

**Ventura College Academic Senate
Minutes
Thursday, February 6, 2014
1:30 – 3:30 p.m. MCW – 312**

I. Call to Order at 1:34pm

The following senators were present:

Algiers, Kammy—Mathematics and Sciences
Carrasco-Nungaray, Marian—Student Services
Coffey, Colleen--Senate Secretary
Diaz, Rosie--ASVC Student Senator for External Affairs
Enfield-Martin, Amanda--English and Learning Resources
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
Morris, Terry-- Athletics, Kinesiology & Health
Mules, Ron--Behavioral Sciences
Sandford, Art--Senate President
Sezzi, Peter—Senate Vice-President
Munoz, Paula—Student Services

The following guests were present:

Tom Dalton—Student Services/EAC
Tim Suel—Student Services/ EOPS
Mary Jones--Student Health

II. Public Comments—None

III. Acknowledgement of Guests

IV. Approval of minutes

- a. January 16th, 2014—Motion by Sezzi; 2nd by Horigan. Vote 11-0-3 (Algiers, Munoz, Kim abstain)

V. Information Items

- a. Senate dues drive (Sezzi)—Sezzi asks when the notice to faculty should go out, before the February break or after? Explains that there is a certain timeframe to get the district notified to take payroll deductions. Agreed that notice will be put in faculty mailboxes right when we all return from break.
- b. Transfer center update (Carrasco-Nungaray)—MCN shows senators the transfer center website. She has undertaken a complete overhaul of this. You can now go straight to the transfer center from the college front page. The Velocidad grant in particular is aimed to increase Latino transfer rates. She says she wants faculty to point students to

the resources on this website. She can also meet with faculty one-on-one to train them or give presentations to individual departments. Shows senators in particular the link on the left “Transfer Requirements”. Emphasizes the importance of students choosing a major. Explains to senators the Western Undergraduate Exchange (WUE)—This is a resource for students who want to transfer out of state. WUE allows students to apply for scholarship monies that will make up 2/3 of the tuition for an out of state student. Wants senators to know that there is a lot of new information and resources and that faculty can be instrumental in directing students to appropriate resources (i.e. transfer center) to help students sort this out. Most students know they need GE curriculum; what they don’t know is that they also need major prep. She asks senators to save the date: Friday, May 9th for the first annual transfer center celebration 6-9pm (tentatively in the Cafeteria). Algiers asks about whether MCN can come to division or department meetings to train faculty (yes); Martin asks about students who honestly do not know what they might major in (answer is to connect them to the transfer center where they can begin the process with a self-assessment).

- c. Compressed calendar—Senators discuss this. This is a negotiated item. Sandford explains that in conversation with Steve Hall he understood that AFT has no objection to this. Mules would like to see the Senate put forth a statement saying that they support this in order to move the process forward. Sandford says the other two Senate presidents are also in support of it. He has not spoken to classified staff senate yet. Sandford will draft a statement of support for senators to review, approve, and circulate at OC and MC Senates.
- d. Shelter in place drill (Mary Jones)—MJ explains that VC has not done an emergency / safety drill in quite a long time. This must be remedied or we stand to lose money from FEMA. The Incident Command System (ICS) needs to be addressed. There is a district-wide safety committee in place. Shelter in place is the adult version of a K-12 lock down drill. VC drill date will be 4/16 at 10:00a.m. Drill won’t last more than 15 minutes. This is a way to test the campus communication system. Instructions will be available on the portal. Also available to students and community. Basic idea will be to have all your students and yourselves turn off all cells and lock doors to the rooms (Senators discuss that some doors—ex. Athletics—not so easy to lock). They are trying to get the word out to everyone early. It is typical to do such a drill once per semester at other CC’s or universities. We also need to begin doing fire drills. Problem is that all the evacuation areas on the campus are buildings. This is particularly difficult near MCW / MCE (no nearby parking lot to evacuate to that is sufficiently far from the buildings). Horigan asks about the date and whether there might be a conflict with a scheduled Psychology Club event; Diaz asks about how students will find out about this (on the portal; text blast; faculty notification). Senators pose questions about how to specifically secure various buildings and spaces on campus. Sezzi asks about the time of the drill—Jones says at most 20 minutes. Jones says we must get students and staff to take these drills more seriously and to have drills more frequently so they become routine.

VI. Action Items

- a. “The Role of Counseling Faculty and Delivery of Counseling Services in the California Community Colleges”—recommendations for local senates from statewide

Academic Senate—Motion to approve by MCN; 2nd by Kolesnik. Discussion: MCN asks if there were any questions about what the state academic senate wrote. Kolesnik asks if we normally endorse what state senate does. Sezzi replies that ordinarily it is other way around but in this case the state organization is looking for local senates to consider endorsing this. Horigan asks about the counseling to student ratio. Clearly we should be hiring counselors, but if that process is not addressed we are not serving students (we are at an approximately 1100/1 ratio). Munoz says that counseling will keep bringing forward requests for more counselors (via program review; CPC, etc). Sezzi says this gives our support even if it does not solve the problem. Vote is 13-0-1. Motion passes.

- b. First Reading: BP/ AP 4225 Course repetition—Kolesnik says there was a district-wide move to identify the courses across the district that are the same in order to identify the equivalent courses. MCN says that we have to be cautious about that because if we have an agreement within our district it may not be the same at every campus (ex. BIO VO1 at Ventura is articulated with UCB, BIO 1 at OC at Oxnard is not). Sezzi says this is a perfect example of extenuating circumstances when a student must repeat the course. AS asks if senators would like to make any substantial changes? None.
- c. First Reading: AP 4227 Repeatable Courses—This was discussed in concert with BP / AP 4225 above.
- d. First Reading: BP/AP 5500 Standards of Conduct (Tom Dalton from EAC)—We now have 21 things you can't do on our campus (we previously had 18). Tom has a concern about the use of medical marijuana on campus (this is banned on VC campus). Bottom line is maybe the policy only needs to state that "in compliance with Federal Law..." Federal law also says you cannot be under the influence either. He says we simply need to clarify the language. He has proposed language (**see attachment to these minutes**). Question from Suel about the provision re: profanity. He defers to Munoz who tells of a student who was targeted for something he allegedly said—discussion had about this being a bit of a slippery slope at a time when profane words are so ubiquitous in our culture. Sezzi says that is you keep 10 you can get rid of 17 (i.e. using it in a way that harasses or intimidates another). Kolesnik says we can also then get rid of 12—the key is if they are disruptive. Bottom line: Senators have reservations about clarifying #4 re med marijuana, and about 12 & 17 being overlapping and/or redundant. Kolesnik asks question about 20: wonders if this refers to notes or handouts passed on to another student. Sandford says key is "unauthorized." Senators decide to pull this from the list of First Readings to approve in order to allow time for further discussion.
- e. First Reading: BP / AP 5520 Student Discipline Procedure—Kolesnik asks about Monday thru Friday timeline. Sandford says that is only for purposes of timeline for events to occur. Martin asks about the removal from class provision. Kolesnik says this is consistent with Ed Code. Munoz comments (and says Diaz will want to review this with her constituency) about students who cannot have an attorney present. Sandford replies that this is also consistent with Ed Code (i.e. this is not a legal hearing). Munoz asks about the appeal process for short-term suspension wherein CSSO (Bransky on our campus) will be final word. Comments on admissibility of

hearsay evidence—senators discuss pros/cons of this. Mules asks about how to handle a student who threatens faculty in class—what are faculty options? Senators discuss this process and problems raised by it. MCN says she understands the severity of student behavior but says she would like to see us train everyone on how to respond to student behavior issues (i.e. concern about over-reacting). Senators decide to pull this from the list of First Readings to approve in order to allow time for further discussion.

- f. First Reading: BP/AP 5530—Student Rights and Grievances—Sandford reviews changes to this BP/AP for senators. This talks more about students’ rights rather than the procedure process. No discussion.
- g. First Reading: AP 5130—Financial Aid—This removes reference to the college class schedule as a source of information for FA information. No discussion or objections
- h. First Reading: BP/AP 7120-D—Recruitment and Hiring: Full-Time Faculty. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review.
- i. First Reading: BP/AP 7120-E—Recruitment and Hiring: Part-Time Faculty. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review. Sezzi comments that the Senate can make a recommendation to HR that after the process is done by faculty to deem someone equivalent, HR should contact all the applicants in the pool to get them to submit equivalency paperwork (contact the excluded candidates and have them submit the paperwork). Sezzi will write proposed language for this.
- j. First Reading: BP / AP 7211—Minimum Qualifications and Equivalences / Unique Disciplines List—With this new policy candidates will not have to file for equivalence if their degree is imminent but has not yet been issued in final. This is being pulled from the list of First Readings to approve because Sandford needs to distribute this to Senators in advance to review.

Sandford shows senators a chart of disciplines unique to VCCCD. Senators discuss.

Summarizing 4225, 4227, 5130 are for senators’ consent: move to 2nd reading. Sezzi moved; Algiers 2nd. Unanimous vote.

VII. Study Session

- a. Senate sub-committees review comparing Senate By-Laws and “Making Decisions at Ventura College” document (report back from all senators re: their findings).

Sandford & Mules took on Co-Curricular Fund Committee: They met with Dave Keebler and Jeanine Day. Bottom line is that with change over in bookstore we are looking at more co-curricular funding than before. MCN asks who is on that committee. AS says the committee has not met in 5+ years—it is essentially Dave Keebler alone. Kolesnik asks about other enterprises such as Child Development that should contribute to this fund but are losing money. Kolesnik says childcare should be a service that we expand and support with these potentially increased

funds (as opposed to simply feeding the CC fund). Sandford puts up a chart of how these funds have been distributed 2011 to present. Senators discuss distribution of these monies. Sandford then shows senators the language of the by-laws (this is not in Making Decisions). Senators discuss membership and need to have more faculty on this committee. Sezzi then clarifies that the intent is for one faculty from EACH division to serve. Sandford says this should be a sub-committee of BRC. Diaz asks about student membership? Answer is student reps from ASVC. Committee make-up should be: one faculty member per division, plus the athletic director or designee, plus 4 students appointed by the ASVC. Report to the BRC. Morris comments that the necessity of the BSVP on this committee is that they can see the big picture (ex. how much football contributes to the college just through enrollment of 100 football players).

Kim (working with Forde who is not present) offered a preliminary report on the Faculty and Staff Professional Development Committee. But this committee had actually been assigned to Coffey & Petitfils. Kim & Forde to examine Faculty Staffing Priorities Committee and report back.

All senators instructed to email their comments and edits re: these committees to Coffey before the next meeting on 3/6.

- VII. President's Report—None.
- VIII. Senate Subcommittee Reports—None.
- IX. Campus Committee Reports—None.
- X. Information Items—None.
- XI. Announcements for the Good of the Order—None.
- XII. Adjournment AT 3:23pm.