**Ventura College Academic Senate**

**Minutes**

**Thursday, January 21, 2016**

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

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

I. Call to Order at 2:04pm

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

CMC: Reading PHS’s comments into the record re: version of the Senate By-Laws that senators received.

III. Acknowledgement of Guests: Michael Bowen from Curriculum Committee

IV. Informational Items

 a. Curriculum Committee Update—from Michael Bowen: CC has finished going through the courses without SLOs and they took the 2nd reading of them this week. They have archived the courses that are not being offered. Took a preliminary vote on these in Dec, identified a few courses over the break, a few were saved based on feedback received from faculty, and this has been now taken care of. Next up is to cross-match the SLOs between Trac-dat and Curricunet and he and Debbie Newcomb are meeting to identify where there are errors/mismatches.

PM asks if credit/non-credit issue will be coming before the senate. AK replies that we don’t have a process re: what programs get developed. This is in the 10+1, but at the Ventura College Senate we don’t have a college-wide process. For example: Diesel Tech (new program). Money received from a donor to start this up, no college-wide discussion took place, this moved instead directly to the CC and they approved the program/courses. If approved at CC, a project moves forward—that is extent of the faculty’s involvement.

PM clarifies: herself, Angelica, and Bea went to a credit/non-credit program/conference. This is and should be a faculty issue. AK says the process right now, the only way faculty can involve themselves is via the CC. He says if we want to change this process we can, it can be addressed in the by-laws. Next CC meeting is 2/2 (1st & 3rd Tuesdays at 3:30 in this same room).

V. Action Items

1. Resolution Re College Hour—5 minutes

KA motion; 2nd by CMC. Discussion: HD asks what a college hour is? KA replies that this will be a slot in the schedule where we would *try* not to offer classes. Not supposed to be squeezing in committee meetings—more oriented toward collaboration of faculty, holding forums, student club meetings, etc. This proposal is just to have a college hour. The next step would be to assemble a work group to decide what it would actually be. PM says she is not opposed to it but that she sees it as blocking out an hour that might be better used. She says this gets in the way of one hour of class time that students need. TG says at his former institution, this time was put to use (1 day per week) with “lunch bunch” faculty collaboration/prof. devel., they also used this time to have a division meeting once per month. He agrees that we need to make sure that this doesn’t impact students negatively.

He proposes a friendly amendment: his department has a problem finding times for a department meeting. He says with a college hour they would not have this problem. “Whereas we have difficulty scheduling meetings that all full-time faculty can attend…”

AH: Comment that they are looking at CCSSI results now—we have an empirical basis.

AM: Says this is hard because the advantages from a faculty perspective. But for students—with no food on campus? Are we asking them to just hang around for an hour?

HD: Compression of our curriculum—she sees it having problems in her department in terms of the time. AK acknowledges that nursing may be unable to conform to a standard academic calendar—it’s different.

PM abstains; all others approve.

AK clarifies that he will now present this to management for forming of a work group etc. He will bring this back to see who is willing to serve.

1. Resolution Re Teaching & Learning Center—5 minutes

HD motion; TG 2nds. Discussion: AH asks for clarity as to where a teaching and learning center? Is this in Gutherie Hall because that is the talk around campus? AK answers re: how this figures into master planning on campus. This has been in our plans since 2010. She asks if this is coming from faculty or from management? AK replies that this is from faculty.

KA: this was something that was added to the Equity Plan (the first one). One of the reasons was that in our last accreditation we had said we were going to do that. Now that we’re looking at accreditation again, this has bubbled up again. Last heard re: Gutherie, too many events there. PM says if this is part of the educational master plan—why this resolution? This seems weak: just ask them to follow through on the plan. AK replies that such plans are not “binding” per se—senate doesn’t have a stronger hand to play. With this resolution, he can also present this to the BOT. If stronger action is necessary, senators can so direct him. Also, she believes we should delete the specifics (Flex, etc.)

AH: She likes what PM said about removing specifics. Amendment to the motion that the resolution is approved stopping (in 2nd paragraph) at “professional development at Ventura College.”

TG says he sees value in calling out at least Equity—since money comes from Equity.

CMC asks if “faculty” should be added. KA replies that Equity monies specify all—faculty, staff, etc. Senators discuss that this is part of the master plan.

AH says she would like to amend her amendment to read: “Faculty professional development…”

Unanimous approval.

1. Resolution Re Shorter Calendar—5 minutes

AH motion; KA 2nd. Discussion: AM says with the block schedule, may not work with a 16 week calendar. Also, we would probably have to offer classes on Friday. AK replies that most local schools doing this do not hold classes on Fridays either. BH asks what are the opposing arguments are? AK replies that some faculty worry that a shorter calendar is not conductive to students. SB says she looks at that and says that by the time they get to 16 weeks, the students are so fatigued. MCN says that our student body is not identical to other schools. SBCC for example is not identical to us. MCN says she was told the committee that was formed through AFT never followed through. AK gives a bit of background on how multiple committees were formed and worked through this issue. PM abstains; all others in favor.

1. Proposed Senate By-Law Changes (2nd Reading) – 30 minutes—Not discussed per PHS’s public comments, will be on next agenda.

VI. Discussion Items

1. Syllabus Template—

AK begins by giving senators background as to why this issue has been raised. Senators have an old form in their agenda packet as an example. AH says she was at the same meeting as AK. But this raises the potential of yet another place where this data would have to reside. She is dubious that pre-population of a template is feasible. KA has always had a problem with a template syllabus. She is in favor of a list of things that must be included. AK shows senators a template from Marin.

SB: She does not think we need to have identical syllabi for the sakes of students. She says this is not a reality in the workforce—people do things differently. She asks if this is advisory or mandatory? AK replies that this would be suggested only. SB replies that people who don’t have their SLOs on their syllabus already are not going to use a template. We need to find another way to reach them.

TG: says this that semester is the first time that he had a dean who told faculty what the syllabi should include. First time a dean looked at his syllabi. AK replies that having this emanate from management is problematic—this is a faculty issue. Senators concur. MB: asks if we can get Raeann to send us what she sent to her departments? KA says she did an exercise with the people from USC—a workshop where faculty could look at their own syllabus and work through it with a mid toward Equity. This will be a discussion item at the next meeting. AH will try to look at the ACCJC requirements to bring to this discussion as well.

1. College Reorganization

AK says this will be a standing item for discussion. We can of course make a formal recommendation. There was a forum and a suggestion made to have one additional instructional dean (i.e. 6 divisions). Right now the 6th is manned by an interim. At MC as of last Tuesday they had one new instructional dean approved (going from 6 to 7). AK asked Dr. Gillespie that if he’s planning to get this before the BOT, this discussion is coming very late. His reply was more or less that this is going forward to the BOT in any case. Administration is asking for input as to what the divisions should look like.

KA: Was at that forum. Also of faculty asked for data and while they never got data about numbers, now they are already moving forward. AK said there was a workload distribution (Excel) that was sent out re: how many faculty members. AK says he can resend this. KA says Phillip has data that is visually easier to look at. Then we can send forward more informed input. CMC brings up issue re: not enough support staff. That is the problem. KA says that deans are doing a lot of work that administrations could do. Also brings up extra evaluations of p/t faculty being done (every semester for 2 years). TG: recently saw a NY Times article re: rising cost of college not due to rising faculty salaries (which have been stagnant), but by hiring more administrators and paying them more. Getting another administrator doesn’t really move student success; more full-time faculty, more support staff does. CMC will put together a rough draft resolution for senators to chop up at the next meeting. AK will send out the data to senators.

VII. Consent Items – None

VIII. President’s Report

AK: Met with Chancellor. FTES is a big issue district-wide. Right now including the planned 4-week summer session, it looks like if things don’t change dramatically we are going to be up to 800 FTES short of our target. This is going to be a huge impact to the district. Also more late start classes are planned. Discussion today to also change the AP 6200 Re: budget development. Currently the policy is you take apportionment in the year that the class ends. Change would be to take option of taking apportionment when class ends (current policy) or at census date. Problem with that is that this is a zero sum game—the more we increase the first session, it impacts the 2nd. Senators ask questions about how this impacts offerings to students; AK clarifies how this policy works re: instructional issue vs. budget issue.

AK updates senators about faculty’s opinion as to BOT decision to keep Bernie Luskin on for another 2 years. Senators discuss this.

AH asks about posting for approved hires—not all ours have been posted whereas other college’s are. AK says yes, the other colleges posted theirs before we did.

IX. Senate Subcommittees/Task Forces/Work Groups Reports

1. Enrollment Management Work Group Report—Time ran out.

X. Campus Committees Reports –Time ran out.

XI. Announcements for the Good of the Order—Time ran out.

XII. Requests for Future Agenda Items –Time ran out.

XIII. Adjournment at 3:39pm.

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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.