Thursday, December 12th at 4:00.

This meeting will take place at Bill Hendricks' house. It will be the last meeting of the calendar year. This will be a short meeting followed by a senate social. Sandford says a sign-up list for refreshments will circulate at our next meeting. All new faculty members will be invited.

VII. Information Items

a. Revised report on success rates by method of instruction

Senators discuss this document and, particularly the findings re: distance education.

Sandford makes suggestion that discussion of distance education be an action item for 1st January meeting.

b. "Visioning Team" and Strategic Plan

Sandford updates senators re: the membership of the "Visioning Team." Carrasco-Nungaray expresses concern that this is duplicating work done by faculty and staff back in April 2013 through the participation of CPC. Discussion had regarding differences between April's work and this effort. Senators discuss timing of this meeting so late in fall semester. Sandford says he is hearing that strategic planning/visioning process be postponed to the spring semester—he will convey this to leadership.

VIII. President's Report

a. Fall Plenary—Sandford reports that major topics of discussion at this event were: Student Success Act; basic skills re: K-12 & CC's (overlapping adult ed; credit v. non-credit courses, etc); and pre-draft of accreditation standards update.

b. DCAS—discussed allocation model; pre-proposal for Associate Vice Chancellor (Academic and Student Services); full-time faculty obligation number estimated (district) 10 replacements at VC. No decision on growth positions.

c. International students task force formed. VC and MC have international students (albeit, very few), OC has none. Non-resident and international student tuition (allocation questions).

d. DCHR—"expected completion of degree" will no longer be part of equivalency process. Lange brings up difficulty of situations where minimum qualifications book conflicts with opinions of discipline faculty (with respect to adjuncts). Senators discuss need to revisit/review AP re: equivalencies.

e. ITAC

Course Studio will be phased out; DeAnza College grant may lead to statewide course management system and a single portal that would allow students to enroll in online classes anywhere in the state. Senators discuss pros and cons of such a system. 3SP implementation requires data collection between matriculation, Banner, etc—this needs a solution because this is how we will be funded.

- IX. Senate Subcommittee Reports—none.
- X. Campus Committee Reports—none.
- XI. Information Items
Senators discuss the attendance/financial aid issue and faculty’s requirement to report on last day of attendance for any student who fails course or receives no credit. This will be a future agenda item to develop a coherent policy on this and communicate it to faculty.
- XII. Announcements for the Good of the Order—none.
- XIII. Adjournment at 3:22p.m.