**Ventura College Academic Senate**

**Minutes**

**Thursday, February 18, 2016**

**2:30-3:00pm**

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

I. Call to Order at 2:07pm

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| --- | --- | --- | --- | --- |
| **Senator** | **Division Represented** | **Initials** | **Present** | **Absent** |
| Algiers, Kammy | Mathematics & Sciences | KA | X |  |
| Branca, Stephanie | Career & Technical Education | SB |  | X |
| Carrasco-Nungaray, Marian | Student Services | MCN |  | X |
| Coffey, Colleen M. | Senate Secretary | CMC |  | X |
| Dalton, Heidi | Career & Technical Education | HD | X |  |
| Forde, Richard | Career & Technical Education | RF | X |  |
| Gardner, Ty | Mathematics & Sciences | TG | X |  |
| Ghenov, Natalia | ASVC | NG |  | X |
| Hendricks, Bill | Social Sciences & Humanities | BH | X |  |
| Horigan, Andrea | Social Sciences & Humanities | AH | X |  |
| Kim-Ortel, Henny | English & Learning Resources | HK | X |  |
| Kolesnik, Alex | Senate President | AK | X |  |
| Martin, Amanda | English & Learning Resources | AM | X |  |
| Morris, Terry | Athletics, Kinesiology & Health | TM | X |  |
| Mules, Ron | Social Sciences & Humanities | RM | X |  |
| Munoz, Paula | Student Services | PM | X |  |
| Reynolds, John | Mathematics & Sciences | JR | X |  |
| Sezzi, Peter H. | Senate Vice-President | PHS |  | X |

II. Public Comments

Public Comments Pursuant to the federal Americans with Disabilities Act, if you need any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to Alex Kolesnik/Peter H. Sezzi, 4667 Telegraph Road, Ventura CA, 93003.

PM-a resolution Oxnard College passed (handout) and I am hoping to send a similar resolution at our next meeting. AK said he would adjust it a bit and bring it to the next senate meeting. AK explained that as of last July 1, we have an interim chancellor was placed in by the board without process. It was supposed to be until they go through the process to hire a new chancellor. But the board is keeping the interim chancellor longer and not going through the process for hiring as planned. Our chancellor’s contract is up June 30 of this year. The process has been taking long. A committee just recently has been put together to get a search firm. It takes 4 months to look for your applicants for the firm. So the process is taking a very long time. They wanted to extend the chancellor’s interim contract for another year and his pay has gone up to $235.

AH: if we don’t follow procedures, can’t it void their position? I support writing an open letter to the Ventura County Star to ask what has happened to the process. The board has not followed their policy. The community needs to know this. AK wasn’t sure if we can do this as a senate.

RF: asked about the VP position and hiring committee because he was chosen by senate but is now not on the committee. He said process was not followed there.

RM said he thought we are looking at two issues: making this issue public to the community (VC star) and working within the college to ensure process is done in a timely and fair manner.

AK said a lot of these comments seem like AFT issues. However, AH said following policy is a senate issue and this does seem like a senate issue. AK said getting the newspaper involved is an individual decision not a senate decision. The process of addressing this problem at senate is to pass resolutions. But we can publish the resolution in the newspaper if we want.

AK: Let me address what RF asked about with the VP position. VP of instruction already was put into the system last year and had already placed names (one set of 6 names for interim that we passed forward from senate and one set of 6 other names for permanent VP that we passed forward from the senate). So when we chose names again (this semester) for the hiring committee of the permanent VP position, HR said we already have names and is using the previous ones we’ve given them. KA asked if we are sure a separate group was chosen for the interim position and the permanent position. KA was under the impression it was the same members. AK said yes, they are different people serving on each (one group on the interim and one group on the permanent). HR asks for 6 names, and they pick 3. We can give out 3 names, but AK said he likes to give out 6 names so HR can pick from the list. This way they can get the diversity needed for the group.

RM asked what happened to the resolution we had discussed. AK said there will be one next time. Andrea asked if we can get it early enough. AK will come up with some language similar to the one we got handed to us (from Oxnard College) and send us something early enough for us to look over.

III. Acknowledgement of Guests

Michael Bowen, Curriculum Committee Co-Chair

IV. Informational Items

1. Curriculum Committee Update (Michael Bowen)

Anatomy/Physiology needed some changes in the COR (additions) that had to be approved quickly. They were taken care of with a special meeting this morning. (to make them CID approved). Music ADT is about to be approved. ADT elementary education program will become approved soon (won’t be CID approved until later).

V. Action items

1. Minutes

AK said that he has been waiting for the minutes and that is why the packets are late sometimes. So we had no minutes. We asked if can get the rest of the packet early if all he is waiting for are the minutes. He said he will start to do that.

Minutes for approval for 2/9 (special meeting) - AH motioned, HD seconded, HK and TM abstained. Motion passed.

1. Proposed Senate By-Law Changes (2nd Reading)

Section 2B each division- Right now the dean of equity and effectiveness has a faculty member in his division. Do we want to keep it so that division gets a rep or do we want to exclude that division? RM asked why we’d exclude the division. Section 2F: the faculty co-chair of curriculum will be a voting member but not on the exec team. We discussed the reasons why this is a good idea (better communication between the two)

RM said he seemed a little confused on this document because senate is mentioned as a council and a committee. AK said the senate is composed of all the faculty (FT/PT). Council is the members sitting and representing the divisions. RM asked if we can define this in the document. We discussed the fact that it sounds confusing to say senate instead of faculty, but we decided a definition can help clarify.

Article III Meetings: AK said he crossed out this section because we don’t actually do this (meet as a whole once a semester). PM said she thinks it is more powerful to keep it in. After some going back and forth, the senate decided to keep it in and actually have a senate flex day with faculty to follow the by-laws. KA said she thinks we can use it as a time to have all faculty give input on what they want senate can focus on each year and it can be during mandatory flex day. RM asked why is 3 under Article 3 is crossed out. AK said he added the sentence above.

All subcommittees were added back in the By-Laws.

PM asked in regards to Article 6.A4: Why are Robert’s rules of order are taken out? AK said it talks about misconduct not the process for recall. We may want to mention a reference for the process of recall. (They are in the constitution). We decided to keep the wording of Robert’s rules since it is in the constitution. AK asked if we need the definitions of senate, etc. in the by-laws as well as the constitution. Senate seemed to agree constitution is enough. But add a parenthesis when referring to senate and senate council to clarify in the by-laws.

SLO Committee: What do we do with this committee? The recommendation is to not have it e an advisory group to the senate but a recommending body to CPC. Senate wanted feedback from SLO co-chairs on this recommendation. Debbie Newcomb (guest) said because of SUOs, we can’t be just under senate. We have institutional outcomes, services, and the college as a whole, so it makes more sense to have the committee under CPC than Senate.

Professional Development**:** AK said that there would be two committees (classified and academic) but they can also meet together. RM asked if there is any language in the by-laws explaining this. AK said professional development is working on that themselves. PM said we need to have input for the wording. AK said they are a subcommittee of senate so they have report to us what they come up with. So we’d have to approve it once they come up with their wording. But we are taking out the charge and membership from the by-laws

Professional development funds group & sabbatical leave: AK said we are taking out charges/memberships because it can change each year. Some senators were concerned that it is being taken out of the by-laws. Having to revisit the by-laws and changing it in there (in case a charge needs to be changed) would be very difficult. RM said we can lock in some things (charge, membership, or add a purpose of mission) defined in the by-laws and let them make minor changes each year if needed.

IV section A: has language about some of this (ex: quorum). Membership needs to be provided to the senate president in the beginning of the academic year. PM asked who is asking us to remove the charge/committee? AK said it was the senate exec that suggested we need to remove them. Senators did not all agree on this. TG suggested if we are having a once a year (or semester) senate meeting, we can vote for any changes to charges/membership there. AK said we have not done this for about 20 years. TG said we can do senate elections and by-law changes every two years. AK said the last time it was changed was 2006. There have been 4 revisions in 45 years. AK asked what the group wants to do about this. A purpose of mission for each group like RM suggested? A charge? Membership? PM asked if we can look at sabbatical committee as an example. TG said some committees (like library workgroup) can have ‘open membership’ written in there if they choose to. Others can have more defined membership. AM asked if we can just keep purpose and membership but not the charge. AK said it sounds like the group wants to see some consistency. RM said that since we are the governing bodies, can we ask each of these sub-committee/workgroups to send us their charge, purpose, and membership by a given date. RM motioned that we ask every senate subcommittee to send us their purpose and mission statement, charge, and membership and we should have that information before the week of April. TG seconded. The motion passed.

AH asked if we can come back to the by-laws move to Action item b consent agenda (specifically SLO verification process) since we are running out of time and this item is time sensitive.

AH motioned to move to the consent agenda. RF seconded.

VII. Consent Items

a. SLO verification process

b. ISLO 5 rubrics

c. BP/AP 7270

AH explained the SLO verification process document. AK asked if anyone want to pull (and discuss) any items on the consent agenda.No senators wanted to pull and discuss any items. AH motioned to approve, RF seconded to approve the consent agenda. Motion approved. PM, RM, RF, HK, AM, and KA abstained.

VI. Discussion Items

a. Syllabus Template

Syllabi checklist: Under textbook information add required material; replace what the syllabus information is on the website currently with this checklist. KA motioned to approve, RF seconded. Motion passed.

The meeting was adjourned at 3:35 pm.