**Ventura College Academic Senate**

**Minutes**

**Thursday, January 22, 2015**

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

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

I. Call to Order at 2:03pm. The following senators were present:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Senator** | **Division Represented** | **Initials** | **Present** | **Absent** |
| Algiers, Kammy | Mathematics & Sciences | KA | X |  |
| Beatty, Donna | Mathematics & Sciences | DB | X |  |
| Carrasco-Nungaray, Marian | Student Services | MCN | X |  |
| Coffey, Colleen M. | Senate Secretary | CMC | X |  |
| Forde, Richard | Career & Technical Education | RF |  | X |
| Hendricks, Bill | Social Sciences & Humanities | BH | X |  |
| Lange, Cari | Senate Vice-President | CL | X |  |
| Kim, Henny | English & Learning Resources | HK | X |  |
| Kolesnik, Alex | Senate President | AK | X |  |
| Martin, Amanda | English & Learning Resources | AM | X |  |
| McCain, Mike | Mathematics & Sciences | MM |  | X |
| Morris, Terry or Anglin, Gary | Athletics, Kinesiology & Health | TM / GA | GA X |  |
| Mules, Ron | Social Sciences & Humanities | RM | X |  |
| Reyes, Tony | ASVC External Affairs Director  | TR |  | X |
| Sha, Saliha | Mathematics & Sciences | SS |  | X |
| Wendt, Patty or Paula Munoz | Student Services | PW / PM | PW X |  |
| Zacharias, Mary | Career & Technical Education | MZ |  | X |

Guests Present: Paula Munoz, Bea Herrera, Gloria Arevalo, Angelica Gonzales.

II. Public Comments   --Paula Munoz is here (she distributes a handout of her comments to the BOT). She is here to correct a misperception about what she said at the last BOT meeting (as represented in AK’s BOT report). She reiterates that she believes the new Dean position at VC should be funded out of general funds, not equity dollars. She is concerned that her primary point was lost in the way that this speech was quoted/represented in the email to faculty.

--Bea Herrera is here wearing her AFT hat as Grievance Chair. She wants to let the faculty know about concerns that have been brought to her attention re: class cancellations. Per contract, if there are 15 enrolled students at the start of the class, that class “shall” be allowed to continue. She says at VC this semester classes with many more students than 15 have been cancelled. She said this is a contract violation if a faculty member’s class was cancelled and their PAL was not fulfilled. The college is obligated to fulfill faculty’s PAL (ex. by a late start class instead). The issue that has come up is that classes were cancelled, the effected faculty member’s PAL was not fulfilled, and now a grievance will be filed. Message faculty received from deans was that this was an enrollment management issue and/or a directive from the EVP. This issue is not a negotiated item; rather it is no. 10 (institutional planning) of the Senate’s 10+1. She says each college’s senate needs to address the enrollment management process that was utilized this semester but particularly at VC where 99% of the complaints and questions have come up this semester. CL asks about how faculty can prove the enrollment in their class at semester’s start? This is briefly discussed. KA asks about emergency hires. Bea answers that if PT faculty are pre-longevity, there is no issue (i.e. they have no rights). KA brings up the issue of inconsistency—some classes being cancelled while others, with fewer students, are allowed to continue. Bea says this is exactly the issue: the inconsistency. Bea clarifies that prior to the first day of instruction management can cancel any class for any reason, but if the cancellation takes place fewer than 7 days prior to instruction start, faculty may not bump). RM asks about whether is a result of the new waiting list system—Bea answers that she does not know the answer to that; she clarifies that the waiting list is not a union issue specifically.

--Gloria Arevalo – Gloria asks that when AK sends out the agenda for the senate to all faculty can he please include the packet (that only senators receive) as well? This is briefly discussed as to why documents and draft minutes are only sent to senators. AK says that in future he will include language in the agenda email that if any recipient would like to see the attached documents that they email him to that effect and he will send them out directly on a case by case basis.

III. Acknowledgement of Guests  --Paula Munoz, Bea Herrera, Gloria Arevalo, Angelica Gonzales

IV. Approval of Minutes

 a. December 4, 2014—Motion by RM; 2nd by KA. 9-0-3 (Abstain: DB, CL, HK)

V. Discussion Items

 a. Frequency of management guests at Senate: Next meeting on 2/5 will be attended by Dr. Gillespie who wants to talk about process for approval of reports. AK informs senators that when the Senate Exec met our idea was the keep the guests rotational, perhaps one per month (Pres, EVP, VPB, District personnel, etc). KA asks if we can keep a list of questions for these guests as they arise so that when people come we have questions waiting. PW also says we should also give a time limit to the guests so that the senate can also get their work done. Senators agree.

 b. Budget update: AK says that he sent out the report from Brian Fahnestock at District. This was updated at the Admin Council yesterday re: impact at VC. It all looks “good” though some of it is still “up in the air”. There is more money for growth as well as for base funding. We are still short of our enrollment goals, but we have late start classes as well as the summer session to contribute to these. RM asks about our spring enrollment. AK says we are at 92% of our target right now (we are up from last spring, but we are still below target). Senators discuss what the summer sessions can potentially add enrollment-wise and this is briefly discussed. AK says he received the numbers from “Set Your Course Day”: 260 students ate lunch that day—and 125 of those have actually registered for classes. The data is still being analyzed, so information re: how many FTES generated still TBD. MCN thanks AK for sending out detailed budget information; she cannot recall that much specificity being distributed before. AK says he thinks as faculty we have a right to know and so he plans to send out budget information as well as Admin Council meeting updates.

 c. BP/AP 7211 – Minimum Qualifications and Equivalencies *(preliminary draft)­*—AK says this draft is in the hands of Michael Arnoldus who is on temporary leave so draft is not ready. But he says in general terms there is no longer an HR person, only faculty, at the equivalency table and that the information is then simply submitted to HR. He says faculty must also sign a confidentiality agreement (binding for 2 years). Other changes to equivalencies are a pre-determined list (which Academic Senates will create) of equivalent degrees. Another question that has come up is how many senates need to agree to this pre-determined list; this is still being discussed. The idea is that in future instead of having an applicant type in their degree, that they choose their degree from a drop down list and, if their degree is not on that list, then they apply for equivalency. Senators discuss this and agree that each area needs to scrutinize the qualifications for their area very carefully. Gloria Arevalo adds that whatever faculty come up with in terms of minimum qualifications, that this be attached to the course outline at the course level. She adds that there is nothing that prevents us from having more than one set of minimum qualifications (for example, for a cross-listed course).

 d. Scheduling and enrollment procedures: AK says in addition to the waiting list and class cancellations, management has been looking at productivity. He opens the floor to discussion. CL wants AK to encourage Michael or EVP’s office to capture the number of students that were on these really long waitlists, and then disappeared (i.e. they did not enroll in the added sections). MCN says her concern is that if we are not meeting our target FTES, why are we cancelling classes with say, 25 people? Senators discuss this. AK says this came up at Admin Council yesterday and he asked how many total classes were added and he did not receive a definitive answer (i.e. how many new FTES). Senators discuss this. AK says that this has created tension among faculty in that some classes are getting their classes full and 35 waitlists and other teachers have not enough students to make the class. Senators discuss the process of adding sections, the speed with which this happens, the need to have sections added at the same day/time and that those students get immediately/automatically enrolled. More discussion ensues. MCN says she remembers a time in the 90’s when faculty names were not put in the schedule so that classes simply filled up based on time (i.e. not as a faculty popularity contest). DB shares that one good thing that happened by way of this waitlist, she had 18 students on a waitlist, her class got moved to a room that could take 10 more people, the waitlist was helpful to help her prioritize those adds. She said a waitlist longer than 5 is helpful, but 35 may be excessive. Angelica Gonzales adds that financial aid is a big issue because they had students this week dropped from classes of 15, 20, or 25; if their class in week 2 was cancelled, they are going to be penalized (because they’ve already gotten their first disbursement). AK says more specific types of data should be forthcoming from administration within another month. KA suggests to ask Patrick to come to March senate meeting. CC brings up College Hour and this is very briefly discussed as a potential 30, 45, or 60 minute break in the block schedule. AK says in summer two-night per week classes have been added to the 6-week classes. Senators discuss the need for robust data about enrollment practices and trends.

 e. Approval of reports from shared governance committees: Last year, the document “Making Decisions” was never finalized. The fact that the Senate has withheld consent from some of these shared governance documents/reports is a problem. RM states that it was very simply that we see these reports the day they are due, or the day before. Senators discuss the potential deficiencies of the process (i.e. generating these reports and getting them in front of the senate). KA questions how much information senate needs about the process (ex: Equity) as it unfolds to avoid a situation (like we had with Equity) where at the end the Senate says “you didn’t involve us enough” and refuses to endorse the report. Senators continue their discussion. Angelica Gonzales asks for clarification about the process of how senators receive information and check with their constituencies and then come back to senate.

VI. Action Items

1. BP/AP 4105 – Distance Education (First Reading)—Motion by PW for first & second reading; 2nd by MCN. Angelica Gonzales says at DTRW she was asked to take this to Curriculum (meeting is first week in Feb), can this come back (in revised form) to Senate? AK clarifies. Vote is unanimous.
2. AP 5300 – Student Equity (First Reading)—Motion by RM for first reading; 2nd by AEM. Discussion: MCN says she was asked about second bullet point—to strike the phrase “from the community.” KA asks about the language “appropriate”. GA suggests that the word “appropriate” be stricken and “from the community.” Language should now read: *Involvement by people who can…* Third bullet point should strike “Campus-based” and begin with the word *“research”.* Vote is unanimous. This will come back at next meeting for a 2nd reading.
3. AP 4235 – Credit by Exam (First Reading)—Motion by CL for first & second reading; 2nd by RM. AK clarifies what this AP is saying. Vote is unanimous.
4. BP/AP 7120/7120-E (First Reading)—Motion by PW for first and second; 2nd by CL. Discussion: none. Vote is 9-0-2 (RM and HK abstain).

VII. Consent Items\*   (first and second reading)

 a. BP/AP 4102 – Occupational and Technical Programs

 b. BP/AP 4050/4051 – Articulation

 c. BP/AP 5140 – DSPS

Motion to approve the consent agenda by KA; 2nd by RM. Vote is unanimous.

VIII. President’s Report  --None.

IX. Senate Subcommittees Reports  --None.

X. Campus Committees Reports   --None.

XI. Announcements for the Good of the Order   --None.

XII. Requests for Future Agenda Items   --College hour for 2/5 meeting.

XIII. Adjournment at 3:22pm.