**Ventura College Academic Senate**

**Minutes**

**Thursday, 21 February 2013 MCW-312**

1. Call to Order

This meeting was called to order at 1:40 p.m. The following senate members were present:

Chen, Albert—Social Sciences, Arts and Humanities

Enfield, Amanda—English and Learning Resources

Forde, Richard—Career and Technical Education

Haines, Robbie—Senate Secretary

Hendricks, Bill—Social Sciences, Arts, and Humanities

Horigan, Andrea—Social Sciences, Arts, and Humanities

Kim, Henny—English and Learning Resources

Mitchell, Nancy – Career & Technical Education

Muñoz, Paula—Student Services

Parker, Jennifer—Career and Technical Education

Pauley, Mark—Senate Treasurer

Rose, Malia—Mathematics and Sciences

Sandford, Art—PE/Athletics, Communication Studies, Foreign Languages, and ESL

Sezzi, Peter—Senate President

1. Public Comments

Muñoz reported that OC procured a separate bus for VC students to attend the March in March demonstration, so their transportation will be easier. Faculty advisors may still be needed. Application forms are at EOPS.

1. Acknowledgement of Guests

No guests were present.

1. Approval of Minutes, 7 February 2013

Pauley motioned to approve these minutes, Horigan seconded. Discussion ensued: Muñoz noted that she had abstained in the vote relating to graduation requirements. A change in wording to the letters of recommendation opinion was suggested and accepted. The motion carried 12–0–1 with Mitchell abstaining.

1. Study Sessions
2. VC Presidential Search Screening Criteria and Questions (Cont’d)

Criteria and questions were discussed, as were desirable traits in a candidate. Sezzi informed Senators of the state of the recruiting project.

1. VCCCD Educational Master Plan Planning Process & Implementation

Consensus was reached that Senate will go over the questions associated with this topic in a study session at the next meeting. That study session will be moderated by Asst Dean David Bransky by Senators’ consent.

1. Accreditation—News and Updates

Sezzi distributed a copy of the letter announcing ACCJC’s accreditation-related actions and he informed Senators of our new accreditation reaffirmation.

1. Action Items
2. Distance Education Handbook (Second Reading)

This matter will be discussed at a future meeting.

1. BP/AP 4030—Academic Freedom (Second Reading)

Sandford motioned to approve this document, Muñoz seconded. The motion carried unanimously.

1. BP/AP 4100—Graduation Requirements for Degrees and Certificates (Second Reading)

Muñoz motioned to approve this document, Haines seconded. The motion carried unanimously.

1. AP 4240—Academic Renewal (Second Reading)

Muñoz motioned to approve this document, Haines seconded. The motion carried unanimously.

1. BP/AP 4025—Philosophy and Criteria for Associate Degree and General Education (First Reading)

This document was still not ready for Senate consideration.

1. BP/AP 4300—Field Trips (First Reading)

Haines motioned to approve this document, Horigan seconded. The motion carried unanimously.

1. Ventura College Academic Senate Standard Operating Procedures (First Reading)

Sezzi introduced this document as an attempt to create norms or best practices for the operation of the Academic Senate. He suggested that it should be reviewed at the beginning of each year and all Senators should get a hard copy of it at the beginning of their terms. There was general consensus that this was a good idea. Sandford motioned to approve this document, Muñoz seconded. The contents of the document were briefly discussed as were the comparisons between these norms and formal Senate Bylaws. The motion carried unanimously. Senators also provided suggestions for additional topics to be added to this document.

1. President’s Report
2. Board of Trustees meeting report

Sezzi described this meeting, with a special focus on how on the very day when we received a hard copy of the letter from ACCJC reaffirming our accreditation two Board members demonstrated how precarious it is to stay accredited and why we must be vigilant to maintain our liberty and off sanction. Invitations to Board members were discussed.

1. Administrative Council Report

Sezzi reported that this group met the previous day and he reported on FTES goals and the number of students reporting intention to transfer to CSU. It was opined that divisions should generate their own strategies for increasing FTEs, because different disciplines have different needs and constraints. Faculty webpages were discussed, as were strategies for keeping them current.

1. DCAS, ITAC Reports

DCAS: Sezzi discussed several policies that were discussed at DCAS and he asked if Senators would like any of them placed on a future Senate agenda. Consensus was reached that two of these (“Fees” and “Reserves”) will be addressed as first and second reading at a future Senate meeting.

ITAC: Sandford reported on the proceedings of this meeting. The IT department wants Course Studio (CS) to be phased out in favor of Desire to Learn for web enhanced courses. CS is moving to a new version so anyone faculty use it will have to learn a new system if we were to stick with it so it seems prudent to have D2L be the new system that faculty learn rather than another version of CS. The differences between web-enhanced, hybrid, and fully online courses were discussed, as was the Curriculum committee backlog in approving courses for being web-enhanced.

1. Senate Subcommittee reports
2. Curriculum Committee Report

Sezzi informed Senators of this committee’s backlog of work to do in a short period of time. He reported that a proposed course was not acted on—there was disagreement on details of the course, and no action was taken. Sezzi will act as Curriculum co-chair next term.

1. One Book, One Campus Committee Report

Sezzi informed Senators of the upcoming activities associated with this year’s book Mary Roach’s *Packing for Mars* . The library is providing free loaner copies of this year’s book. The plan is to use this same book for next fall as well and move One Book, One Campus to a year long event, spanning spring to fall semesters.

1. Other Senate Committees Reports

No reports were made.

1. Campus Committee Reports
2. BRC report

Sandford reported that no additional cuts are anticipated. VC is currently low on FTES, largely because of the removal of extra-large classes. The need for a competent enrollment strategy was discussed.

1. Campus Committees Reports

No additional reports were made.

1. Adjournment

This meeting adjourned at 3:20 p.m.