

Ventura College Academic Senate
Senate Council Agenda
Thursday, March 4, 2021
3:30 - 5:00 pm
Meeting held via Zoom <https://cccconfer.zoom.us/j/94303167532>

1. Call to Order

1.01 Call to Order

2. Adoption of the agenda.

2.01 Adoption of the agenda

3. Acknowledgement of Guests

3.01 Acknowledgement of Guests

4. Public Comments

4.01 Public Comments are limited to two minutes. Please note that discussion following a public comment is not allowed.

5. Action Items

5.01 Approval of 2/18 meeting minutes

5.02 Proposed Resolution: Ethnic Studies Sub-Committee of Curriculum Committee (first reading)

5.03 Proposed Resolution: Ethnic Studies Full Time Instructor Hiring (first reading)

5.04 Proposed Resolution: Multicultural/Ethnic Center (first reading)

5.05 Recommendations from the Faculty Staffing Priorities Committee (EMT/PM and ES requests)

6. Committee Reports

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

6.01 Curriculum Committee (Michael)

6.02 BRC (Andrea)

6.03 Guided Pathways (Erin)

6.04 CTE liaison report (Deanna)

6.05 Treasurer's Report (Andrea)

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- 6.06 OER Report (Andrea)
 - 6.07 DE (Colleen)
 - 6.08 Faculty PD Committee (Colleen)
 - 6.09 Student Success Committee (Paula/Dan)

7. Academic Senate President's Report

- 7.01 Ventura College Meetings
- 7.02 District Meetings
- 7.03 Board of Trustees
- 7.04 ASCCC Updates

8. Informational Items

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

- 8.01 Feedback on Senate Constitution and Bylaws (Preston)
- 8.02 Program Vitality Process Draft (Dan)

9. Discussion Items

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

- 9.01 Discussion of Out of Cycle Requests (Kim Hoffmans; 10 minutes)
- 9.03 Standing Rules for Senate Council (Preston)

10. For the Good of the Order

- 10.01 AFT Update (Ty Gardner)
- 10.02 Upcoming ASCCC Events (<https://asccc.org/calendar/list/events>)

11. Requests for Future Agenda Items

- 11.01 Requests for Future Agenda Items

12. Adjournment

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

Senate Council Minutes

Thursday, February 18, 2021

3:30 - 5:00 pm

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

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 Ed: Business, Child Development, Criminal Justice, Allied Health and Nursing (3 Reps)	Deanna Hall	X
	Rachel Johnson	X
	Lazaro Salinas	X
Career Ed: Tech and Workplace Essentials (1 Rep)	Dorothy Farias	X
English, Math, and Communication (5 Reps)	David Carlander (for Jaclyn Walker)	X
	Chris Frederick	X
	Heather Ladwig-Aguailar	X
	Donna Beatty	X
	John Guelcher	X
Health, Kinesiology, Athletics, and Performing Arts (2 Reps)	Nathan Cole	
	Mary McDonough	
Library, Languages, Behavioral & Social Sciences, Visual Arts (4 Rep)	Ron Mules	X
	Michael Ward	X
	Bill Hendricks	X
	Linda Kennedy	X
Sciences and Distance Education (3 Reps)	Kammy Algiers	X
	Erin Brocker	X
	Marta De Jesus	X
Self-Nominated Part-Time Faculty	Greg Cooper	X
Student Services (4 Reps)	Paula Munoz	X
	Angelica Gonzales (for Gema Espinoza Sanchez)	X
	Marian Carrasco Nungaray	X
	Marcelino De Cierdo	

1. Call to Order

1.01 Call to Order at 3:31pm

2. Adoption of the agenda.

2.01 Adoption of the agenda. Motion by KA; 2nd by PP. Vote: unanimous.

3. Acknowledgement of Guests

3.01 Acknowledgement of Guests: Araceli Trujillo, B. Rodrigues, Collin Stocke, Daniella Graves, Devin Glass, Elijah Walker, Eric Martinsen, Fundi Legohn, Gabi Wood, Gigi Fiumerodo, Henny Kim-Ortel, Jack Bui, Jenna Garcia, Jennifer Garner, Lisa Marie Ruiz, Nicole Falco, Peter Sezzi, Rubisela Gamboa, Stephanie Branca, Tania DeClerck, Ted Prell, Tom O'Connor

4. Public Comments

4.01 Public Comments are limited to two minutes. Please note that discussion following a public comment is not allowed.

5. Action Items

5.01 Approval of 2/4 meeting minutes. Motion by MB, 2nd by BH. Correct attendance to add Chris Frederick. Vote on minutes as amended: 22-yes, 1 abstain, 0 no.

5.02 Guided Pathways SOAA (First and Second Reading): Motion by AG, 2nd by AH. Discussion: Senators discuss this SOAA. 17 yes-2 no-6 abstain.

5.03 Approve membership for Waitlist Management Workgroup. Motion by MCN, 2nd by PM. Discussion: Question about what the charge of this workgroup? Answer: Purpose of work group is to explore both how waitlist and caps are currently being used and how to improve and/or eliminate. Vote: 23 yes-0 no-2 abstain.

6. Committee Reports

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

6.01 Curriculum Committee (Michael)

6.02 BRC (Andrea)

6.03 Guided Pathways (Erin)

6.04 CTE liaison report (Deanna)

6.05 Treasurer's Report (Andrea)

6.06 OER Report (Andrea)

6.07 DE (Colleen)

6.08 Faculty PD Committee (Kammy)

6.09 Student Success Committee (Paula/Dan)

7. Academic Senate President's Report

7.01 Ventura College Meetings

7.02 District Meetings

7.03 Board of Trustees

7.04 ASCCC Updates

8. Informational Items

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

8.01 Course Qualification for FYE Priority Registration Workgroup (Curriculum Committee): DC updates senators about this. Curriculum Committee has purview over how courses can be added to FYE.

8.02 Revised Senate Constitution and Bylaws (Preston): PP updates senators about this.

9. Discussion Items

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

9.01 Statement of Response to Zoom-bombing incident at Black History Month event on February 4th. Senate exec council seeks input on this. Comment: We want to quickly edit this and sent it out asap so that it is timely to what has occurred. Comment: Since this is going out to the public it should be more recognizable as coming from faculty (Ex: "We the faculty..."). Motion by MCD, 2nd by PM to action. Vote: Unanimous.

9.02 Out-of-Cycle Requests (Ethnic Studies; Faculty Staffing Priorities Committee and Kim Hoffmans): President Hoffmans gives this update. This OOC process is new and we are still finding our way through it. Please provide feedback about it to her. She contingently approved this but wants to get the feedback from the senate on how they prioritize this position. Question: Why is it spring and not fall hire for Ethnic Studies? A spring hire gives us a semester to develop the program/curriculum/responsibilities for this position. We also need more scheduling of ES courses so that new person will have a load. Question: Without a full-time hire, who will create the curriculum? Answer: Currently, we do have Rubisela who is working towards that. She is department chair and has release time to write curriculum. So, we are in the process of doing that. Question: In fall we approved our FSPC, what is the envisioned timeline to get this done? Answer: Adopted senate procedure for ranking requires us to take OOC requests and compare them to original list. We will reconvene the FSPC and use the rubrics to rank these new requests.

Question: SO FSP list that has already been developed? These positions are on top of the list? Answer: These will be slotted into that existing list. Comment: We should consider whether a spring or a fall hire would give us the best applicants. Suggestion: Call the FSPC after this meeting so this can be on our next senate council meeting agenda? Answer: Yes, that's doable. This will be an asynchronous process as it was in fall.

9.03 Out-of-Cycle Requests (EMT/Paramedic; Faculty Staffing Priorities Committee and Kim Hoffmans): No further comments on this item. She will be back at our next meeting to discuss this further.

9.04 Proposed Resolution: Ethnic Studies Sub-Committee of Curriculum Committee: Point of order: Student groups are not standing members and cannot submit resolutions to this body. Comment: Can there be student members on sub-committee? Answer: We do have a non-voting student member on curriculum so that could be precedent. Question: What are the day-to-day tasks of this sub-committee? Answer: Idea would be it would operate like a Philosophy and Gen. Ed. Committee that makes recommendations to the Curriculum Committee. Difference between P&GE and this proposal, this would address the CSU GE proposals, as opposed to the AA/AS GE. Senators discuss whether language should be more open-ended re: student groups.

9.05 Proposed Resolution: Ethnic Studies Full Time Instructor Hiring: Question: Not clear on what Dr. Hoffmans' reasoning re: spring vs. a fall hire. Why not get someone in as soon as possible? Comment: We can always start the process now, and if it is a failed search we will go out again and search in the fall (without re-prioritizing).

9.06 Proposed Resolution: Multicultural/Ethnic Center

9.07 VC Equity, Race & Action Force (standing item)

10. For the Good of the Order

10.01 AFT Update (Ty Gardner)

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

11. Requests for Future Agenda Items

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12. Adjournment

12.01 Adjournment

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

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PROPOSAL

Resolution, 1-29-2021

1. Approve an American Ethnic Studies Task Force as a Subcommittee to the Curriculum Committee

Whereas, the California Community College Ethnic Studies Faculty Council has been established by Ethnic Studies professionals to address the best practices for implementing the state requirement for meeting area F Ethnic Studies requirements; that includes creating a subcommittee to the curriculum committee;¹

Whereas, equity mandate does not simply accept all Ethnic Studies Area F courses as fulfilling the core competencies. Ethnic Studies courses should not be accepted as merely about a concept, rather they should be specifically from an Ethnic Studies framework, addressing curriculum pedagogy and epistemology, representing a liberatory curriculum, bridging intersectionality with solidarity work;

Whereas, it would be unethical for other discipline faculty to create standards or define its definition it should not happen within the discipline of Ethnic Studies and should be taught, reviewed and evaluated by those that meet the minimum qualifications and or teach within the discipline of Ethnic Studies;

Whereas, cross listing courses with non-Ethnic Studies is allowed it must be done in the traditional circular process for cross-listing meaning both departments agree to this cross-listing and the course meets the core competencies set by the CSU GE Breadth Policy;²

Resolved, the Ventura College Academic Senate approves the creation of an American Ethnic Studies task force as a standing subcommittee of the Curriculum Committee; and develop guidelines interpreting these requirements and providing language to assist with their fulfillment;

Resolved, the development and interpretation of Ethnic Studies requirements and guidelines, as well as the review and selection procedures and identification of courses meeting the area F requirements will occur in the American Ethnic Studies task force Subcommittee of the Academic Senate Curriculum Committee;

And Resolved, membership in the American Ethnic Studies task force Subcommittee will consist of:

- a) Teaching faculty in American Ethnic Studies and as chair of the Subcommittee
- b) 1 faculty member with American Ethnic Studies background

¹ <https://www.cccesfcouncil.org/summit.html> presented at the 1st and 2nd summit.

² <https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnicstudies/Documents/CCC%20GE%20Breadth%20Policy%20FAQs.pdf>

- c) 1 Student services, with an Ethnic Studies background
- d) 1 aligned discipline with C.I.D descriptive experience,
- e) 2 student representatives; (1) from M.E.Ch.A and (1) B.S.U student as historical advocates of Ethnic Studies, (preferably students striving for an Ethnic Studies degree).

2. Recommend as a high priority the hire of four full-time tenured faculty in the American Ethnic Studies Department by 2024.

Whereas, our campus has stepped forward to the side of anti-racism, and our Ventura College President has stated to move forward with Ventura County Colleges Anti-Racism Alliance (VCARRA) strategies to align with AB1460 in the development of an Ethnic Studies Department, support diversity hiring efforts and to identify and breakdown barriers, lead efforts to close student equity-achievement gaps, eliminate social injustices, and enhance student success,³ believing that social justice is practiced when we

- a) openly challenge injustice and value diversity.
- b) work to further diversify both our curriculum and our faculty;⁴
- c) provide role models that reflect and promote the community we serve;⁵

Whereas, the California Assembly states in AB1460, “It is the intent of the Legislature that students of the California State University acquire the knowledge and skills that will help them comprehend the diversity and social justice history of the United States and of the society in which they live to enable them to contribute to that society as responsible and constructive citizens”;

Whereas, “Ethnic studies disciplines are listed in the California Community Colleges Chancellor’s Office’s Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook under “Disciplines Requiring a Master’s Degree,” ensuring that the professors who teach courses within these disciplines meet the required minimum qualifications”⁶; and

Whereas, “Ventura County Community College District urges the state legislator and all residents of the state to uphold California values and support California Assembly Constitution Amendment No. 5, which will permit students, regardless of sex race and ethnicity, or national origin to access social and economic opportunities to achieve their highest potential.”⁷

³ Ventura College Plan related to Diversity, 2020.9.22, presented in an email by President Kim Hoffman.

⁴ <https://www.venturacollege.edu/news/how-community-college-district-heightens-its-commitment-diversity>

⁵ <https://www.vcccd.edu/departments/human-resources/employment>

⁶ <https://ascoc.org/resolutions/clarify-and-strengthen-ethnic-studies-general-education-requirement>

⁷ https://www.vcccd.edu/sites/default/files/media/pdf_document/2020/2020-05%20Resolution%20of%20the%20Board%20of%20Trustees%20in%20Support%20of%20California%2020Assembly%20Constitutional%20Amendment%20No.%205_5.pdf

Resolved, that the Ventura College Academic Senate recommend as a high priority to hire 4 full-time tenured faculty to teach within the American Ethnic Studies department; one new hire for each discipline focus area: Native American Studies, Chicana/o Studies, African American Studies, and Asian American/Pacific Islander Studies at Ventura College, by Fall 2024;

and Resolved that the screening committees have at least 2 members of Ethnic Studies discipline experts, 1 faculty from another discipline with Ethnic Studies background and or recognized as a supportive ally and 1 community member identified by the discipline experts to have expertise in the activism for Ethnic Studies issues, as dictated by the VCCCD Administrative Procedure Manual Chapter 7 Human Resources, AP 7120-D Recruitment and Hiring: Full-Time Faculty.

3. Support the creation of a Multicultural/Ethnic Center

Whereas, students have been advocating for a free-standing Multi-Cultural Center and as one student put it, "We need that space for social validation for everybody else because in our society you're not important unless you're a typical cis-white male;

Whereas, a Multicultural center, facilitates critical programs, services, and scholarship that promotes anti-racism, equity, and justice to contribute to Ventura College's core values by fostering an affirming campus environment where students can flourish in their intersecting identities, and center historically minoritized/marginalized communities while amplifying their voices and experiences in a safe and welcoming environment, increasing understanding and bridging cultural division;

Whereas, Multicultural buildings at peer institutions provide a central space on campus for a network of staff and faculty who can relate and understand students' needs, providing as advisors, mentors and advocates making students feel safe, welcomed, important and eager to seek them out;

Whereas, a Multicultural Center would be more accommodating of the intersectionality of identity than current arrangements at Ventura College, to host cultural events, speakers, presentations, sharing cultural traditions and experiences of our diverse groups on campus, allowing students to easily access multiple groups with which they affiliate;

Resolved, that Ventura College Academic Senate support the creation of a Multicultural center to address institutional racism and the unique needs of students of color at VC directly supporting the ideals of inclusivity on which Ventura College has prided itself;

Resolved, that a sustained budget be created to build the personnel infrastructure needed to staff the leadership roles that will include:

- a) Director for the Multicultural Center,
- b) additional Center support staff (program management and administrative support, student employees),
- c) dedicated position in Student Outreach Services to support undocumented students,
- d) Admissions Counselor position to focus on multicultural recruitment, along with programmatic funds, that will adhere to student input;

and Resolved, the VC Academic Senate will support the designation for a Multicultural center with enough square footage for supporting office space needed for staff/faculty, students and hosting events; as students have requested to also include:

- a) student lounge,
- b) kitchen,
- c) bathrooms,
- d) meeting rooms for club organizations,
- e) presentation hall with a capacity of 200,
- f) rooms for workshops and presentations.

Presented by:

American Ethnic Studies Department, M.E.Ch.A and B.S.U

Program Vitality Process

Background

Ventura College is required by the Accrediting Commission for Community and Junior Colleges, as well as by VCCCD Administrative Procedure 4021, to have a process in place to regularly assess the vitality of all programs. In 2020, a taskforce of the VC College Planning Committee began examining our program vitality process, and working to make it more systematic and transparent. The members of this taskforce were:

- Daniel Clark, Academic Senate President
- Ryan Petitfils, Math Faculty
- Ralph Fernandez, Technology Department Chair
- Nan Duangpun, Technical Data Specialist
- Coleen Trivett, Costume Technician
- Dorothy Farias, Agriculture Faculty
- Phillip Briggs, Dean of Institutional Effectiveness

This taskforce spent a year analyzing an extensive amount of data, reviewing models from other colleges and districts, and developing a draft process to share with the campus community. It was presented to the College Planning Committee on **Date**, the Academic Senate on **Date**, the Classified Senate on **Date**, and the VC Executive Team on **Date**. Feedback from these groups was incorporated into the draft, and a final version was approved by the College Planning Committee on **Date**, the Academic Senate on **Date**, and the Classified Senate on **Date**.

Steps in Program Vitality Process

The program vitality process has the following steps, which align with VCCCD Administrative Procedure 4021. Each step will be described in detail in later sections. The timeline for each step is described in Appendix A.

1. Program vitality study is triggered if a program does not meet thresholds for a number of key metrics in their comprehensive program review.
2. An ad-hoc recommendation group is formed to review the metric data and the program's response to the data. This group then makes a written recommendation for one of the two options below:
 - a. Program Continuation and Revision
 - b. Program Discontinuation
3. Chief Instructional Officer (CIO) or Chief Student Services Officer (CSSO), Analysis and Recommendation – Upon receiving and analyzing the formal written report of the Recommendation Group, and following consultation with the discipline, the Chief Instructional Officer (if the program is instructional) or the Chief Student Services Officer (if the program is a student service program) formally informs the area dean, department chair/coordinator, discipline faculty and the Academic Senate President of programs that have been identified for possible discontinuance, accompanied by a written rationale for the recommendation.
4. Academic Senate Review and Recommendation - After reviewing the recommendations and the supporting documentation of the CIO/CSSO concerning possible program discontinuance, the

Academic Senate shall review the recommendations and supporting documentation and take one of the following actions:

- a. Concur with the recommendations of the CIO/CSSO; or
- b. Demur with the recommendations of the CIO/CSSO and propose an alternative course of action to address the issues set forth in the CIO/CSSO's justification for program discontinuance.

The Academic Senate's formal written recommendation shall be transmitted to the College President no later than two regularly scheduled meetings after receiving the written rationale for the program discontinuance recommendation.

5. College President Review and Recommendations - Following the review of the formal and written recommendations of the CIO/CSSO and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program identified. The College President shall communicate his/her final recommendation to the area dean, department chair/coordinator, discipline faculty and academic senate president, followed by written notification of the college community and shall then forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees.
6. Board of Trustees Review and Action - The Chancellor and Board of Trustees shall be provided a complete record of the process followed at the campus, as well as the findings and recommendations of the Recommendation Group, CIO/CSSO, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance. Following review of the complete record, the District Chancellor shall prepare a report to the Board of Trustees including recommendations for action pertaining to programs recommended for discontinuance. The Board of Trustees will hold a public hearing and take action regarding any programs recommended for discontinuance.
7. Implementation of Board Actions - In the event that the Board of Trustees acts to discontinue a program, the College President, in consultation with the area dean, department chair, discipline faculty and Academic Senate President, shall develop a plan that must include the following elements:
 - a. Timeline and process for curricular and programmatic deletion/discontinuance approval at the local and state level
 - b. Provision for students currently in the program for completion and/or transfer
 - c. Provision for displaced faculty and staff, where feasible
 - d. Provision for impact on budget and facilities
 - e. Removal of program from course catalog

Step 1 - Program Vitality Study Trigger

Every program completes a comprehensive program review every three years, in which they analyze data on key metrics, and create objectives for the next three years. In the intervening years, programs complete a smaller mini-review in which they assess progress made towards their objectives. The program review process is staggered so that approximately 1/3 of programs are completing a comprehensive review in a given year.

Instructional Programs

It is important to define the level of analysis of program vitality. The Title V definition of an educational program is “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” This definition implies that a program is composed of the courses required for a degree or certificate. However, we have a number of disciplines that do not offer a degree or certificate (e.g. Chemistry, French, etc.). It is important that this process reviews these disciplines, as well. Thus, after much discussion and analysis, it was decided that the program vitality process would be focused on the discipline level. Those disciplines that offer degrees and/or certificates will review additional data on the number of degrees and certificates awarded.

There are two different scenarios that will trigger a vitality study:

1. Vitality study is triggered on a discipline if the discipline does not meet thresholds for 3 or more key metrics.
2. Vitality study is triggered on a degree/certificate if it does not meet the threshold for awarding degrees/certificates.

The metrics and thresholds are below:

Student Demand

- Discipline enrollment
 - 5-year trend: 10 percentage points lower than the overall college trend
 - Average discipline enrollment: 15 or less over the last five years
- Discipline fill rate
 - 5-year trend: 10 percentage points lower than the overall college trend
 - Average over last 5 years: Less than 70%

Student Success

- Course Success Rate
 - 5-year trend is 10 percentage points lower than overall college trend
- Degree and Certificate Completions
 - 15 or fewer awards over past 5 years (i.e. average of 3 awards/year).

Program Currency

- Course offerings
 - 30% or more of active courses in catalog have not been offered in last five years.
- Updated curriculum
 - 30% or more of course outlines of record haven't been updated in more than five years.

Student Service Programs

Data on student services is more limited than it is for instructional programs. In addition, the software systems used to collect data vary by service (i.e. Starfish, SARS, Accudemia, etc.) Thus, the metrics used

to trigger a vitality study are also more limited. To trigger a vitality study, a student service would need to be below the thresholds for both metrics below:

Student Demand

- Student Headcount
 - 5-year trend: 10 percentage points lower than the overall college trend

Student Survey Data

- Point-of-Service Survey Data for Most Recent Year
 - Service has an average score of less than 3.0 on any of the 7 survey questions that assess the 6 student success factors, and overall satisfaction. An average score of less than 3.0 would indicate that the majority of students who visited the service had a negative experience there.

Step 2 – Ad-Hoc Recommendation Group

An ad-hoc recommendation group is formed to review the metric data and the program's response to the data. The group is to be composed of the following members:

- Division Dean over Program (Co-Chair)
- Department Chair/Coordinator over Program (Co-Chair)
- 1-2 Program Faculty
- 1-2 Faculty from Division
- 1 Counselor
- 1-2 Advisory Board Members (CE Programs only)
- 1-2 Classified Staff Members from Program (if applicable)
- 1-2 Faculty from outside Division
- Curriculum Committee Faculty Co-Chair or Designee

The Department Chair/Coordinator and lead program faculty submit a written response to the recommendation group using the Program Vitality Response Template (Appendix B).

The group then provides a written report (Appendix C) that includes the following information:

1. Recommendation:
 - a. Program Continuance and Revision with one of the three options below
 - i. No action needed
 - ii. Strengthen the program
 - Resources required to strengthen the program (e.g. hire faculty member, facilities upgrades, etc.)
 - Implementation timeline
 - Re-evaluation timeline
 - iii. Reduce the program
 - Specific reductions that are recommended (e.g. curriculum reductions, number of sections offered, facilities reductions, staffing reductions, etc.)

- Implementation timeline
- Re-evaluation timeline

b. Program Discontinuance

2. Written rationale for the recommendation above

If program continuance and revision is recommended, the Recommendation Group Report, along with the Program Vitality Response template is sent to both the Division Dean and the Chief Instructional Officer (if it is an instructional program) or Chief Student Services Officer (if it is a student service program). If resources or reductions are recommended, the Division Dean provides context to the CIO/CSSO about how the recommendations could be implemented. The CIO/CSSO then provides a written response to the program and the recommendation group.

If program discontinuance is recommended, the Recommendation Group Report, along with the Program Vitality Response template is sent to both the Division Dean and the CIO/CSSO. The process then continues to the next step below.

Step 3 – Chief Instructional Officer or Chief Student Services Officer

Upon receiving and analyzing the formal written report of the Recommendation Group, and following consultation with discipline faculty, the Chief Instructional Officer or Chief Student Services Officer formally informs the area dean, department chair/coordinator, discipline faculty and the Academic Senate President of programs that have been identified for possible discontinuance, accompanied by a written rationale for the recommendation.

Step 4 – Academic Senate

After reviewing the recommendations and the supporting documentation of the Chief Instructional Officer concerning possible program discontinuance, the Academic Senate shall review the recommendations and supporting documentation and take one of the following actions:

1. Concur with the recommendations of the Chief Instructional Officer; or
2. Demur with the recommendations of the Chief Instructional Officer and propose an alternative course of action to address the issues set forth in the Chief Instructional Officer's justification for program discontinuance.

The Academic Senate's formal written recommendation shall be transmitted to the College President no later than two regularly scheduled meetings after receiving the written rationale for the program discontinuance recommendation.

Step 5 – College President Review and Recommendations

Following the review of the formal and written recommendations of the Chief Instructional Officer and Academic Senate regarding possible program discontinuance, the President shall determine the proposed course of action with respect to each program identified. The College President shall communicate his/her final recommendation to the area dean, department chair/coordinator, discipline faculty and academic senate president, followed by written notification of the college community and

shall then forward his/her recommendations to the District Chancellor for possible action by the Board of Trustees.

Step 6 – Board of Trustees Review and Action

The Chancellor and Board of Trustees shall be provided a complete record of the process followed at the campus, as well as the findings and recommendations of the Recommendation Group, Chief Instructional Officer, Academic Senate and College President prior to taking action on any recommendations pertaining to program discontinuance.

Following review of the complete record, the District Chancellor shall prepare a report to the Board of Trustees including recommendations for action pertaining to programs recommended for discontinuance. The Board of Trustees will hold a public hearing and take action regarding any programs recommended for discontinuance.

Step 7 – Implementation of Board Actions

In the event that the Board of Trustees acts to discontinue a program, the College President, in consultation with the area dean, department chair, discipline faculty and Academic Senate President, shall develop a plan that must include the following elements:

1. Timeline and process for curricular and programmatic deletion/discontinuance approval at the local and state level
2. Provision for students currently in the program for completion and/or transfer\
3. Provision for displaced faculty and staff, where feasible
4. Provision for impact on budget and facilities
5. Removal of program from course catalog

Appendix A

Program Vitality Timeline

1. Comprehensive Program Review and Vitality Study Trigger – Early October
2. Recommendation Group Formed – October 31
 - a. Report submitted by December 31
3. CIO/CSSO – Report submitted by January 31
4. Academic Senate – Report submitted by February 28
5. College President – Report submitted by March 31
6. Board of Trustees Agenda – May meeting
7. Implementation Plan Created – August 15

DRAFT

1. Please provide a general response to the data above.

2. Please highlight the strengths of your program.

3. Please provide a detailed response for each metric above that was triggered.

4. What solutions have you considered to improve these metrics?

5. What resources does your program need to implement these solutions?

6. How long would it take for these solutions to improve the metrics above that were triggered?

7. Have these metrics been triggered in the past? If so, what resources were provided or went unmet?

8. Is there any other information that you believe should be considered by the Recommendation Group?

Appendix C

Recommendation Group Report Template

Program Name:

Recommendation Group Co-Chairs:

Recommendation Group Members:

Group Recommendation

Based on all available information, the Recommendation Group recommends:

- Program Continuance and Revision
 - No Action Needed
 - Strengthen the Program
 - Reduce the Program
- Program Discontinuance

Implementation Plan for Program Continuance and Revision

Instructions for Recommendation Group: Only complete this section if the Group's recommendation is for Program Continuance and Revision. If "Strengthen the Program" is also selected, the plan needs to include the resources needed to strengthen the program (i.e. hire faculty member, facilities upgrades, etc.). If "Reduce the Program" is selected, the plan needs to include the specific reductions that are recommended (e.g. curriculum reductions, number of sections offered, facilities reductions, staffing reductions, etc.). In either case, the plan needs to also include a timeline for implementation, as well as a timeline for re-evaluation.

Rationale for Recommendation to Discontinue Program

Instructions for Recommendation Group: Only complete this section if the Group's recommendation is for Program Discontinuance. Please describe the rationale for the group's decision to recommend discontinuance.

VENTURACOLLEGE

SET YOUR COURSE

Office of the President

To: Dr. Dan Clark, Academic Senate President; Sebastian Szczebiot, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Administrative Council
 Date: February 16, 2021
 Re: Administrator Priority Fall 2021

Fall 2021 Administrator Hiring Plan

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Administrator requests. We have also considered the current needs of the college to support student success.

The following positions have been prioritized and approved for hire in the 2021-22 academic year by the Executive Team.

Position	Rationale	Funding
Dean of Student Services	Current assistant dean position responsibilities have increased related to the vacant Student Success Supervisor position.	Convert current Assistant Dean position to full Dean (position already exists). Abolish Student Success Supervisor position.
Director of Outreach and Marketing	This position is important to the campus to support the promotion of programs to our students and community, while organizing the outreach efforts to the key stakeholders, with the ultimate goal of improving access and enrollments at VC. As enrollments have declined in recent years, the need to coordinate and improve our recruitment strategies is evident. This position will ensure inclusive outreach to underrepresented and non-traditional individuals.	Abolish Assistant Dean position vacated in 2019.

Please share this information as appropriate. Thank you for your contributions to the prioritization process.

Ventura College Academic Senate
Standard Operating Procedures
February 2013

What follows below are the Ventura College Academic Senate Standard Operating Procedures (SOPs). These SOPs are used to complement the Senate's adopted Constitution and By-Laws, both of which may be found online at the Senate website: www.venturacollege.edu/acsen. SOPs are used to define and operationalize Senate business, especially formal actions taken during Senate meetings. The remainder of this document is arranged alphabetically by topic.

Acknowledgment of Guests: Given that Senate Council meetings are governed by the Brown Act, our meetings are open to any and all. Invited guests of the Senate Council shall be acknowledged at the start of the meeting or at the time of their arrival at the Senate, as is the case for agendaized "Time Certain" guests. As is appropriate and necessary and as a mark of acknowledgement, the Senate shall memorialize in its minutes those Ventura College faculty in attendance who are not Senators. See *Also* Public Comments.

Action Items: Concerns that require the Senate Council to take a formal action to approve shall be presented as Action Items. The standard practice for the adoption of Action Items shall be to have two readings –i.e., a first and second reading—at two separate Senate Council meetings. First and second reading Action Items shall be clearly indicated on the agenda as such. In the process of Agenda Development, it shall be at the discretion of the Senate President and/or Senate Executive Committee, to determine if Action Items placed on the agenda shall be presented as one reading only items or as first and second reading items. Absence of clearly indicating that an Action Item is a first or second reading shall signify that an item shall only require one reading. Any Senator or Officer (other than the Presiding Officer) may request that items that have been placed a one reading only item come back as a second reading at a future Senate meeting.

The adoption of Board Policies (BPs), Administrative Procedures (APs), college and/or district handbooks or manuals shall always have two readings. Any item that is presented for first reading may be moved for approval as both a first and second reading at the discretion of any Senator or Officer (other than the Presiding Officer). The Senator or Officer (other than the Presiding Officer) who seconds the motion shall have to assent to accepting the presentation of the motion as a first and second reading. In the rare case where an action item has been moved as a first and second reading that then fail for a lack of a second, the Presiding Officer shall first ask the Senator or Officer who originally moved the Action Item is s/he is willing to move the item as a first reading only. Items that normally require first and second readings that require timely adoption may be presented to the Council as a first reading with an indication that a first and second reading of said item is requested.

The Secretary shall record by name in the minutes which Senator or Officer (other than the Presiding Officer) moves and seconds an action item. Once a motion to approve an Action Item has been made, the Presiding Officer shall then call for a second. A motion shall fail for lack of a second. If a second to a motion is made, the Presiding Office shall then ask if there is any discussion. Upon seeing no one desirous of further debate, the Presiding Officer shall ask the Senate Council to vote on the motion on the floor. The Secretary shall record the final tally of a vote.

Positions taken via affirmative vote on Action Items, Resolutions and/or Motions approved by the Senate Council may only be reconsidered by super majority vote of a subsequent Senate Council.

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

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

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

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

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

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

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

District Committee Reports (See President’s Report)

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

Exec (See Senate Executive Committee)

First Readings (See Action Items)

Guests (See Acknowledgment of Guests)

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

website when the agenda for the next Senate meeting is posted; a final engrossed copy shall replace the draft copy upon approval by the Council. See *Also* Approval of Minutes.

Motions: Any Senator or Officer (other than the Presiding Officer) may motion, or move, that the Senate approve an agenzized Action Item or otherwise take a stance/position on an agenzized topic being discussed at a Senate meeting. Motions must be seconded before discussion may occur. During discussion of a motion, the Presiding Officer shall ensure that all Senators, Officers, Acknowledged Guests and other faculty present shall have time to discuss the matter. At the discretion of the Presiding Officer, time devoted to any one topic or by any one speaker may be abridged in order to accommodate the interests of other speakers and/or the remainder of the agenda. Typically, the Presiding Officer will do this by stating how much time remains in the meeting, how long debate as elapsed and/or which other speakers have not yet had the opportunity to speak. As with all actions undertaken by the Presiding Officer, any Senator or Officer may question the Ruling of the Chair if s/he feels that the Presiding Officer has unfairly limited debate. See *Also* Resolutions.

President's Report: Each regularly scheduled Senate meeting shall contain as a standing item a chance for the Senate President to report out on his/her involvement, observations and participation in/from local Governing Board, district and campus committees. IN the absence of the Senate President, the Presiding Officer (or other most logical alternate person in attendance) shall communicate the President's Report, if any is available. See *Also* Campus Committee reports; District Committee reports.

Presiding Officer: The Senate Officer who is officiating a meeting, normally the President. In the absence of the President (and in descending order), the Presiding Officer shall be the Vice-President, Treasurer, Secretary. In the highly unlikely event that no Officer is present, the Council shall be deemed to be meeting as a Committee of the Whole and its first order of business shall be to determine a Presiding Officer for that meeting.

Program Discontinuance: As stated under "Section II. Recommendation Group Review and Analysis" in VCCCD Administrative Procedure (AP) 4021, a recommendation group (RG) must be identified for the purposes of Program Discontinuance. As stipulated in AP 4021 and given that the Senate Council must vote on any recommendations made by the RG, the Ventura College Academic Senate chooses the College Planning Council (CPC) to function as our RG as the CPC is "an existing standing committee with majority faculty representation." Prior to any recommendation made by the RG, the college's Executive Team (President, Executive Vice-President and Vice-President of Business Services) must publicly announce their intentions for programs they are considering for discontinuance via the issuance of the Ventura College Planning Parameters in advance of that academic year's program review process.

Public Comments: This shall be the first item on any Senate agenda, as the Senate Council—as well as its subcommittees—is governed by the Brown Act. Public comments speakers may be anyone—Senators, Officers, any faculty member, classified staff, student or administrator or even members of the general public. Those who take advantage of Public Comments should indicate when they address the Council if they are discussing an agenzized item or an item of general concern. As a Brown Act governed body, the Senate Council may only take action and really only should entertain discussion on agenzized items. The Council shall limit Public Comments to no more 1/8 of its total agenzized meeting time and in no case more than five (5) speakers per topic and three (3) minutes per speaker.

Quorum: As defined by the Senate By-Laws, Sec. III, Art. 5 a quorum of the Senate Council "shall be a simple majority. In case of a vacancy in a representation position, the Council quorum shall be considered reduced by one until such vacancy is filled by the division."

Readings (See Action Items)

Resolutions: Formal, written motions that are presented to the Senate Council for approval. Resolutions shall ordinarily be presented as first and second reading action items. Upon approval by the Council, Resolutions shall be posted on the Senate website, www.venturacollege.edu/acsen. Beginning with the Academic Year 2009-2010, all resolutions are listed on the Senate website are done so in the following format: First year of Academic Year - Resolution Number (Resolution Title) [e.g., [Resolution 2012-2](#) (Reaffirmation of our Adoption of the American Association of University Professors (AAUP) Statement on Professional Ethics)]. See Also Motions.

Scholarships: The Senate has an endowed student scholarship entrusted with the VC Foundation. Each year an additional scholarship drive may occur in order to augment this endowed scholarship.

Second Readings (See Action Items)

Senate Council: Defined in the prefatory matter of the VC Academic Senate Constitution as the “elected representative body of the Academic Senate,” the Senate Council is the faculty of Ventura College, in body assembled. As stipulated in Title 5, every California community college will have an Academic Senate. All Ventura College faculty are members of its Academic Senate. However, the Senate Council is comprised solely of Senate Officers and Senators, with non-voting student liaisons appointed by the Associated Student Government (ASG) of Ventura College. While any faculty member may attend and participate at Senate Council meetings, only Senator Officers and Senators may make/second motions and vote.

Senate Executive Committee: As defined by the prefatory matter of the Senate Constitution, the “elected officers of the Senate Council, including a president, vice-president, secretary, and treasurer.” Interchangeable with Senate Executive or Senate Exec.

Senate Officers: The Officers of the Senate are President, Vice-President, Treasurer and Secretary. The perspective of Senate Officers shall be to represent the entire campus view and not as “pocket votes” for departments, divisions, etc. When noted in the minutes as being present at a Senate meeting, the positions that these Senator Officers hold shall be noted after their names.

Senate Subcommittee Reports: Each regularly scheduled Senate meeting shall contain as a standing item a chance for a report out on pertinent Senate Subcommittees. At a minimum, each Senate meeting shall have agendized a report from the Curriculum Committee. The Presiding Officer shall call upon the Chair of a Senate subcommittee (or the most logical alternate person in attendance) to debrief the body on what has occurred at a given Senate subcommittee meeting since the last Senate meeting and/or the last report from a given subcommittee. See Also Campus Committee reports; District Committee reports.

Senator: As defined by the prefatory matter of the Senate Constitution, “members of the Academic Senate.” In other words, a Senator is an elected divisional representative on the Senate Council. When noted in the minutes as being present at a Senate meeting, the divisions that these Senators represent shall be noted after their names.

Study Sessions: All items that require open-ended discussion shall be agendized as study sessions. No motion is necessary to open or close a study session and the intent shall be to explore a topic more fully by engaging in discursive dialogue. Any Senator or Senate Officer (other than the Presiding Officer) may make a motion for the Senate to take a position based on the discussion that occurs during or as a result of a Study Session. Also, any Senator or Senate Officer (other than the Presiding Officer) may move to direct the Senate Exec to take the input garnered during a Study Session to formulate a more formal position (either by agendizing an additional Study Session, Motion or Resolution) for the Senate Council to consider adopting at a subsequent meeting. See Also Motion; Resolution.

Voting: All actionable items shall only require a majority vote (i.e., 50% of the Senators present +1) unless the Constitution, By-Laws or these Standard Operating Procedures otherwise dictate. When stipulated that a super majority vote is required, this shall mean a 2/3 vote of the Senator Council.