

Ventura College Academic Senate

Agenda

Thursday, October 1, 2020

3:30 - 5:00 pm

Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

VENTURA COLLEGE ACADEMIC SENATE MEMBERS		
Constituency	Representative	Attended
President	Dan Clark	
Vice President	Preston Pipal	
Treasurer	Andrea Horigan	
Secretary	Colleen Coffey	
Curriculum	Michael Bowen	
Career Education: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Faculty Reps)	Deanna Hall	
	Stephanie Branca (Fall) Rachel Johnson (Spring)	
	Lazaro Salinas	
Career Education: Technology and Workplace Essentials (1 Faculty Rep)	Dorothy Farias	
English, Math, and Communication (5 Faculty Reps)	Jaclyn Walker	
	Chris Frederick	
	Heather Aguailar Ludwig	
	Donna Beatty	
	John Guelcher	
Health, Kinesiology, Athletics, and Performing Arts (2 Faculty Reps)	Nathan Cole	
	Mary McDonough	
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Faculty Rep)	Ron Mules	
	Michael Ward	
	Bill Hendricks	
	Linda Kenedy	
Sciences and Distance Education (3 Faculty Reps)	Kammy Algiers	
	Erin Brocker	
	Marta De Jesus	
Self-Nominated Part-Time Faculty Member	Greg Cooper	
Student Services (4 Faculty Reps)	Paula Munoz	
	Gema Espinoza Sanchez	
	Marian Carrasco Nungaray	
	Marcelino De Cierdo	

Agenda Item	Discussion Notes	Action?
I. Call to Order a. Action to approve the agenda.		
II. Public Comments (2 min. per comment)		
III. Acknowledgement of Guests (1 min.)		
IV. Informational Items <i>(These are agenda items intended to provide the body with brief updates or reports of activities or actions from outside. If the Senate wishes to debate or discuss an item presented as information, they must request that it be placed on an agenda at future meeting as an action or discussion item.)</i> a. Senate Council Executive Team Election b. AFT reps to PD, BRC, Safety, and Curriculum Committees c. Re: Request for Agenda Item Re: GE/Anat 1		
V. Action Items <i>(These are agenda items that require a vote from the Senate):</i> a. Approval of 9/3 meeting minutes. b. Approval of 9/17 meeting minutes c. Senate Goals 2020/2021 d. Credit for Prior Learning BP/AP 4235		
VI. Discussion Items <i>(These agenda items are a chance for the body to discuss and debate any matter related to the business of the Senate, often leading to action at a future meeting or providing the President or Chair with direction for discussions with the Administration, State Academic Senate, or other bodies.)</i> a. Election Committee b. Faculty Hiring Prioritization Process c. Proposed changes to the Bylaws and Constitution d. VC Equity, Race & Action Force (standing item)		
VII. President's Report		
VIII. Reports from Senate Subcommittees, Task Forces, and/or Work Groups—2 min. for each update. For any additional information, please submit a written report to be posted to the Academic Senate website.		

<ul style="list-style-type: none"> a. Curriculum Committee (Michael) b. BRC (Andrea) c. Guided Pathways d. CTE liaison report (Deanna Hall) e. Treasurer's Report (Andrea) f. OER Report (Andrea) g. DE (Colleen) h. Faculty PD Committee (Colleen) 		
<p>IX. Announcements for the Good of the Order</p> <ul style="list-style-type: none"> a. AFT Update (Ty Gardner) b. Upcoming ASCCC Events: <p>Details can be found at https://asccc.org/calendar/list/events</p>		
<p>X. Requests for Future Agenda Items</p>		
<p>XI. Adjournment</p>		

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.

Timeline

10/1 - Officer nominations due (Article V Section 4)

10/15 - Officer candidates published (Article V Section 5)

11/15 - Deadline to set election date (Article V Section 5)

12/3 – Deadline to certify election results (Article V Section 5)

Relevant information

- Election information is outlined in [Article V Section 4 and 5 of the Academic Senate Constitution](#).
- A petition form must be signed by ten (10) Academic Senate members and presented to the Senate President. The petition form must also be accompanied by a written statement outlining the candidates' reasons for running for office.
- If no candidates for a particular office have submitted their petitions by the first Senate Council meeting in October, nominations may be made by a committee of the Senate Council.
- The Senate Council shall establish an election committee of no fewer than three (3) members of the Academic Senate.
- All nominees for office shall make a presentation to the Senate Council at least two (2) weeks before the election.
- Voting shall be by secret and written ballot. The ballot shall be distributed to the mailboxes of the full-time faculty.
- The voting period shall be at least two (2) and no more than five (5) days. If no candidate receives a simple majority on the first ballot, a runoff election shall be held between the top two (2) candidates.
- Other election procedures are to be established each year by the Senate Council.

17.10.A. DISTRICT-WIDE COMMITTEES

- (1) District Chancellor's Consultation Council (DCCC)
- (2) District Council on Administrative Services (DCAS)
- (3) District Council on Human Resources (DCHR)
- (4) Sabbatical Leave

17.10.B. MOORPARK COLLEGE COMMITTEES

- (1) Fiscal Planning (Budget)
- (2) Curriculum
- (3) Faculty Development*
- (4) Safety

17.10.C. OXNARD COLLEGE COMMITTEES

- (1) Campus Use, Development and Safety
- (2) Planning and Budget Council
- (3) Curriculum
- (4) Professional Development*

17.10.D. VENTURA COLLEGE COMMITTEES

- (1) Curriculum**
- (2) Professional Development***
- (3) Budget Resource Council**
- (4) Safety**

If the District creates a new committee which affects faculty members' wages, hours or other working conditions, or affects issues related to subjects to which the Federation has a right to consult under the EERA, the District will, upon request, meet and negotiate with the Federation as to whether an AFT representative should be added to the new committee.

*Among other responsibilities, these committees consider issues related to the District's flexible calendar (see Article 9).

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, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight 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)

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

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>

Professional Development Coordination Council (PDCC)

Charge

TBD – Fall 2019

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>

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
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>

Ventura College Academic Senate

Minutes

Thursday, September 3rd, 2020

3:30 - 5:00 pm

Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

VENTURA COLLEGE ACADEMIC SENATE MEMBERS		
Constituency	Representative	Attended
President	Dan Clark	X
Vice President	Preston Pipal	X
Treasurer	Andrea Horigan	X
Secretary	Colleen Coffey	X
Curriculum	Michael Bowen	X
Career Education: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Faculty Reps)	Deanna Hall	
	Stephanie Branca Fall*; Rachel Johnson Spring	SB here X (RJ)
	Lazaro Salinas	X
Career Education: Technology and Workplace Essentials (1 Faculty Rep)	Dorothy Farias*	DF here
English, Math, and Communication (5 Faculty Reps)	Jaclyn Walker	X
	Chris Frederick	X
	Heather Aguailar Ludwig*	
	Donna Beatty*	DB here
Health, Kinesiology, Athletics, and Performing Arts (2 Faculty Reps)	John Guelcher*	JG here
	Nathan Cole	X
	Mary McDonough	
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Faculty Rep)	Ron Mules	
	Michael Ward	X
	Bill Hendricks	X
	Linda Kenedy*	LK here
Sciences and Distance Education (3 Faculty Reps)	Ty Gardner for Kammy Algiers	X
	Erin Brocker	X
	Marta De Jesus	X
Self-Nominated Part-Time Faculty Member	Greg Cooper	X
Student Services (4 Faculty Reps)	Paula Munoz	X
	Gema Espinoza Sanchez	X
	Marian Carrasco Nungaray	X
	Marcelino De Cierdo	MDC here

Agenda Item	Discussion Notes	Action?
I. Call to Order a. Action to approve the agenda.	Call to order at 3:33pm Motion by PP; 2 nd by AH. Vote: 20 yes-0 no-5 abstain.	
II. Public Comments (2 min. per comment)	Not recorded.	
III. Acknowledgement of Guests (1 min.)	Gabi Wood	
IV. Informational Items <i>(These are agenda items intended to provide the body with brief updates or reports of activities or actions from outside. If the Senate wishes to debate or discuss an item presented as information, they must request that it be placed on an agenda at future meeting as an action or discussion item.)</i> a. Proposed changes to the Bylaws and Constitution b. Review campus committee faculty representation. c. COVID-19 Campus Update d. Changes to structure of and representation on Student Success committee; SEA funding status e. Senate Council Executive Team election	a. PP reviews these with senators. b. DC reviews this with senators and asks them to double-check their respective areas. c. DC gives this update. d. DC shares this info with senators.	
V. Action Items <i>(These are agenda items that require a vote from the Senate):</i> a. Approval of 8/20 meeting minutes. b. Approval of Academic Senate Council Membership	a. Motion by PP; 2 nd by LS. Vote: 19 yes-0 no-6 abstain. b. Motion by AH; 2 nd by PP. Vote: 17 yes-0 no-8 abstain.	
VI. Discussion Items <i>(These agenda items are a chance for the body to discuss and debate any matter related to the business of the Senate, often leading to action at a future meeting or providing the President or Chair with direction for discussions with the Administration, State Academic Senate, or other bodies.)</i> a. Senate Goals (enter into Zoom chat when instructed) b. Faculty Hiring Prioritization Processes c. Faculty Hiring Committee Composition (see district form) d. Class Sizes and DE Caps e. VC Equity, Race & Action Force Document	a. Senators put their proposed goals into the chat and discuss proposed goals. Exec will consolidate these down to a list of 5-10 for senators to vote on. Need to form a workgroup to address the faculty evaluation process. b. DC shares the details re: potential pre-emption of prioritization list with senators. Senators discuss.	

	<ul style="list-style-type: none"> c. DC gives senators some background on this issue and shares the relevant document “Full Time Faculty Screening Composition.” Senators discuss this form and its use. d. DC informs senators of an informal decision made at recent dept chairs council re: cap of 40. Senators discuss. e. DC asks senators for any preliminary comments on this document. Senators should contact Peter or Paula with feedback about this. 	
VII. President’s Report	DC gives his report to senators.	
VIII. Reports from Senate Subcommittees, Task Forces, and/or Work Groups <ul style="list-style-type: none"> a. Curriculum Committee (Michael) b. Guided Pathways c. CTE liaison report (Deanna Hall) d. Treasurer’s Report (Andrea) e. OER Report (Andrea) f. DE (Colleen) g. Faculty PD Committee (Colleen) 	<ul style="list-style-type: none"> a. MB gives this report re: 9/1 meeting. b. RJ gives this report re: retreat coming up at beginning of Oct. c. <i>No report—DH is not here.</i> d. AH gives this report e. AH gives this report f. <i>No report—meets next week</i> g. <i>No report—meets next week</i> 	
IX. Announcements for the Good of the Order <ul style="list-style-type: none"> a. AFT Update (Ty Gardner) b. Upcoming ASCCC Events: <p>Details can be found at https://asccc.org/calendar/list/events</p>	<ul style="list-style-type: none"> a. TG gives this update re: AFT goals/mission. 	
X. Requests for Future Agenda Items		
XI. Adjournment	Adjourned at 5:04pm.	

Academic Senate’s primary function is to make recommendations with respect to academic and professional matters specifically the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites
2. Degree & Certificate Requirements
3. Grading Policies
4. Educational Program Development
5. Standards & Policies regarding Student Preparation and Success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

+ Other academic and professional matters as mutually agreed upon.

Ventura College Academic Senate

Minutes

Thursday, September 17th, 2020

3:30 - 5:00 pm

Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

VENTURA COLLEGE ACADEMIC SENATE MEMBERS		
Constituency	Representative	Attended
President	Dan Clark	X
Vice President	Preston Pipal	X
Treasurer	Andrea Horigan	X
Secretary	Colleen Coffey	X
Curriculum	Michael Bowen	X
Career Education: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Faculty Reps)	Deanna Hall	X
	Stephanie Branca (Fall) Rachel Johnson (Spring)	X
	Lazaro Salinas (Kelly Wellman for LS)	X
Career Education: Technology and Workplace Essentials (1 Faculty Rep)	Dorothy Farias	X
English, Math, and Communication (5 Faculty Reps)	Jaclyn Walker	X
	Chris Frederick	X
	Heather Ludwig-Aguailar	X
	Donna Beatty	X
	John Guelcher	
Health, Kinesiology, Athletics, and Performing Arts (2 Faculty Reps)	Nathan Cole	X
	Mary McDonough	X
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Faculty Rep)	Ron Mules	
	Michael Ward	X
	Bill Hendricks	
	Linda Kenedy	X
Sciences and Distance Education (3 Faculty Reps)	Kammy Algiers	X
	Erin Brocker	X
	Marta De Jesus	X
Self-Nominated Part-Time Faculty Member	Greg Cooper	X
Student Services (4 Faculty Reps)	Paula Munoz	X
	Gema Espinoza Sanchez	X
	Marian Carrasco Nungaray	X
	Marcelino De Cierdo	X

Agenda Item	Discussion Notes	Action?
I. Call to Order a. Action to approve the agenda.	KA Motion; MDJ 2 nd . Vote: unanimous.	
II. Public Comments (2 min. per comment)	Not recorded.	
III. Acknowledgement of Guests (1 min.)	Alex Yepez, Jesus Vega, Sheehan Casey, Mario Rivera, Ryan Petitfils, Ty Gardner, Laura Ramirez	
IV. Informational Items <i>(These are agenda items intended to provide the body with brief updates or reports of activities or actions from outside. If the Senate wishes to debate or discuss an item presented as information, they must request that it be placed on an agenda at future meeting as an action or discussion item.)</i> a. Proposed changes to the Bylaws and Constitution b. Senate Council Executive Team election c. Starfish presentation by Alex Yepez	a. PP gives this update. Senators will receive this after today's meeting in preparation for next meeting. b. DC gives this update. c. Alex is here to give this presentation. Senators reiterate that issue re: canned emails to students needs to be resolved; otherwise, faculty may continue to resist using this tool.	
V. Action Items <i>(These are agenda items that require a vote from the Senate):</i> a. Approval of 9/3 meeting minutes. b. Approval of Academic Senate Council Membership for Marcelino De Cierdo c. Approval of Participatory Governance faculty membership, including SEA faculty participation.	a. Not included in the packet this week. Motion to postpone by SB; 2 nd by: EB. Vote: 20 yes – 0 no. b. Motion by PM; 2 nd by AH. Vote: 20 yes – 0 no. c. Motion to approve committee membership with change of DC to replace Lydia and removing Donna's name from spreadsheet by PP; 2 nd by PM. Senators discuss briefly. Vote: 20 yes – 0 no.	
VI. Discussion Items <i>(These agenda items are a chance for the body to discuss and debate any matter related to the business of the Senate, often</i>	a. DC shares draft list of ideas with senators.	

<p><i>leading to action at a future meeting or providing the President or Chair with direction for discussions with the Administration, State Academic Senate, or other bodies.)</i></p> <ul style="list-style-type: none"> a. Senate Goals b. Faculty Hiring Prioritization Processes c. Faculty Hiring Committee Composition (see district form) d. VC Equity, Race & Action Force (standing item) 	<p>Senators discuss revisions to these.</p> <ul style="list-style-type: none"> b. PP shares this with senators. Senators discuss. d. DC shares MC's resolution. Senators discuss. 	
<p>VII. President's Report</p>		
<p>VIII. Reports from Senate Subcommittees, Task Forces, and/or Work Groups</p> <ul style="list-style-type: none"> a. Curriculum Committee (Michael) b. BRC (Andrea) c. Guided Pathways d. CTE liaison report (Deanna Hall) e. Treasurer's Report (Andrea) f. OER Report (Andrea) g. DE (Colleen) h. Faculty PD Committee (Colleen) 	<p>Reports given by respective faculty. Suggestion in chat to make committee report-outs written and included in the package for senators going forward.</p>	
<p>IX. Announcements for the Good of the Order</p> <ul style="list-style-type: none"> a. AFT Update (Ty Gardner) b. Upcoming ASCCC Events: <p>Details can be found at https://asccc.org/calendar/list/events</p>		
<p>X. Requests for Future Agenda Items</p>		
<p>XI. Adjournment</p>	<p>At 5:03pm</p>	

Academic Senate's primary function is to make recommendations with respect to academic and professional matters specifically the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites
2. Degree & Certificate Requirements
3. Grading Policies
4. Educational Program Development
5. Standards & Policies regarding Student Preparation and Success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

+ Other academic and professional matters as mutually agreed upon.

Ventura College Academic Senate Goals (Proposed) 2020-2021

Goal 1:

Update Academic Senate Constitution and Bylaws including but not limited to: clarifying voting committee issue in the Senate Constitution.

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.

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.

Goal 4:

Work with the professional development committee to promote faculty participation in campus and professional development events. Promote collaboration among and connections between all faculty (full-time and part-time) and between our campus and community. Introduce regular, all-council updates related to faculty engagement in each area of VC.

Goal 5:

Create a new faculty hiring prioritization process that is fair, balanced, and transparent.

Goal 6:

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

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).

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.

Link to Local Senate Handbook 2020 Edition

<https://indd.adobe.com/view/7f4e2df0-a2c8-42cd-8a88-bb92cfc68ed3>



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4235 Credit for Prior Learning
Code	AP 4235
Status	Under Consideration
Legal	Education Code, Section 66025.71 Education Code, Section 78212 Education Code, Section 79500 Title 5, Section 55002 Title 5, Section 55023 Title 5, Section 55050 Title 5, Section 55051 Title 5, Section 55052
Adopted	July 14, 2009
Last Revised	June 13, 2017

*Changed Legal References

*Changed title from "Credit by Examination" to "Credit for Prior Learning"

Granting unit credit for prior learning ~~a course-y examination~~ is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. Course and unit credit can be obtained through the credit for eExternal eExam Process (AP/IB/CLEP), internal Exam Process (locally administered exams), ~~or High School to c~~College Articulation Process, or evaluation of Joint Services Transcripts (JST), student-created portfolios, or industry-recognized documentation, credentials or licensure.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted by the District College.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of the Vice President of Academic Affairs-Student Learning at each District College maintains a current list of courses excluded from Credit by Examination.

Documentation of Credit for Prior Learning Earned by Examination:

- For credit earned through the credit for prior learning by examination provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination, through articulation, or by another evaluation of prior learning.

Credit for Prior Learning by Examination may be obtained by one of the following methods:

- I. External Examinations: ~~(Title 5 Section 55052)~~

- a) Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive credit for each exam as specified in the catalog of the District College.
- b) International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above, **and/or** will receive 20 units of credit. Students who complete the IB Higher Level examinations with scores of 4, 5, 6 or 7 will receive credit for each exam as specified in the catalog of the District College. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- c) College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive credit for each exam as specified in the catalog of the District College.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District College faculty in collaboration with Academic Senates and/or a CSU Chancellor's Office policy pursuant to AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies, and Procedures latest version.

Credit for External Examinations (AP, IB and CLEP):

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The Counseling faculty at each District College will determine how the credit is used to satisfy general education and major requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.

II. Internal Departmental Examinations: (Locally administered exams):

- a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Credit by Examination is permitted for the course. See the Courses Excluded from Credit by Examination list maintained by each District College. Credit will be awarded with a letter grade and/or P/NP (if the latter is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average.
- b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.
- c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002. ~~The examination must be conducted on the campus of a District College or at a District satellite site.~~
- d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.
- e) A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

Credit for Internal Credit by Examination:

1. Determination of Eligibility

- The examination is to be administered prior to the last day of the final examination period.

- The course to which the units will apply must be listed in the college catalog.
- The student must be currently registered and in good standing and not on academic probation, progress probation, or dismissal at any District College.

2. Receiving Credit by Examination:

- The student has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institution.
- The appropriate petition, (a "Petition for Credit by Examination" form) will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.

3. Units and Grades Recorded for Credit by Examination:

- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript.

III. High School to College Articulation: ~~(Title 5 Section 55051)~~

High school students may be granted college credit pursuant to established articulation agreements between the high school and a District College. The

Board of Trustees shall permit articulated courses to be applied to certificate or associate degree requirements in accordance with this provision. The

per-unit fee for high school credit by examination will not be charged. Articulated high school courses may be accepted in lieu of comparable District

College courses to partially satisfy:

- a) Certificate requirements, including the total number of units required for the certificate; or
- b) The major or area of emphasis requirements in a degree program. Students who complete articulated comparable courses must pass an exam to earn college credit for general education and/or major requirements for the associate degree.

Cut Scores

- ~~The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District college faculty in collaboration with the Academic Senates and/or a CSU Chancellor's Office policy as pursuant to the AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies and Procedures latest version.~~

Credit for External Examinations (AP, IB and CLEP):

- ~~The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.~~
- ~~Credit granted for the examinations may be counted as credit toward an associate degree. The Counseling faculty at each District College will determine how the credit is used to satisfy general education and majors requirements for the associate degree.~~
- ~~Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.~~
- ~~Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.~~
- ~~Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.~~
- ~~Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.~~

Credit for Internal Credit by Examination:

1. Determination for Eligibility

- ~~The examination is to be administered prior to the last day of the final examination period.~~
- ~~The course that the units will apply to must be listed in the college catalog.~~
- ~~The student must be currently registered and in good standing and not on academic probation, progress probation, or dismissal at any District College.~~

2. Receive Credit by Examination:

- ~~The student has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or any other educational institutions:~~
- ~~The appropriate petition, (a "Petition for Credit by Examination" form) will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination:~~
- ~~Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester:~~

3. Units and Grades Recorded for Credit by Examination:

- ~~Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment:~~
- ~~A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript:~~

Credit by Examination for a High School Articulated Course:

1. Determination of Eligibility

- The course ~~that to which~~ the units will apply ~~to~~ must be listed in the college catalog.
- The student must be currently registered at a high school with which a District College has an articulation agreement and in good standing as defined by their cumulative GPA at a minimum of 2.0 at the time the Credit by Examination is granted.
- The student has not earned college credit in more advanced subject matter, and has not received a grade (A, B, C, D, F, W, CR, CRE, NC, NP, or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or at any other educational institutions.

2. Receiving Credit by Examination

- The student will apply online to one of the colleges in the VCCCD and create an account in a District tracking system.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by a District College faculty in the discipline.

3. Units and Grades Recorded

- A student who successfully passes the examination will be given a letter grade (A, B, or C) "Credit by Examination" will be transcribed for the term in which it was earned.
- A student who is unsuccessful in obtaining a standard grade of "C" or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on ~~a the~~ student's transcript.

IV. Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

V. Industry-Recognized Credentials or Licensure Documentation

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- The student shall complete the Credit for Prior Learning assessment petition.
- Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.

- If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
 - The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
 - If the department chair or faculty designee determine the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

VI. Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript

Limits of Credit for Prior Learning by Examination (All Methods):

- Students may challenge a given course by internal departmental examination (locally administered exam)~~credit-by-examination course~~ only once.
- ~~Credits acquired by examination are not counted in determining the 12 semester units of credit in residency required for an associate degree.~~
- Students should be aware that other colleges and universities may not accept credit for prior learning~~Credit by Examination~~ for transfer purposes.
- ~~A~~sStudents should be advised that the use of units granted through the credit for prior learning by examination policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- ~~A student may challenge no more than 12 units under the credit-by-examination policy towards an associate degree or a certificate of achievement, except that units awarded for AP and IB examinations shall not be subject to such limit.~~
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is a prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by an administrator or his/her designee responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.
- Credits acquired by credit for prior learning are not counted in determining the 12 semester units of credit in residency required for an associate degree.

Documentation of Allowable Credit Awards

Each District College shall maintain records of the courses for which units of credit may be granted through Credit for Prior Learning by Examination. These records shall be maintained either in the Office of Academic Affairs or in the Student Services Office.

Advisement

- A student, upon completion of their educational plan, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials or licensure, or requests credit for a course based on their prior learning.

- Colleges shall consider the credit recommendations of the American Council on Education (ACE) pursuant to Education Code section 66025.71
- Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

SeeReference Board Policy [4235](#), Board Policy [4050](#) and Administrative Procedure [4050](#), and Administrative Procedure [4051](#).

Governance Review
2020 09.10 DTRW-I



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4235 Credit for Prior Learning
Code	BP 4235
Status	Under Consideration
Legal	Title 5, Section 55050
Adopted	February 16, 2006
Last Reviewed	June 13, 2017

[*Change to title from "Credit by Examination" to "Credit for Prior Learning"](#)

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to [allow students to earn credit if they satisfactorily pass authorized examinations or are assessed by other means. Authorized assessments may include, but are not limited to, the evaluation of approved external standardized examinations \(AP/IB/CLEP\), Joint Services Transcripts, student-created portfolios, and credit by examination.](#) ~~implemen this policy.~~

~~See~~ [Reference Administrative Procedure 4235.](#)

Governance Review
2020 09.10 DTRW-I

**Academic Senate
Prioritization Process for
Full-time, Tenure Track
Faculty**

2020

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Purpose Statement

The intent of this document is to facilitate voting that reflects college-wide needs, minimize voting for narrow interests, and provide standardized operating procedures that are communicated in advance, thus maintaining equity and fairness for all areas. It is also intended to clarify the faculty prioritization process and promote collaboration between Administration and Academic Senate.

Introduction

Faculty hiring prioritization is a key process aimed at strengthening the academic mission of the College, engaging our community needs, and fostering student success. The hiring prioritization process described below draws on best practice recommendations from across the State of California and promotes effective decision-making through the College's participatory governance structure. Because hiring prioritization cannot be reduced to one rubric, the process will be multi-faceted, and decision-making will consider qualitative and quantitative data from program review, legal and licensing mandates, accreditation standards, and student educational goals.

Hiring prioritization is intrinsically connected to many of the academic and professional issues designated as "rely primarily" or "mutually agree" items in Title V Section 53200 and the policies of the Ventura County Community College District. If the Academic Senate has concerns with the process of Hiring Prioritization or concerns with the ranking results and number of positions, the Academic Senate will consult collegially with the College President to come to agreement on any issues regarding hiring prioritization. If agreement cannot be reached, the Academic Senate reserves its right to make alternative recommendations directly to the VCCCD Board of Trustees.

The Faculty Staffing Priorities Committee

The Faculty Staffing Priorities Committee (FSPC) is a subcommittee of the Academic Senate. Its primary purpose is to develop criteria for evaluating requests for full-time faculty positions and then to prioritize requests for full-time faculty positions. The committee operates with the understanding that none of the members represents a constituent group but rather maintains a college-wide perspective. This structure is in place to allow the smallest departments or disciplines adequate representation, to avoid intra-departmental conflicts, and to decrease the interference of campus politics or personality issues. The membership of the FSPC is appointed for two (2) consecutive years and is comprised of the following eleven (11) members:

- Four (4) members of the Senate Executive
- One (1) past senate president
- Two (2) faculty members selected by Senate Council
- Four (4) at-large members
 - One (1) at-large members must be from student development/student services.
 - One (1) at-large member must be from vocational/technology area
 - Two (2) at-large members from general education areas.

Types of Full-Time Faculty Hires

Hiring requests are classified into three categories.

1. **Replacement hires.** When faculty formally announce their retirement, a Department/Division may submit a replacement hiring request through the program review process. A replacement hiring request may also be submitted in the event of an untimely death or medical exigency during the previous academic year. Replacement hires will not be ranked by the FSPC. Instead, the committee will create and maintain a separate list of unranked replacement hiring requests. This list will be sent to Senate Council for approval before being passed on to the Senate President.
2. **Growth hires.** Departments/Divisions may request a growth hiring as part of the program review process. Growth hires will be ranked by the FSPC using the criteria listed in Worksheets A and B. This list will be sent to Senate Council for approval before being passed on to the Senate President. A full-time faculty prioritization list from a previous academic year may not be used in any subsequent academic year for determining which full-time faculty positions should be hired.
3. **Special hires.** Special hiring refers to a situation where a full-time tenure-track position (1) is vacated unexpectedly after the program review deadline; (2) is necessary to maintain accreditation and/or state licensing requirements; or (3) remains vacant after three or more hiring searches. The College President shall inform the Academic Senate President in writing regarding any special hiring request. A justification for the special hiring request as well as the rationale about the timing of the hiring action should be included. The Senate President will convene a meeting of the FSPC to consider the special hiring request. The FSPC may recommend approving or denying the request. Additionally, the FSPC may recommend that the request is filled as a one-year temporary position. The one-year position is not guaranteed to become tenure-track the following year, as the full-time vacancy would be subject to the entire hiring prioritization process. Recommendations for special hires will go to the Academic Senate. If there are any disputes raised by the Academic Senate, the FSPC will reconvene to review the concerns. The FSPC will either reaffirm their recommendation(s) or make changes considering the Academic Senate's concerns. In either case, the FSPC reports its decision to the Senate and forwards its recommendation along with a written description of Academic Senate concerns to the College President's office.

Overview of the Faculty Prioritization Process

The faculty prioritization process begins at the Department/Division level. Department/Division hiring needs are presented in Program Review during the Fall of each academic year. These needs are then presented to the FSPC by the end of October. The FSPC reviews the data and ranks the hiring requests in priority order using Worksheets A, B, and C. These worksheets should be made available to all Departments and Divisions at the start of each academic year to allow faculty to review the prioritization criteria before submitting their hiring requests.

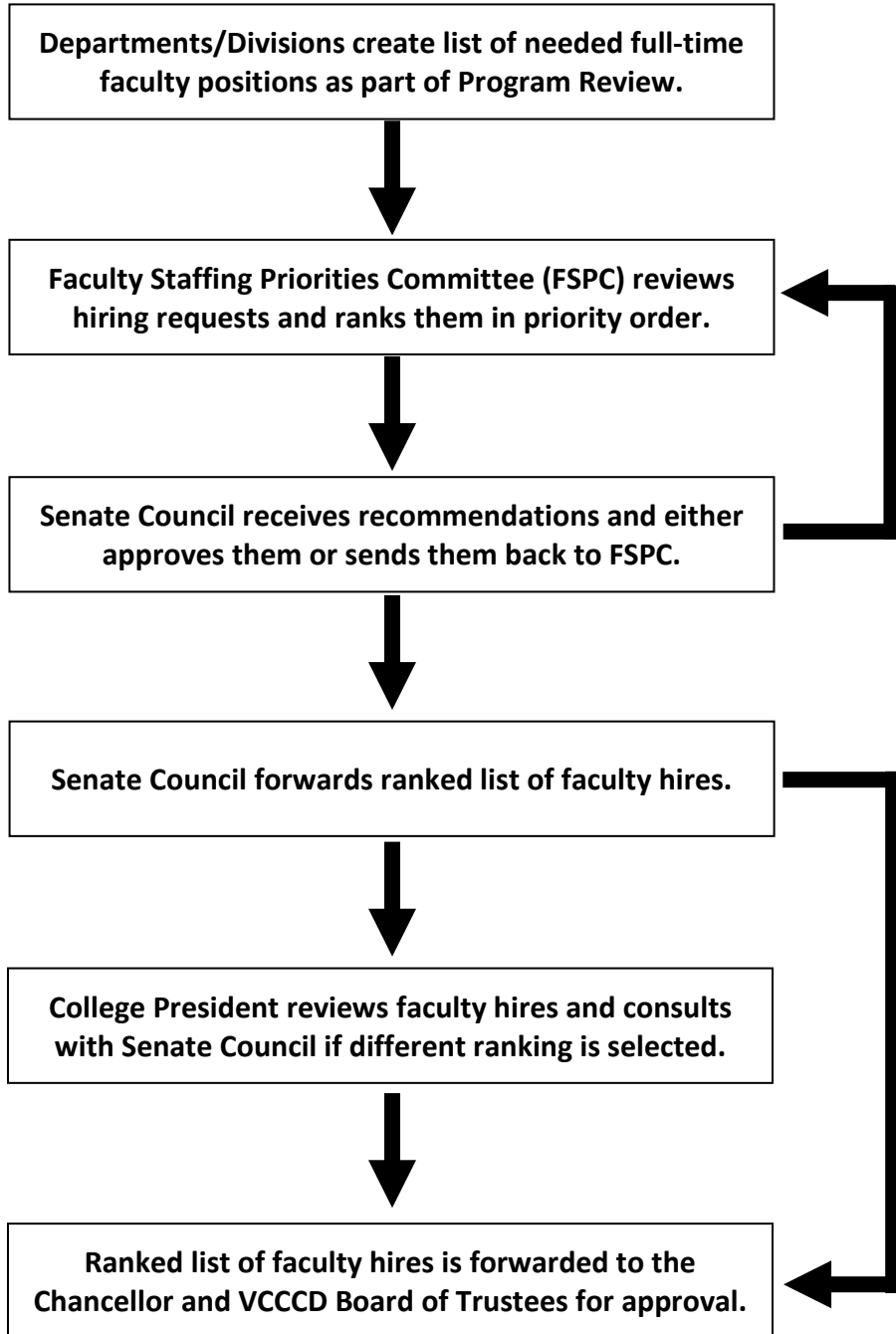
Recommendations from the FSPC will be submitted to Senate Council for final approval by mid-November. If the Senate Council approves the rankings, the rankings will go forward to the College President as a recommendation by the end of the first week of December. If the Senate Council does not approve the rankings, the FSPC will reconvene to review the Council’s concerns. The FSPC will either reaffirm the rankings or make changes considering the Senate Council’s concerns. In either case, the Senate will forward the FSPC recommendation along with a written description of Senate Council’s concerns to the College President by the end of the first week of December.

If the President chooses a different prioritization, the Senate Council and FSPC will consult collegially with the College President. If an agreement on the new prioritization cannot be reach, the Academic Senate reserves its right to make alternative recommendations directly to the VCCCD Board of Trustees.

Timeline

August	Criteria used to rank faculty hiring requests sent to Department Chairs and Deans. Departments should review criteria before submitting hiring requests.
September	Departments/Divisions complete the program review process.
October	Hiring requests made through the program review process are presented to FSPC and are ranked in priority order using the approved criteria.
November	Recommendations from the FSPC are presented to Senate Council. Senate Council approves recommendations or returns them to the FSPC for revision.
December	Hiring recommendations are forwarded to the College President.

Faculty Prioritization Process Flowchart



Worksheet A.1

Objective Data for Instructional Faculty

Position: _____

Data supplied by Institutional Effectiveness

Weight	Criterion	Fall (2 years ago)	Spring (2 years ago)	Fall (1 year ago)	Spring (1 year ago)	Average	Priority Score
40%	Percentage of courses taught by full-time faculty						
40%	Fill rates by discipline						
10%	Total number of students taught by discipline						
10%	Number of waitlisted students on the first day of the semester						

Rubric for Worksheet A.1

Criterion	High Priority (3 points)	Medium Priority (1 point)	Low Priority (0 points)
<p>Criterion 1: % of courses taught by full-time faculty</p> <p>A high reliance on part-time faculty can have negative effects on student success.</p>	<p>Less than 50% of the sections in the department/program are taught by full-time faculty OR the program is new OR there are additional accreditation/licensing requirements</p>	<p>75-50% of the sections in the department/program are taught by full-time faculty.</p>	<p>More than 75% of the sections in the department/program are taught by full-time faculty.</p>
<p>Criterion 2: Fill rates by discipline</p> <p>High fill rates indicate that additional sections may be necessary to satisfy student demand.</p>	<p>The department/program has a fill rate above 90% for the sections it currently offers.</p>	<p>The department/program has a fill rate between 90-60%.</p>	<p>The department/program has a fill rate less than 60%.</p>
<p>Criterion 3: Total number of students taught by discipline</p> <p>Large numbers of students require increased support from faculty and create increases workload.</p>	<p>The department/program teaches more than 200 students per semester.</p>	<p>The department/program teaches between 50-200 students per semester.</p>	<p>The department/program teaches less than 50 students per semester.</p>
<p>Criterion 4: Number of students on the waitlist on 1st day</p> <p>Large numbers of waitlisted students indicate unmet student demand.</p>	<p>The department/program has more than 50 waitlisted students.</p>	<p>The department/program has between 10-50 waitlisted students.</p>	<p>The department/program has less than 10 waitlisted students.</p>

Worksheet A.2

Objective Data for Non-Instructional Faculty

Position: _____

Data supplied by Institutional Effectiveness

Weight	Criterion	Fall (2 years ago)	Spring (2 years ago)	Fall (1 year ago)	Spring (1 year ago)	Average (4 semesters)	Priority Score
40%	Percentage of services provided by full-time faculty						
30%	Headcount/FTEF compared to average at peer colleges						
15%	Student Contacts/FTEF (Ventura College only)						
15%	Student Contacts/FTES (Ventura College only)						

Rubric for Worksheet A.2

Criterion	High Priority (3 points)	Medium Priority (1 point)	Low Priority (0 points)
<p>Criterion 1: % of services provided by full-time faculty</p> <p>A high reliance on part-time faculty can have negative effects on student success.</p>	Less than 60% of services are provided by full-time faculty.	60-80% of services are provided by full-time faculty.	More than 80% of services are provided by full-time faculty.
<p>Criterion 2: Headcount/FTEF compared to peer colleges</p> <p>The ratio of student headcount to full-time faculty within a college service area is compared to the average ratio within the same service area at peer colleges (Moorpark, Oxnard).</p>			
<p>Criterion 3: Student Contacts/FTEF</p> <p>This ratio measures student volume and demand to full-time equivalent staffing levels within a service area.</p>			
<p>Criterion 4: Student Contacts/FTES</p> <p>This ratio measures student utilization of services within a service area.</p>			

WORKSHEET B.1

Subjective Narrative Information Sheet

Position: _____

Type: Replacement / Growth / Special

Members of the FSPC will consider the following questions when evaluating a hiring request. Please write 1-2 sentences to address each prompt as part of the program review process.

1. Does the department/service area have difficulty in recruiting and/or retaining adequate part-time faculty to address its staffing needs?
2. How would this new position assist in the fulfillment of divisional responsibilities for full-time faculty?
3. What will be the impacts on the department and College if the position is not filled?
4. Are there any special circumstances that the FSPC should take into consideration (e.g. failed searches, accreditation requirements, licensing issues)?

Rubric for Worksheet B.1

Criterion	High Priority (3 points)	Medium Priority (1 point)	Low Priority (0 points)
Does the department/service area have difficulty in recruiting and/or retaining adequate part-time faculty to address its staffing needs?	Department/service area provided data to indicate that it is very difficult to find adjunct faculty in this discipline.	Department/service area provided data to indicate that it is moderately difficult to find adjunct faculty in this discipline.	It is not difficult to find adjunct faculty in this discipline OR the department/service area did not provide data in their response.
How would this new position assist in the fulfillment of divisional responsibilities for full-time faculty?	Department/service area provided data to indicate that a new hire will substantially impact current workloads.	Department/service area provided data to indicate that a new hire will moderately impact current workloads.	The new position will not impact current workloads OR the department/service area did not provide data in their response.
What will be the impacts on the department and College if the position is not filled?	Department/service area provided data to indicate that there will be substantial impacts if the position is not filled.	Department/service area provided data to indicate that there will be moderate impacts if the position is not filled.	There will be minimal impacts if the position is not filled OR the department/service area did not provide data in their response.
Are there any special circumstances that the FSPC should take into consideration?	Department/service area is impacted in areas that are beyond their control (e.g. failed searches, changes in regulations, accreditation requirements, legal mandates, etc).		Department/service area is not affected by any special circumstances.

Two questions from Eric Martinsen regarding the VCAS Constitution:

1. Article VI, Section 3. Terms: This section states, "The president and vice-president shall not serve more than two (2) consecutive terms in either of these positions."

Here's my question: is the term limit on the person or the position? I honestly can see how it could be read either way at the moment.

In other words, does this mean that a faculty member is limited to two consecutive terms total whether they are serving as president or vice-president? In this case, they could serve one term as vice-president and then one term as president before hitting the term limits.

With this interpretation, it might be clearer to state: "No faculty member shall serve more than two (2) consecutive terms in the role of president and/or vice-president."

****OR****

Does this clause mean each position has a two consecutive term limit? In this interpretation, a faculty member could conceivably serve as vice-president for a term before being elected as president. That individual would be eligible to run for a second consecutive term as president before hitting term limits even though they had been vice-president immediately before being elected as president.

If this is the intended policy, perhaps it could read as follows: "The positions of president and vice-president are each limited to two (2) consecutive terms. No faculty member shall serve as president or as vice-president for more than two (2) consecutive terms."

I can see the logic behind either interpretation, but I think Section 3 should be clarified to avoid any ambiguity in case this is disputed at some future point.

2. Continuity?: This may not be feasible, but I wonder if there is some way to stagger the elections of the president and vice-president so that we avoid having a whole slate of brand-new executive team members assuming office at the same time. Could the president be elected in even years and the vice-president in odd years? Then at least one of the two would have one year of experience in the position at any given time. Just a thought?

OPERATIONAL DEFINITIONS:

Academic Senate = See general membership.

The Board = Ventura County Community College District Board of Trustees. Interchangeable with governing board.

Committees = All Academic Senate committees and subcommittees

~~General~~ Membership = All faculty, including the Senate Council and its committees. Interchangeable with Academic Senate.

Senate Council = Elected representative body of the Academic Senate.

Senate Executive Committee = Elected officers of the Senate Council, including a president, vice-president, secretary, and treasurer. Interchangeable with Senate Executive or Senate Exec.

Senators = Members of the Academic Senate.

VENTURA COLLEGE ACADEMIC SENATE CONSTITUTION

PREAMBLE

As authorized under Title 5, Sections 53200-53207, we, the members of the faculty of Ventura College, have united to form an Academic Senate.

ARTICLE I – NAME

Section 1. The name of this organization shall be the Ventura College Academic Senate.

ARTICLE II – PURPOSE, DUTIES, AND POWERS

Section 1. Purpose of the Academic Senate

Purpose. The purpose of this organization shall be to represent the faculty in the ~~formation~~ development and implementation of college and district policy on academic and professional matters. These are defined in Title 5, Section 53200 as follows; ~~as outlined in Title 5, Section 53200 (b). These include:~~

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.

7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
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 between the governing board and the academic senate.

Section 2. Duties of the Academic Senate

~~Duties.~~ It is the duty of the [Academic](#) Senate to address, either directly or through its designated committees, all academic and professional matters and to establish positions on all such issues.

Section 3. Powers of the Academic Senate

A. The powers of the Academic Senate are defined in Title 5, Section 53203 and by the policies of the Board.

B. The Board and college administration will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters. The Academic Senate shall interpret “consult collegially” to mean by mutual agreement by written resolution, regulation, or Board policy.

C. The Board may change policies regarding academic and professional matters in mutual agreement with the senate or after a good faith effort to reach agreement only for compelling legal, fiscal, or organizational reasons.

ARTICLE III – MEMBERSHIP

Section 1. Membership

-In accordance with ~~Education Code~~ Title 55, Sections 53200 ~~and 53202(a)~~, all full-time faculty who are not designated as management by the college administration shall be members of the Academic Senate.

Section 2. Part-time Faculty

Insofar as the Academic Senate is recognized as the representative of all faculty to the Board, the Senate recognizes its responsibility to encourage and solicit membership of part-time faculty.

ARTICLE IV – ORGANIZATION

Section 1. Business

The business of the Academic Senate shall be carried out through the Senate Council and the committees of the Academic Senate. Final authority remains with the general membership which retains the right of initiative, recall, and petition and may by a majority of votes cast countermand action taken by the Senate Council, provided that one-third or more of the general membership participates in the voting.

Section 2. Meetings

-The Senate Council shall meet on campus as specified in ~~Article IV of the~~ Senate ByBy-laws. A special meeting shall be called upon petition of at least ten (10) percent of the general membership or upon majority vote of the Senate Council, or as deemed necessary by the Senate Executive Committee.

~~Section 3. Voluntary Dues. Voluntary dues are collected annually by the Senate Council, but are not a condition of membership.~~

Section 34. Rules

-The latest edition of Roberts' Rules of Order shall guide the Academic Senate on all matters not specifically covered by this Constitution and/or its Senate ByBy-laws.

ARTICLE V – SENATE COUNCIL

Section 1. Membership

▮
-The membership of the Senate Council shall be the Senate Executive Committee and representatives from the academic divisions as defined in the [Senate](#) By-laws.

Section 2. Duties

▮
The duties of the ~~Senate Executive committee, chairpersons, and~~ Senate Council representatives shall be those detailed in the Senate By-laws and/or outlined in Roberts' Rules of Order.

Section 3. Terms

[Senate Council representatives and standing committee chairpersons shall begin their terms of office on the first day of fall semester, or after being elected by their divisions. Senate Council representatives and standing committee members shall be elected to a term of one \(1\) year by the groups they represent unless otherwise noted in the Senate Bylaws.](#)

Section 4. Elections

[Senate Council representatives shall be elected as specified in the Senate Bylaws.](#)

Section 5. Vacancies on Senate Council

[Vacancies on the Senate Council occur through resignation, incapacitation, failure to fulfill responsibilities as stated in the Senate Bylaws, retirement, recall or death. Vacancies shall be filled according to procedures outlined in the Senate Bylaws.](#)

ARTICLE VI – SENATE EXECUTIVE COMMITTEE

Section 1. Membership

[The membership of the Senate Executive Committee shall be the elected and/or appointed officers of the Academic Senate as defined in the Senate Bylaws.](#)

Section 2. Duties

The duties of the Senate Executive Committee shall be those detailed in the Senate Bylaws and/or outlined in Roberts' Rules of Order.

Section 3. Terms

~~-The Senate Executive Committee shall begin their term of office on the day after the last day of spring semester. The president, vice president, secretary, and treasurerMembers of the Senate Executive Committee shall be elected to a term of two (2) years. -The president and vice-president shall not serve more than two (2) consecutive terms in either of these positions. Standing committee chairpersons and Senate Council representatives shall begin their terms of office on the first day of fall semester, or after being elected by their divisions. The president, vice president, secretary, and treasurer shall be elected to a term of two (2) years. The president and vice-president shall not serve more than two (2) consecutive terms in either of these positions. Standing committee members and Senate Council representatives shall be elected to a term of one (1) year by the groups they represent. Additionally, the Senate president can appoint faculty representatives to committees.~~

Section 4. Nominations

- A. Nominations for office to the Senate Executive ~~Committee~~ Committee shall be made by any member of the general membership.
- B. A petition form must be signed by ten (10) Academic Senate members and presented to the Senate President. The petition form must also be accompanied by a written statement outlining the candidates' reasons for running for office.
- C. All nominees for office shall make a presentation to the Senate Council at least two (2) weeks before the election.
- D. The Senate Council shall establish an Eelection Ccommittee of no fewer than three (3) members of the Academic Senate.
 - 1. The purpose of the Election Committee is to ensure the integrity of the election process. Current members of the Senate Executive Committee and candidates running for office may not serve on the Election Committee.

2. If no candidates for a particular office have submitted their petitions by the first Senate Council meeting in October, ~~nominations may be made by a~~ the Election Committee may recommend candidates to of the Senate Council.

~~All nominees for office shall make a presentation to the Senate Council at least two (2) weeks before the election.~~

~~If no candidates for a particular office have submitted their petitions by the first Senate Council meeting in October, nominations may be made by a committee of the Senate Council.~~

Section 5. Elections

A. –The slate of candidates shall be published and submitted to the general membership no later than October 15th. –The date(s) of election shall be determined by the Senate Council no later than November 15. Elections shall be completed by the end of the fall semester.

B. Voting shall be by secret and written ballot. The ballot shall be distributed to the mailboxes of the full-time faculty. The voting period shall be at least two (2) and no more than five (5) days.

1. Ballots shall be counted by the Senate Executive Committee and the Election Committee, and the counting shall be open to any member of the Academic Senate. The candidates receiving a simple majority of the votes cast shall be declared elected.

2. If no candidate receives a simple majority on the first ballot, a runoff election shall be held between the top two (2) candidates.

C. Other election procedures ~~are to~~ may be established each year by the Senate Council.

~~Senate Council representatives shall be elected as specified in the By-laws and the Constitution.~~

Section 6. Vacancies on the Senate ~~Council~~Executive Committee.

A. –Vacancies on the Senate ~~Council~~Executive Committee occur through resignation, incapacitation, failure to fulfill responsibilities as stated in the Senate By-laws, retirement, recall or death. ~~Vacancies shall be filled according to procedures outlined in the By laws (Article I, Section D).~~

~~Section 7. The Senate Executive Committee.~~ B. Resignation from the Senate Executive Committee shall be assumed if any officer fails to attend four (4) consecutive Senate Executive meetings.

C. Vacancies shall be filled according to procedures outlined in the Senate By-laws ~~(Article I, Section D).~~

~~Section 8.~~ ARTICLE VII – Committees

Section 1. Membership

- ~~A.~~ The Senate President shall appoint faculty to all professional and/or academic committees, both college and district.
- B. The Senate Council shall approve these appointments, as specified in the Senate By-laws. Ad hoc committees may be created by the Senate Council as the need arises; the chairperson of each ad hoc committee shall be named by the President.
- C. The Senate Council shall determine committee charges and responsibilitiesy.

Section 2. Duties of Committees and Chairpersons

A. It shall be the duty of the committees:

~~1.~~

1. To consider, study and make recommendations on all matters submitted by the President and Senate Council, the Committee Chairperson, and/or Senate.

~~1.~~

2. To report to the Senate Council at least once a year and thereafter to the Senate, with or without approval of the Council. The process for reporting to the Senate Council shall be established by the Senate Council and may be revised by it at any time.

~~2.~~

3. To submit proposals to the Senate Council for approval prior to undertaking a study or investigation. In the event that the Senate Council disapproves of a committee's proposal, the committee may appeal the decision of the Senate Council to the general membership by ballot.

~~3.~~

~~2.~~ B. It shall be the duty of committee chairpersons:

1. To call regular meetings of the committee and to provide notice of committee meetings with sufficient time to inform all Senate members.

2. To prepare an agenda for committee meetings, to be responsible for maintaining all committee records, and to report committee actions to the Senate Council.

~~1.~~ 3. To maintain liaison with other committees and with the Senate Council.

ARTICLE VIII – AMENDMENTS

A. Section 1. An amendment to the Constitution ~~or to the By laws~~ may be proposed by majority vote of the Senate Council or by written petition of at least ten (10) percent of the general membership.

B. The proposed change shall be communicated:

1. The proposed change shall be communicated ~~To to~~ all Senators at least two (2) weeks prior to a regular meeting of the Senate Council at which time it will appear on the agenda, or-

2. Or, the proposed change shall be communicated t ~~T~~o the general membership via written ballot one (1) month prior to voting.

C. Adoption of an amendment to the Constitution requires a two-thirds majority of the general membership voting by ballot. An amendment to the By laws requires approval by a majority of the general membership voting by ballot. All voting shall be by secret and written ballot.

ARTICLE IX – SENATE BYLAWS

A. All matters not covered in this Constitution, or those matter not clearly interpreted by this Constitution shall be referred to the Senate Bylaws.

B. Changes to the Senate Bylaws may be proposed by majority vote of the Senate Council or by written petition of at least ten (10) percent of the general membership.

C. The proposed change shall be communicated:

1. To all Senators at least two (2) weeks prior to a regular meeting of the Senate Council at which time it will appear on the agenda, or

2. To the general membership via written ballot one (1) month prior to voting.

D. Adoption of a change to the Senate Bylaws requires approval by a majority of the general membership voting by ballot. All voting shall be by secret and written ballot.

HISTORY

(VC Academic Senate Constitution: Adopted- April 30, 1971; Revised- December 7, 1973;
Revised- April 27, 1978; Revised/Adopted- April 18, 2002)

Revised by Bob Porter and Peter Sezzi on October 19, 2005

Revised by Senate Executive Committee on February 23, 2006

Revised by Senate Executive Committee on March 1, 2006

Revised by Senate Council on March 2, 2006

Revised and Adopted Unanimously by Senate Council on March 16th, 2006

Approved by the General Membership on April 5th, 2006

VENTURA COLLEGE ACADEMIC SENATE BY-LAWS

ARTICLE I - SENATE COUNCIL

Section 1. Function and Responsibilities

- A. -It shall be the function of the Senate Council to transact the business of the Senate, to develop and implement the policies of the faculty, and to serve as the voice of the faculty.
- B. -It shall be the responsibility of the Senate Council:
 - 1. -To provide procedures for determining and implementing faculty policies.
 - 2. -To be the official representative of the faculty in relationships with the administration and the Governing Board on all academic and professional matters.
 - 3. -To appoint the members of standing committees; to establish subcommittees and ad hoc committees when necessary, appointing the members and naming the chairperson for each.
 - 4. -To advise the Senate President; to assist the Senate President in preparing the agenda; and to perform those duties requested by the President and/or the Senate.

Section 2. Basis of Representation

- A. -Representation shall be based on representative faculty groups.
- B. -Representation for each division shall be one senator for every nine (9) full time faculty or fraction thereof, as of September 1 of each academic year. Each division shall have at least one representative.
- C. -Problems regarding the distribution of division representative positions shall be presented in writing to the Senate Executive Committee and resolved by this committee as well.
- D. -There will be one (1) at-large part-time faculty representative who shall be self-nominated and appointed by the Senate Executive Committee at the beginning of the academic year. The position will be for a one-year term.
- E. -Any faculty member who is holding or who has held office in the Academic Senate of the California Community Colleges shall be an ex officio member of the Senate Council.

F. The Curriculum Committee Faculty Co-Chair shall be a voting member of the Senate Council.

Section 3. Roles and Responsibilities of Duties of Senate Council Representatives

A. Senate Council representatives Each senator shall :

A. Shall have the following duties:

1. Be responsible for representing ~~your~~ their division members at Senate Council meetings.

2.

~~B. Shall keep~~ your faculty within their ~~Division~~ members informed of Academic Senate activities. This includes by d:

~~1. Distributing or posting relevant material from~~ Academic Senate meetings.

~~2. R~~ eporting regularly at Division meetings, and.

~~3. A~~ acting as liaison ~~for concerns of individual~~ between the ~~faculty~~ division members and to the Senate Council. ~~and from Council back to the division.~~

3.

~~C. Shall r~~ Read Academic Senate material thoroughly and keep informed of college, district, and state issues and events as contained in that material.

4.

~~D. Shall c~~ Conduct surveys of ~~your~~ their Division as requested by the Senate President or Council.

5.

~~E. Shall a~~ Attend meetings of the Academic Senate regularly; when unable to attend, arrange for a substitute and inform the president who the substitute shall be.

6. Be ~~F. Shall be k~~ knowledgeable regarding the Ventura College Academic Senate Constitution and ~~b~~ Bylaws, the State Senate Constitution, Title 55, ~~and~~ SB160, and

other laws and documents relating to the rights and responsibilities of local and state senates.

7.

~~G. Shall p~~ Promote the Academic Senate as the only representative of Ventura College faculty on academic and professional matters to any and all levels of administration. Any infringements of this right shall be reported to the Senate Council.

8.

~~H. Shall b~~ Be willing to serve on Senate committees and report their proceedings to the Senate Council.

9.

~~I. Shall a~~ Attend - when possible - area and state conferences relevant to Academic Senate issues.

~~J.B.~~ B- The part-time senator shall attend meetings of the Senate Council and address part-time faculty issues.

Section 4. Elections

The slate of candidates shall be prepared by representative faculty groups, who shall also nominate and elect senators by the end of the Spring semester. The election shall be held before the end of the school year for the following academic year. Representative groups shall determine their voting procedures within each group.

Section 5. Vacancies on Senate Council

~~Division representative-~~ The Academic Senate President shall notify the Deivision concerned that their representative has left office. The members of the Deivision concerned shall elect a replacement to serve for the unexpired term.

ARTICLE II - SENATE EXECUTIVE COMMITTEE

Section 1. Elected Officers of the Academic Senate

A. The elected officers of the Academic Senate shall be a President, Vice-President, Secretary, and Treasurer. These officers shall form the Senate Executive Committee.

B. Members of the Senate Executive Committee are entitled to 2.0 release time. Release time will be allocated by the Senate Executive Committee and ratified by the Senate Council preceding an election or filling any vacancies.

C. To be wholly effective and participatory, the Senate Executive Committee “must be seen as open, encouraging of a free exchange of information, respectful of those who express divergent, even unpopular points of view. In exchange, as faculty serve the Senate on committees and task forces, they must report back and receive their direction from the Senate” (ASCCC: Empowering Local Senates).

D. The duties of the Senate Executive Committee shall be to:

1. Assist the Senate President in the preparation of the agenda.

2. Represent the Senate Council at meetings with the college president.

3. Inform the Academic Senate of the results of such meetings.

4. Represent Academic Senate viewpoints on committees to which the individual members are assigned by the Senate or by the Senate Council.

5. Perform other duties as assigned by the Academic Senate or Senate Council.

E. The decisions of the Senate President shall be made with the consensus of the Senate Executive Committee. If no consensus can be reached, items shall be forwarded to the Senate Council for resolution.

Section 52. Duties of Senate Officers

A.– President. The primary responsibility of the President is “first to ask the Senate to deliberate [and decide on] policy and procedural questions that affect academic and professional matters, enabling the President to act as both the principal watchdog for the faculty and their chief spokesperson, once the Senate has voiced its stance” (State Academic Senate: Empowering Local Senates). It shall be the duty of the president to:

1. -Preside at all meetings of the Senate Council.

2. -Represent the [Academic](#) Senate on all appropriate district and/or college level committees or assign a designee in consultation with the Senate Executive Committee.
3. -Represent the faculty at meetings of the Governing Board and to keep the [Academic](#) Senate informed of pertinent decisions and topics of discussion.
4. -Assign, to appropriate committees, such matters as are requested by Senate members.
5. -Communicate [Academic](#) Senate or Senate Council recommendations and proposals to the President of the College.
6. -Represent the faculty's recommendations and proposals to the Governing Board.
7. -Prepare the agenda for [Academic](#) Senate meetings with the Senate Executive Committee.
8. -Be an ex officio member of all committees except as otherwise provided in these ~~by~~[By-](#)laws.
9. -Assist faculty requesting aid regarding non-contractual issues.
10. -Recommend and/or approve faculty members to serve on committees
11. -Represent the faculty at the state and regional meetings of the Academic [Senate](#) for [California eCommunity eColleges \(ASCCC\)](#).
12. -Perform other duties as assigned by the [Academic](#) Senate as a whole or the Senate Council.

B. Vice-president. It shall be the duty of the vice-president to:

1. -Serve for the President of the Academic Senate during any temporary absence of the President.
2. ~~-Assume the duties of the President if the President leaves office. Be a member of college and district committees as are designated by the Senate Council.~~
3. ~~-Serve on college and district committees at the request of the Senate Council, Senate Executive Committee, and/or Senate President. Assume the duties of the President if the President leaves office.~~
4. -Perform other duties as assigned by the [Academic](#) Senate or Senate Council.

C. Secretary. It shall be the duty of the secretary to:

1. -Issue notices of meetings, publish agenda, keep appropriate records, and publish and distribute minutes of all Senate and Senate Council meetings.
2. -Conduct all correspondence appropriate to this office.
3. -Maintain a log of the actions, policies, and other proposals of the Senate.
4. -Transfer to and store pertinent Senate records, policies, etc., in the Senate Office and/or the Academic Senate website.
5. Serve on college and district committees at the request of the Senate Council, Senate Executive Committee, and/or Senate President.~~Serve on college and /or district committees at the request of the Senate Council.~~
6. -Perform other duties as assigned by the Academic Senate or Senate Council.

D. Treasurer. It shall be the duty of the treasurer to:

- ~~1. Collect all Senate dues.~~
21. -Deposit funds as necessary in the name of the Senate.
32. -Issue checks, co-signed by the Senate President, for expenses incurred by and authorized by the Academic Senate and/or the Senate Council.
34. - Prepare and submit the annual budget to the Senate Council.
64. Serve on college and district committees at the request of the Senate Council, Senate Executive Committee, and/or Senate President.~~Serve on college and/or district committees at the request of the Senate Council.~~
75. - Perform other duties as assigned by the Senate or Senate Council.

~~E.~~Section 3. Order of Precedence-

A. ~~The~~ order of precedence for officers shall be as follows:

President, Vice-president, Secretary and Treasurer.

B. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. A further order of precedence may be established by the Senate Council.

Section 4. Vacancies

F. The Executive Council

~~Members of the Senate Executive Council are entitled to 2.0 release time to be allocated by the Senate Exec and Ratified by the Senate Council preceding an election or filling any vacancies.~~

~~To be wholly effective and participatory, the Senate Executive Council "must be seen as open, encouraging of a free exchange of information, respectful of those who express divergent, even unpopular points of view. In exchange, as faculty serve the Senate on committees and task forces, they must report back and receive their direction from the Senate" (ASCCC: Empowering Local Senates).~~

~~The decisions of the Senate President shall be made with the consensus of the Senate Executive Council. If no consensus can be reached, items shall be forwarded to the Senate Council for resolution.~~

~~The duties of the Senate Executive Council shall be to:~~

- ~~1. Assist the Senate President in the preparation of the agenda.~~
- ~~2. Represent the Senate Council at meetings with the college president.~~
- ~~3. Inform the Senate of the results of such meetings.~~
- ~~4. Represent Senate viewpoints on committees to which the individual members are assigned by the Senate or by the Senate Council.~~
- ~~5. Perform other duties as assigned by the Senate or Senate Council.~~

Section 6. Vacancies on the Senate Council or Senate Executive Council

A. A. Leaving office. ~~A member of the Senate Council or an officer of the Senate may leave office in the following ways:~~

- ~~1. A resignation in writing.~~

~~2. Retirement.~~

~~3. Failure to attend four (4) consecutive Senate Council meetings.~~

~~4. Recall (as described in Robert's Rules of Order).~~

~~B. Vacancies for Senate Executive positions shall be filled as follows:~~

~~1. President. If the President leaves office, the Senate Council may use the established order of precedence or select a previous President to fill the vacancy for the unexpired portion of the President's term. Vice-President shall succeed to this position for the unexpired portion of the President's term (or a previous President selected by the Senate Council).~~

~~B. If the Vice-President, Secretary, or Treasurer leaves office, t~~

~~2. Other elected office. The President of the Senate shall notify the Senate membership of the vacancy.~~

~~1. Any Senate member may be nominated by a petition signed by ten (10) Senate members. Petitions must be filed with the President within fifteen (15) days after the announcement of the vacancy. If no petition is filed, the Senate President shall nominate candidates.~~

~~2. Upon majority vote of the Senate Council, the candidate shall fill the vacancy. If one petition is filed, the Council may approve that person to fill the vacancy. If two or more petitions are filed, a special election among the general Senate membership shall be held to fill the vacancy. The vacancy shall be filled for the remainder of the term of office.~~

~~C. If the entire Senate Executive Committee leaves office, the Senate Council shall elect officers at the next scheduled Senate meeting. These officers will serve for the unexpired portion of the previous officers' terms.~~
~~3. Division representative. The President shall notify the division concerned that their representative has left office. The members of the division concerned shall elect a replacement to serve for the unexpired term.~~

ARTICLE III - PREROGATIVES OF THE MEMBERSHIP

Section 1. Rights of the Membership

A. Any member of the Senate may:

1. -Attend any meeting of the Senate Council or of a Senate Committee other than an executive session (“executive session” as defined in the Brown Act).
- 2.- Bring relevant business to the Senate Council for assignment to an appropriate committee.
3. -Bring matters of concern to the attention of the Senate Council or the Senate at a meeting by prior request for time on the agenda or by requesting the floor from the presiding chairperson.
4. -Request, through the Senate Council, that a given committee meet in an executive session to consider a specific problem.
5. -Initiate action or policies, when the [Senate](#) Council has not responded to regularly channeled requests, through a petition signed by five (5) percent of the Senate membership stating the action to be considered and requesting a special Senate meeting or a place on the agenda of a regular meeting. -An initiative action shall be confirmed when passed by a majority of the Senate membership by written ballot.
6. -Initiate action to recall any elected officer or chairperson through established procedures for requesting meetings and balloting. -Action for recall shall be confirmed when passed by two-thirds of the ballots cast.
7. Request a caucus with other Senate members before voting on agenda items presented to Senate Council.

ARTICLE ~~III~~^{IV} – MEETINGS

Section 1. California Open Meetings / Ralph M. Brown Act

- A. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
- B. Agendas shall include time, place of meeting, and information for accessibility accommodations as well as opportunity for public comments and brief description for action items. Other typical components of the agenda include consent calendar, reports, discussion, unfinished business, and new future business.
- C. All meetings and votes shall be done in accordance with the Provisions of the Brown Act.

Section 2. Meeting Procedures and Standing Rules

- 1A. -At least one meeting of the Senate as a whole shall be scheduled each semester and shall be planned, through consultation on probable class scheduling, other events, etc., for maximum opportunity for attendance by all members.
- 1B. -The Senate Council shall meet at least once a month during the school year. As a legislative body that is stipulated in Title 5, the Senate Council is governed by the Ralph M. Brown Act and therefore its meetings are open to all interested parties.
- 3C. -Meetings of the Senate, the Senate Council, and the Senate Committees, except for the executive sessions, are open to members of the Senate.
- 4D. -Guests to all meetings of the Senate Council may not participate in meetings unless requested to do so by the chairperson of the meeting.
- 5E. -A quorum for the Senate Council, and all of its subcommittees shall be a simple majority of its members. -In case of a vacancy in a representation position, the quorum shall be considered reduced by one until such vacancy is filled by the division.
- 6F. -A majority vote of the membership shall be required for approval on all matters.
- G. In case of absence, a Senate Council member may designate another senator from the same division to serve as a proxy voting member of the Senate Council. Such designation must be communicated to the Senate President and Secretary at least two (2) days prior to the meeting. Sending a proxy does not negate an absence.

ARTICLE IV - COMMITTEES AND TASK FORCES

Section A1. Senate Committee/Advisory Group/Workgroup Responsibilities

- A. Any committee, advisory group, or workgroup whose charge relates to the areas of primary concern as articulated in A.B. 1725, also known as “10 +1” or “The Eleven Point Agreement”, shall be considered a Senate committee. All committees, advisory groups, and workgroups listed in this document are subcommittees of the Senate even when the title of the body has the words “committee, advisory group, and/or workgroup” in its title.
- B. The responsibilities of all Senate committees are, at a minimum, to provide a monthly report to the Senate on the committee’s activities and proceedings while the committee is at work. -Senate committees that do not report back to the Senate on a monthly basis while the committee is at work may be considered a committee in abeyance.

C. All Senate committees must present to the Senate President as soon as possible at the beginning of the academic year and in no case later than the date specified for each committee, the name of the committee chair, established subcommittees and the committee's voting membership list.

D. All formal recommendations made by Senate committees, other than the curricular and programmatic actions of the Curriculum Committee, require approval of the Senate Council before said recommendation shall have the force, backing, support and voice of the full Senate. Operational actions taken by Senate committees do not need formal votes and approval by the Senate Council but may instead be made at the subcommittee level.

Section B2. Senate Task Force Establishment and Responsibilities

A. The Senate may establish task forces by a simple majority vote of the Senate Council. The Senate Council shall determine who shall be the task force chair at the time that of that task force's establishment.

B. –Task forces must relate to “academic and professional matters” and must be given a specific task to complete and a date by which to present its findings to the Senate Council and may last no longer than two consecutive academic years.

C. A task force that demonstrates a need to exist longer than two academic years must be proposed as a new Senate committee.

D. The responsibilities of all Senate task forces are, at a minimum, to provide monthly reports to the Senate on the task force's activities and proceedings while the task force is at work. Senate task forces that do not report back to the Senate on a monthly basis while the task forces are at work may be considered disbanded.

Section 3. Senate Committees

The Curriculum Committee

A. As mandated by A.B. 1725 (1989) and California Code of Regulations, Title 5, the Curriculum Committee is a committee of the Senate.

B. –The purpose and mission of the curriculum committee is as follows:

1.

As mandated by A.B. 1725 (1989) and California Code of Regulations, Title 5, the Curriculum Committee is a committee of the Senate.—The mission of the Ventura College Curriculum

Committee is to provide guidance, advocacy and oversight for the programs and curricula of Ventura College.

2. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive and responsible to the evolving needs of the community so that the college's mission, goals, values and educational delivery modalities of our students are well served.

3. –A representative of the Curriculum Committee shall make regular reports to the Senate, no fewer than once a month, on the committee's activities.

C. The charge of the curriculum committee is as follows:

Charge:

1.

The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college in terms of purpose, objectives, content, and methods of instruction.

2. –The Curriculum Committee makes direct recommendations to the Governing Board with respect to all academic, occupational, and technical education courses and instructional programs of study.

3. –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.

4. –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.

5. –The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community Colleges Chancellor's Office requirement for local curriculum approval certification.

6. –~~In addition,~~ tThe Curriculum Committee monitors compliance with portions of ACCJC Accreditation Standard IIA. The faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee.

D.

Workgroups:

The charge and composition of all Curriculum Committee workgroups shall be determined, reviewed and approved by the Curriculum Committee on an annual basis and no later than September 15 of each academic year.

1. It is the responsibility of the Curriculum Committee to establish the following standing workgroups:

a1.—1. Philosophy and General Education

2b.—2. Curriculum Technical Review & Prerequisites

c. Additional workgroups, ad hoc committees, or task forces for such special studies may be appointed as needed.

2.
~~These~~ workgroups will respond directly to the Curriculum Committee on an “as needed” basis and whenever courses and/or programs related to the topics listed above are placed on the Curriculum Committee agenda.

~~The charge and composition of all Curriculum Committee workgroups shall be determined, reviewed and approved by the Curriculum Committee on an annual basis and no later than September 15 of each academic year. Also, the Curriculum Committee will appoint additional workgroups, ad hoc committees, or task forces for such special studies as are needed.~~

E.

Membership:

The Membership on the Curriculum Committee has a defined membership defined as follows:-

1. Divisional representatives shall be faculty appointed by their respective divisions prior to the start of the academic year. Membership shall be non-proportional, with each division having two (2) voting representatives.

2. Additionally, one AFT representative (as mandated by Article 17 of the AFT local 1828 contract), a librarian, the Articulation Officer, the Curriculum Technical Review and Prerequisites Chair, the Academic Senate President, and the Faculty Co-Chair shall also be voting faculty members of the Committee but shall not serve as Divisional representatives to the committee.

3.

Ex-officio, non-voting members of the Curriculum Committee shall include the following: Recorder (Administrative Assistant to the Chief Instructional Officer, or designee), the college Registrar, the Chief Instructional Officer (who shall also serve as Co-Chair of the Committee), ASVC President, or designee, and the Academic Deans.

~~Co-Chairs:~~F. -The Curriculum Committee is co-chaired by: (1) a faculty member nominated and voted on by the Curriculum Committee, and (2) the Chief Instructional Officer.

1. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term commencing on June 1 and ending on ~~May 31, and~~May 31 and does not serve as one of the Division representatives.
2. -The Curriculum Committee will accept nominations and vote for the Faculty Co-Chair for the upcoming two-year term of office no later than the last Curriculum Committee meeting of the academic year preceding the beginning of his/her term.
3. Only current voting members of the Curriculum Committee are eligible to be nominated or elected to the position of Faculty Co-Chair.

Meetings:G.

The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month. As ~~a legislative body which is~~ stipulated in Title 5, the Curriculum Committee is considered a legislative body and is subject to the Ralph M. Brown Act.~~;~~All ~~so its~~ meetings of the Curriculum Committee are open to all interested parties.

Section 4. Other Senate committees, advisory groups, and workgroups

A. The following are considered subcommittees of the Senate:

1. Faculty Professional Development ~~Advisory Group~~Committee
- ~~2. Faculty Professional Development Funds Workgroup~~
2. Distance Education Advisory Group
3. One Book, One Campus Workgroup
4. The Sabbatical Leaves Workgroup
5. -
~~Section L.~~ Faculty Staffing Priorities Committee

B. It is the duty of the Senate Council to establish the purpose, mission, charge, procedures, composition, and membership of these subcommittees.

ARTICLE VI - SENATE-UNION RELATIONSHIP

Section 1. Role of the Academic Senate

A. It is the view of the ASCCC that the purpose and functions of an Academic Senate differ considerably from those of an employee organization, both in viewpoint and substance (or scope) as described below. However, these roles complement each other, and in fact close bonds of cooperation should exist between senates and employee organizations.

B. Employee Organizations and the Exclusive Representative

According to SB160 employee organizations represent their members in employment relations until (and if) a specific organization is certified as the exclusive representative.

1. “The scope of negotiation shall be limited to matters relating to wage, hours of employment, and other terms and conditions of employment.” “Terms and conditions of employment” are then defined in the law so that the scope of representative is narrow.

2. ~~However, c~~ Consulting rights are granted to the exclusive representative on definition of educational objectives and curricular matters. It is in this area that close cooperation between senates and employee organizations is essential to resolve overlap with the responsibilities and powers of the senate to make recommendations on academic and professional matters. ~~—~~(See appendix 53203, 53204).

C. -The scope of senates historically has been broad in California covering all academic and professional matters. In addition, SB160, Section 3540, Article I, does not intend to restrict, limit or prohibit the full exercise of the functions of an Academic Senate unless it conflicts with existing collective agreements.

3.01 F20: Moorpark College Academic Senate Resolution in Support of Black Lives Matter

Whereas, We have witnessed the violent assault and deaths of George Floyd, Breonna Taylor, Ahmaud Arbery, Eric Garner, Michael Brown, Sandra Bland, Botham Jean, Trayvon Martin, Tamir Rice, Jacob Blake, Feras Morad, and too many other victims of racial violence to name;

Whereas, Continued attacks on Black bodies are only the most recent examples of four hundred years of systemic racism and oppression against Black, Indigenous, and other people of color in the United States; that this legacy of white supremacy and terrorism continues to threaten the health and safety of our students;

Whereas, The Moorpark College Vision statement pledges a commitment to “nurture a civically-minded campus dedicated to engaging and improving our community and democratic republic through a culture of civil discourse and practice” and will “provide a safe and secure learning environment on campus” with core values of diversity, integrity, equity, and respect; and

Whereas, As faculty we have a responsibility to uphold the values expressed in the Moorpark College Vision statement; we have a responsibility to ensure our campus maintains these values and we must embody them in our interactions with all members of our community;

Resolved, That the Moorpark College Academic Senate declare that Black lives matter and affirm that all people of color deserve to be treated with respect, dignity, and equality on this campus and in our community;

Resolved, That the Moorpark College Academic Senate condemn any behavior or practice that denigrates Black, Indigenous, and people of color and reject individual and institutional racism on campus and in our community; and

Resolved, That the Moorpark College Academic Senate support behavior and practice that promote anti-racism, freedom, equity, and justice on campus and in our community.

Contact: Patty Colman and Core Members of Teaching Women and Men of Color Advocates (TWMOCAs) at Moorpark College