**Ventura College Academic Senate**

**Minutes**

**Thursday, February 4, 2016**

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

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

I. Call to Order at 2:05pm.  The following senators were present:

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| --- | --- | --- | --- | --- |
| **Senator** | **Division Represented** | **Initials** | **Present** | **Absent** |
| Algiers, Kammy | Mathematics & Sciences | KA | X |  |
| Beatty, Donna | Mathematics & Sciences | DB |  |  |
| 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, 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 |  |
| 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.

PHS: Save the date for Tues 2/16 BOT meeting at 7:00pm

KA: About the testing center. She understands that it has very limited hours because they do not have a regular person running this. What has happened to faculty is that they started receiving emails (after sending exams there) saying they were closed down. She believes that faculty should have received notice of this planned closure. This impacted students and we should have known this. Senators briefly discuss this.

III. Acknowledgement of Guests: Sue Royer (College Services Supervisor); Michael Bowen (Curriculum Committee/Interim AO); Ilse Maymes (Student Trustee); Michael Ward (Department Chair, Social Sciences)

IV. Informational Items

1. Curriculum Committee Update

Michael Bowen: Good progress on the deletion of the courses without SLOs. Next phase is cross-checking the TrakDat SLOs with the Curricunet SLOs and then the faculty will need to check these two with the department’s websites. Information that needs to be updated can be sent to Rhonda Lillie. PHS: Asks what the timeline is for Michael’s service as an Interim AO. MB answers that he will serve until 6/30, he does not know about what will follow that date.

1. Susan Royer Re: Campus Safety and Emergency Preparedness

Sue Royer: Here to talk about campus safety and emergency preparedness. She is “living and breathing” this until a comprehensive, accessible, written plan is completed and all the stakeholders are trained in their respective roles. RF asks a question about how this connects to the Safety Committee. She is working with that group, but they have also created an ad hoc group to prepare this plan. She would like to have a few more faculty members working on this ad hoc group. This comprehensive plan needs to be BOT approved before the end of the semester. CMC: asks for further clarification of RF’s question: why the need for this ad hoc group rather than utilizing the faculty on the Safety Committee? The answer is that this is ad hoc group’s scope is greater than just “safety” per se. This is emergency preparedness, incident management, etc. She says we have a long way to go to being fully prepared, but this is a productive step in the right direction. Senators question her about the information that is posted in some—not all—classrooms and she clarifies. She says she noted that a syllabus template is on our agenda today; she suggests adding a small piece re: safety/preparedness and that this ought to be a 15-second discussion item on the first day of every class. RM raises the issue that there is no emergency communication equipment in any classroom; indeed, in some rooms you cannot even get a cell signal. AK replies that there is an initiative at the district level to address this with two-way intercoms, etc. KA: says in the Sciences Labs they usually go over the safety on the first day, fire extinguisher, etc. They are working on a more uniform system (at least across Biology) since each room is a little different. AK says for senators to spread the word to their constituents and see who would like to serve. PHS volunteers. Senators will ask back at divisions for others.

V. Action Items

1. Minutes (12/4/15 and 1/21/16)—3 minutes

12/4/15 minutes: PHS motion; RM seconds. Discussion: none. Vote: Unanimous except for TM abstaining.

1/21/16 minutes: RF motion; HD seconds. Discussion: none. Vote: Unanimous except for TM, HK, and PHS abstaining.

1. Proposed Senate By-Law Changes (2nd Reading) – 30 minutes

AK distributes a document “Monthly Committee Meetings (DRAFT)” to senators. He asks particularly about the timing of senate’s meetings. Senators discuss and would like to extend their meetings to 4:00pm (i.e. 2 hours total instead of 90 minutes). Senators discuss the “Participatory Governance/Recommending Model” (reverse side of the document). KA asks about the CPC that has two committees reporting to it that are on the same level. She says if we’re doing a flow chart, it should be that—this does not correctly illustrate what is going on. AK walks senators through the chart and explains what is included/excluded. CMC asks about the Professional Development (“PD”) Advisory and about whether faculty have their own PD or is it shared with Classified? Her understanding was that faculty wanted their own PD. TG asks about whether these two (Classified/Faculty) share the same funds for PD? AK replies that PD funds are not earmarked specifically for one group or the other—these funds come from numerous sources. KA comments that by this chart it would appear that PD Advisory reports to the senates but she has no recollection of this group actually doing that. AK explains that this is a change. PD would report into the Academic and Classified Senates rather than proceeding directly to the President (for example: re: the Fall Flex Calendar). PHS: he suggests that we need to simply define the terms (i.e. “when PD matters are of mutual concern…”). When an issue is solely a concern of faculty or staff, only that senate will hear the issue. He suggests having both groups meeting at the same time so that they can join together into a larger group as the need arises. TG: asks about the position of SLOs Advisory & Distance Ed Advisory, questions this. Senators discuss these and how they relate to the CPC. RM: He agrees with KA that the problem with CPC is it’s only a recommending group. He uses the example of which departments are receiving new hires to illustrate this. Thus, having PD proceed through Senate gives more actual control. His second question is regarding how the money comes into PD. AK answers that money comes from numerous sources. RM asks if money comes in from one place or another (say, Equity), how can this PD committee really make use of that if it is earmarked for Equity PD? PM: she asks if what we have here on the chart strengthens the faculty role and the senate? AK replies that nothing contained herein is a marked departure from past practice. The exceptions made (for example: the DE Committee) do give faculty a greater voice. Now recommendations like PD would come through the Senate for our blessing before proceeding to the Administration. SB: asks about the wisdom/reasoning of putting SLOs Advisory under CPC, rather than under SSSP Advisory? PHS reminds the group that last semester (when Andrea & Debbie were here at senate) they brought up the issue that the SLO Advisory needs to go to CPC because SLOs are greater than just instructional. RF makes the suggestion that we are using a top down chart to illustrate something that does not want to conform to that model. He suggests a circular model wherein student learning is centralized and all else flows to that. Senators like this idea. AK walks senators through the chart piece by piece and they discuss. Biggest issues remain Student Learning Advisory and Professional Development Advisory and DE. Discussion continues but issue remains unresolved. SB: she is a member of DE committee. She says they do give the Academic Senate the courtesy of information relevant to faculty. But they do have staff on that committee too that are equally valuable. PHS adds that the committee shouldn’t change but who should bless their recommendations? CPC or senate? SB replies that they are looking at instructional delivery right now, but they also deal with issues that are administrative in nature. KA asks if we can invite DE committee leadership to next senate to discuss the placement on the chart. Senators agree with this suggestion.

Additional by-law changes: keep the Treasurer position and eliminate the proposed addition of the Curriculum Committee Co-Chair to the senate executive. We’ll wait on the Student Learning and DE and PD. MB raises issue of whether Curriculum Co-Chair being added as a voting member of the group, but not a member of senate exec? Yes, Curriculum Co-Chair will vote but not be a member of the exec.

1. Student Success Committee Membership

AK shows senators document “Membership: Representative College Governance Committee” MCN says in Student Services they wanted PM to serve and Corey Wendt as an at-large member.

Straw poll of senators as regards categories where only one nominee:

Steve Mooshagian: senators concur

Robin Douglass: senators concur

Jack Bennett: senators concur

Bill Hendricks: senators concur (Arts & Humanities)

Senators briefly discuss the remaining candidates (i.e. where a decision must be made re: who will serve). AK clarifies that this membership will only serve for this semester.

PHS suggests that where there is competition we request short bio’s / statements from faculty in order to make our decision. PM suggests that an instructional or student services faculty serve as a voting member in lieu of Michael Callahan. Senators concur with this suggestion. Time for this meeting is running short and senators are uncomfortable making hasty decisions as regards this committee. This discussion will be continued at the next meeting or (possibly) at a special meeting to be called next week.

d. OEI MOU: Motion by MCN; Second by SB. PM says she would like an opportunity to discuss this and there is no time to do so now. Senators concur. This discussion will be continued at the next meeting or (possibly) at a special meeting to be called next week.

VI. Discussion Items—NOT DISCUSSED; TIME RAN OUT.

1. Syllabus Template
2. [Rough] draft resolution re: college reorganization

VII. Consent Items – None

VIII. President’s Report—NOT GIVEN; TIME RAN OUT.

IX. Senate Subcommittees/Task Forces/Work Groups Reports

1. Enrollment Management Work Group Report-- NOT GIVEN; TIME RAN OUT.

X. Campus Committees Reports—NOT GIVEN; TIME RAN OUT.

XI. Announcements for the Good of the Order—NONE GIVEN; TIME RAN OUT

XII. Requests for Future Agenda Items—NOT DISCUSSED EXCEPT AS NOTED ABOVE.

XIII. Adjournment at 3:30pm.

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Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.  
2. Degree and certificate requirements.

3. Grading policies.

4. Educational program development.

5. Standards or policies regarding student preparation and success.

6. College governance structures, as related to faculty roles.

7. Faculty roles and involvement in accreditation processes.

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.