

# Ventura College Academic Senate

## Agenda

Thursday, October 30, 2014

2:00-3:30 pm

Multidiscipline Center West (MCW) – 312

- I. Call to Order
- II. Public Comments
- III. Acknowledgement of Guests
  - a. Jamillah Moore – Chancellor (2:15pm – Time certain)
- IV. Approval of minutes
  - a. October 16, 2014
- V. Study Sessions
  - a. College Hour
- VI. Consent Items\*
  - a. BP/AP 4050 – Articulation
  - b. BP/AP 5110 – Counseling
  - c. BP/AP 5120 – Transfer Center
- VII. Action Items
  - a. Approval of faculty membership of College and District committees
  - b. Ventura College Academic Senate Goals for 2014-2015 (Second Reading)
  - c. Faculty Staffing Priorities Committee Rubric (First Reading)\*\*
  - d. Distance Education Handbook (First Reading)
  - e. Resolution Recognizing Toyota's Support of VC's Automotive Technology Program (First Reading)
- VIII. President's Report
- IX. Senate Subcommittee reports
  - a. Elections Committee report
  - b. Curriculum Committee report
  - c. Other Senate Committees reports
- X. Campus Committee reports
  - a. Campus Committees reports
- XI. Announcements for the Good of the Order
  - a. Instructional Calendar/Compressed Calendar
- XII. Requests for Future Agenda Items
- XIII. Adjournment

\*Consent Agenda items are action items that are presented for first and second reading. Approval of the Consent Agenda indicates approval of all items presented thereon. Any Senator may pull an item off of the Consent Agenda for review under our normal process of separate first and second reading at two Senate meetings as a regular Action item.

\*\* First and Second reading requested

According to Title 5, Section 53200, each California Community College shall have an Academic Senate, an organization of faculty whose primary function is to make recommendations with respect to academic and professional matters.

“Academic and Professional matters” means the following policy development and implementation matters that cover the following areas:

- |   |  |
|---|--|
| 1. Curriculum, including establishing prerequisites.                | 6. College governance structures, as related to faculty roles.   |
| 2. Degree and certificate requirements.                             | 7. Faculty roles and involvement in accreditation processes.     |
| 3. Grading policies.  | 8. Policies for faculty professional development activities.     |
| 4. Educational program development.                                 | 9. Processes for program review.                                 |
| 5. Standards or policies regarding student preparation and success. | 10. Processes for institutional planning and budget development. |

AND Other academic and professional matters as mutually agreed upon.

# **Ventura College Academic Senate**

## **Supplemental Agenda Packet**

**Oct 30, 2014**

### **VII. a. Approval of Faculty Membership of College and District Committees**

**Committees that require Senate approval:**

**College Planning Council:**

- Current Senate Exec (4): Peter H. Sezzi, Colleen Coffey **+ 2 VACANCIES**
- Past Senate President (1): **+1 VACANCY**
- Student Services (2): Marian Carrasco-Nungaray, Patricia Wendt
- CTE (2): Ralph Fernandez, Sandy Melton
- Gen Ed\*(6): Alex Kolesnik, Bob Moskowitz, Eric Martinsen, Mark Pauley,  
Will Cowen **+2 VACANCIES**

\*One of whom shall be an instructor in a basic skills area

**Additional faculty who are interested:**

Mary Jones, Cari Lange (Fall....maybe Spring), Debbie Newcomb

**Staffing Priorities Committee:**

- Senate Exec (4): Peter H. Sezzi, Colleen Coffey **+ 2 VACANCIES**
- Past Senate President (1): P. Scott Corbett
- Gen Ed reps (2): Steve Turner (2<sup>nd</sup> year) **+ 1 VACANCY**
- CTE (1): *Mary Zacharias* (2<sup>nd</sup> year)
- At-Large (2): ~~Marian Carrasco-Nungaray (2<sup>nd</sup> year)~~ **+ 2 VACANCIES**
- Student Services (1): Corey Wendt (2<sup>nd</sup> year) **+ 1 VACANCY**

**Additional faculty who are interested:**

Lauri Moore, Malia Rose, Cari Lange, Donna Beatty

**DTRW-I:**

- Academic Senate President\*\*(1): **+1 VACANCY**

**Additional faculty who are interested:**

Angelica Gonzales

\*\* Or designee. As the current Senate President also serves as the Curriculum Committee co-chair and already has a seat at DTRW-I, there exists a vacancy on this committee for the remainder of the fall 2014 semester.

*N.B.:* Note that Mary may or may not be able to serve on SPC due to jury duty service. Marian will not be able to serve on SPC due to a prior commitment on Nov. 14, the established hearing date for SPC.

Recommendation: Make both the Student Success and Student Equity Committee participatory governance committees.

### Student Success Committee

Charge: The Student Success ~~Committee Team~~ monitors college compliance with Accreditation Standard ~~I.B. #B~~ and ~~monitors the implementation of necessary reports and plans that promote a culture of student success at Ventura College. supports and promotes the coordination of effective and positive service to Ventura College students.~~ The ~~Team~~ Student Success Committee fosters communication and collaboration among the different student service programs and between student services and instruction and ensures the implementation of the programs and services documented in the reports and plans it develops. ~~The Dean of Student Services and an elected member of the Student Success Team serve as members of the Accreditation Steering Committee. The Committee reports to CPC.~~

Composition: Academic Senate President (or designee) + Eight at-large faculty [at least one of whom shall be a basic skills instructor, at least one of whom shall be a CTE instructor, at least one of whom shall be a member of the Student Equity Committee] (determined by Academic Senate) + Three at-large classified staff (determined by the Classified Senate) + Two students (determined by the ASG) + Three administrators (determined by the College President)

Chair: Faculty and Administrative co-chairs determined by the body.

Meeting time: 2<sup>nd</sup> Monday of the month, 1:00 p.m., Student Services Center Conference Room

### Student Equity Committee

Charge: To promote a culture of student equity at Ventura College by creating awareness and increasing access, course completion, English as a Second Language (ESL) and basic skills completion, degrees, certificates and transfer for, at a minimum, the following student groups who may be disproportionately impacted by college practices, programs or services: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities. The Student Equity Committee creates necessary plans and reports related to student equity and also ensures that the institution is in compliance with Accreditation Standard I.B. The Committee reports to CPC.

Composition: Academic Senate President (or designee) + Eight at-large faculty [at least one of whom shall be a basic skills instructor, at least one of whom shall be a member of the Student Success Committee, at least one of whom shall be on the Accreditation Steering committee] (determined by Academic Senate) + Three at-large classified staff (determined by the Classified Senate) + Two students (determined by the ASG) + Three administrators (determined by the College President)

Chair: Faculty and Administrative co-chairs determined by the body.

Meeting time: 2<sup>nd</sup> Wednesday of the month, 3:00pm, MCW-312

## I. **Composition of Student Equity Planning Committee**

Each college should form a Student Equity Planning Committee responsible for planning, developing, implementing, and monitoring the plan. Each college must decide the size and composition of the committee based on its organization, culture and needs. **However, committees should include an appropriate mix of administrators, faculty, classified staff and students representing academic affairs, student services, institutional research, the budget office, the academic senate, the associated student body and others involved with other institution-wide planning and evaluation.** Since student equity is affected by the awareness, actions and assumptions of individuals in every part of the institution, **it is important to include participants involved in institution-wide planning efforts such as accreditation, the educational master plan, the Student Success and Support Program plan, and the Basic Skills plan.** If the college deems it appropriate, the Student Equity Committee could be a subcommittee of or otherwise highly coordinated with the committees developing those plans. Student equity planning should also be included in and linked to program review particularly as it relates to indicators that are disaggregated by student demographics.

# **Ventura College Academic Senate**

## **Supplemental Agenda Packet**

**Oct 30, 2014**

### **VII. c. Faculty Staffing Priorities Committee Rubric**

Approved by the VC Academic Senate—Oct 27, 2011 ; Reaffirmed and approved for use in 2012 by the VC Academic Senate—Nov 15, 2012  
Proposed Revisions to the Staffing Priorities Committee Rubric – Presented to the Senate Council on Oct 30, 2014

**Ventura College Academic Senate**  
**Staffing Priorities Subcommittee**  
~~December 2013~~ November 2014

**RUBRIC FOR EVALUATION OF REQUESTS FOR FACULTY ~~GROWTH~~ POSITIONS**

	Low Priority (3 or 3.5)	Medium Priority (2 or 2.5)	High Priority (1 or 1.5)
<b>CRITERION A</b> <b>Full-Time Faculty Initiatives/Percentages</b>	More than 50% of the sections in the program are taught by full-time faculty members.	Less than 50% of the sections in the program are taught by full-time faculty members.	Unique accreditation or licensing standards require a full-time faculty member. OR Faculty member plays a key role in supporting an unmet institutional need OR a critical organizational priority OR unable to meet state mandated student services / instructional need.
<b>CRITERION B</b> <b><u>Class Cancellations</u></b>	<u>Within the past academic year (Spring-Fall 2014) 2 or greater sections PER SEMESTER were cancelled due to lack of/low enrollment.</u>	<u>Within the past academic year (Spring-Fall 2014), 1-2 sections PER SEMESTER were cancelled due to lack of/low enrollment</u>	<u>Within the past academic year (Spring-Fall 2014), NO sections were cancelled.</u>
<b>CRITERION C</b> <b>Linking SLOs/SUOs to Full-Time Faculty Initiative Requests</b>	Program has made little/no demonstrable progress toward the development and assessment of program level SLOs/SUOs <b>AND</b> documenting in a program's program review document how these SLOs/SUOs translate into the need for additional faculty positions	Program has made some demonstrable progress toward the development and assessment of program level SLOs/SUOs <b>AND</b> documenting in a program's program review document how these SLOs/SUOs translate into the moderate need for additional faculty positions	Program has made demonstrable, significant and measurable progress toward the development and assessment of program level SLOs/SUOs <b>AND</b> documenting in a program's program review document how these SLOs/SUOs directly translate into the immediate and pressing need for additional faculty positions
<b>CRITERIA C</b> <b>Adjunct FTEF</b>	<del>The hourly FTEF = 0 – 2.5 positions.</del> OR	<del>The hourly FTEF = 2.6 – 5.5 positions.</del> OR	<del>The hourly FTEF = 5.6+ positions.</del> OR <del>Alternative: 75% or more of the</del>

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	Alternative: 0-49% of the services provided by the program are provided by adjunct faculty.	Alternative: 50-74% of the services provided by the program are provided by adjunct faculty.	services provided by the department are provided by adjunct faculty.
<b>CRITERIAON D-D Institutional support</b>	Little or no support for the past three years from program, staffing priorities committee OR Ranking of “low” by the division for the position <u>in this year’s program review</u> as documented by the division’s program review summary form.*	Continued moderate support for the past three years from department, staffing priorities committee OR Ranking of “medium” by the division for the position <u>in this year’s program review</u> as documented by the division’s program review summary form.*	Continued strong support for the past three years from department, staffing priorities committee and/or Board of Trustee approval OR Ranking of “high” by the division for the position <u>in this year’s program review</u> as documented by the division’s program review summary form.*
<b>CRITERION E External Requirements / Recommendations</b>	There are NO regulations, statues or external bodies (e.g., accreditation commissions, faculty governance groups, CTE advisory/industry bodies, etc.) mentioning the need for additional full-time faculty.	There ARE regulations, statues or external bodies (e.g., accreditation commissions, faculty governance groups, CTE advisory/industry bodies, etc.) <u>SUGGESTING/RECOMMENDING the need for additional full-time faculty.</u>	There ARE regulations, statues or external bodies (e.g., accreditation commissions, faculty governance groups, CTE advisory/industry bodies, etc.) <u>MANDATING the need for additional full-time faculty.</u>
<b>Non-Graded Criteria</b>			
<b>CRITERIAON X E (NON-GRADED) Availability of adjunct faculty</b>	It is not difficult to find adjunct faculty in this discipline.	It is moderately difficult to find adjunct faculty in this discipline.	Classes have been cancelled due to inability to find qualified adjunct faculty.
<b>CRITERION Y (NON GRADED) Fill rate</b>	Within the past academic year (Spring-Fall 2014), the fill rate for sections offered was 70% or less	Within the past academic year (Spring-Fall 2014), the fill rate for sections offered was 70-89% or less)	Within the past academic year (Spring-Fall 2014), the fill rate for sections offered was 90% or greater

\*Hopefully these summary forms will be available by the time SPC meets or else we will simply have to take the presenter’s word on the divisional ranking.

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