**Ventura College Academic Senate**  
**Agenda**

**Thursday, November 1, 2018**

**3:30-5:00pm**

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

I. Call to Order at 3:33pm. The following senators were in attendance:

Division: Visual Arts, Behavioral and Social Sciences and Languages

Bill Hendricks (BH)--absent

Division: Health, Kinesiology, Athletics and Performing Arts

Brent Wilson (BW)

Mary McDonough-Giles (MMG)--absent

Division: Sciences   
Kammy Algiers (KA)   
Cari Lange (CL)--absent   
Erin Brocker (EB)

Hugh O’Neill--substituting for Cari Lange

Division: English, Math & Learning Resources   
Gabe Arquilevich (GA)   
Chris Frederick (CF) --absent

Jaclyn Walker (JW) --absent  
Donna Beatty (DB)

Division: Career Education

Roxanne Forde (RF)  
Deanna Hall (DH)

Laura Woyach (LW)

Division: Student Services   
Paula Munoz (PM)

Gema Sanchez (GS)

Yia Vang (YV) 

Curriculum Committee Liaison

Michael Bowen (MB)

Senate Executive Team   
Lydia Morales (President) (LM) --at state plenary

Philip Clinton (Vice-President) (PC)

Colleen Coffey (Secretary) (CC)

Stephanie Branca (Treasurer) (SB)

II. Public Comments: None

III. Acknowledgement of Guests: None

IV. Informational Items

a. Guided Pathways (Colleen): No report other than reminder re: 12/5 roundtable meeting. **Need to ask Seb to send out a calendar reminder re: 12/5 meeting to all campus.**

PC reminds senators re: pathway map template that LM sent out for programs to populate.

PM: Reports from statewide EOPS meeting. Concerns about growing math classes and too large enrollments/units attached to these classes. Concerns about financial aid ramifications of students who might not be successful in these classes.

b. Senate Elections Results: PC updates senators re: the election results. Reiterates the difficulty the committee had in delivering the ballots to f/t faculty mailboxes.

7 ballots removed as “spoiled”

Roxanne Forde elected president; Lydia elected VP; Colleen elected secretary; Stephanie elected treasurer.

CC will see that the election results are posted to the AS website.

c. Making Recommendations Committee Structures (first draft): PC shows senators the draft committee structure. Discussion about the Faculty PD Advisory Group and DE Advisory Group and their relationship to the senate. Senators would like more information about how this structure came together. This will move to a discussion item next meeting. Suggestion made to have a legend to explain the difference between committees, advisory groups, etc. Funding string and nomenclature need to be addressed at the next senate meeting.

V. Action Items

1. Minutes 10/18/18: Motion by RF; 2nd by MB. Discussion: none. Vote: 1 abstention, otherwise unanimous.

VI. Discussion Items:

1. Best Practices for Waitlists and Setting Class Enrollment Caps: Practices across campus are not consistent—some use 5 spots, some use 15 or 25. Straw poll: senators overwhelmingly prefer a waitlist of 5 across campus. YV: What are OC/MC doing about waitlists? This would be good to know so that we can try to have consistency throughout the district. DB: 5 is reasonable—also long waitlists give students false hope. Senators discuss.
2. Sub-Committee Report Out Re: Faculty Professional Development: CC updates senators re: what the sub-committee discovered about the manner in which faculty professional development was extracted from the senate and put together with a campus-wide group (retaining only the travel funds under the discretion of the senate). This will be revisisted.

VIII. Senate Subcommittees/Task Forces/Work Groups Reports

a. Treasurer’s Report (Stephanie): SB updates senators. Question had been asked about the PD Committee’s monies. Dan has the access to this budget, SB does not. Question: who are faculty on this committee—are they raising a voice to advocate for faculty at these meetings? Senators suggest that LM confer with Seb (Pres of Classified Senate) to see what Classified Professionals’ thoughts are on use of the funds, designation of the funds, spending, etc. Further: want the admin off of the PD committee (not to have the tri-chair model). Question: Does statewide academic senate offer trainings to colleges and/or how to be faculty advocates? Is this available to all or only to senate executive committees?

b. Curriculum Committee updates (Michael): PC and senators offer thanks to the CC members for all the additional work they have been putting in in recent weeks. MB: Curricunet contract will likely be extended two months (to March) due to logistical challenges of CourseLeaf/Banner connection. Talks to senators about some of the difficulties that have accompanied this transition and are still being worked out (ex: missing lab content in courses).

c. DE (Colleen): SB gives this report to the senators today. Tells senators that they were heard in re: to the document “Best Practices for Evaluating Online & Hybrid Courses”. DE is revising the document and bringing it back to the DE Committee next week. It will then come back to the senate. First: it will be renamed “Best Practices for Reviewing...” and all references to the contract will be removed. Tool is intended to be used by faculty to review their own courses.

d. CTE liaison report (Deanna Hall): Not-for-credit is taking up a lot of time/energy in CE. They were not able to have an effective meeting with peer reviewers (PRT)—most CE were away at a conference that day. There was supposed to be a phone-in option but even that was very problematic given the conference scheduling. There was no email follow-up as was promised. There was a request to reschedule but chancellor could not accommodate this change. Bottom line: all 3 colleges have had no input.

RF reports on the most recent regional consortium committee and her conversations with Alexandra Wright on this subject. Senators want to stop asking to see her and simply take action. It is a violation of 10+1. This needs to be on the agenda as an action/discussion item and perhaps file a complaint with the state academic senate. Senators discuss this issue. Conclusion: Senate exec committee needs to explore how to move forward on this asap.

Suggestion that this should be in LM’s next BOT report.

CE is being pressured this way because there is so much money involved in it (“strong workforce dollars”).

IX. Announcements for the Good of the Order: none.

X. Requests for Future Agenda Items: Resolution re: no confidence (PM will prepare and it will be an informational item). Bea wants BP/AP on Committee composition re: there is already a policy on the hiring of faculty. We should look at it because there is sometimes a move to include classified professionals on faculty hiring committees—we need to revisit this.

By-laws re: disaster. Language does not give discretion to faculty (this will be found in spring minutes).

PCAH (Program Course Approval Handbook)--new guidelines have been issued. Chancellor’s office is no longer distinguishing between substantive or not substantive changes for programs. Question becomes which program revisions are worthy of going to the BOT which are not? MB wants the senate to discuss this and consider what they think we ought to do.

XI. Adjournment at 4:45pm.