

# Academic Senate Executive Council Minutes

Tuesday, 16 September 2008, 2:30 p.m.

President's Conference Room

STANDING MEMBERS						Guests
POSITION	NAME	PRES ENT	POSITION	NAME	PRES ENT	Welcome! Please sign in.
ASEC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran		Bob Gregg
ASEC V.P.	Rolland Petrello	X	History/Institutions	Nenagh Brown		
ASEC Secretary	Roberta Harma	X	Library	Mary LaBarge	X	
ASEC Treasurer	Rex Edwards	X	Life Sciences	Andrew Kinkella	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Kristi Almeida-Bowin	X	Modern Languages	Raquel Olivera	X	
Business/ CIS	Tim Weaver	X	Music/ Dance	James Song	X	
Chemistry/ Earth Sciences	Deanna Franke	X	Physical/ Health Education	Nancy Stewart	X	
Counseling	Chuck Brinkman	X	Physics/ Astronomy	Clint Harper	X	
Computer Sci/ CNSE	Vish Viswanath		Student Health Center	Dena Stevens		
English/ ESL	Judith Ramos	X	Theater Arts/ Communications	John Loprieno		
EATM	Cindy Wilson	X	Media/ Visual Arts	Riley Dwyer	X	
ACCESS	Melanie Masters		Associated Students	Lauren Lewow	X	

TODAY'S HANDOUTS and/or PROJECTIONS	Meeting Calendar 08-09 Tuesday 2:30-4 pm PCR		
Agenda	<del>September 2, 2008</del>	September 16, 2008	September 30, 2008
Minutes from 5/6/08 meeting	October 7, 2008	October 21, 2008	
Minutes from 9/2/08 meeting	November 4, 2008	November 18, 2008	December 2, 2008
Evaluation Form from Section 12.1 Agreement between the VCCCD and AFT Local 1828	January 20, 2009	February 3, 2009	February 17, 2009
Evaluation outcomes from Deans- Dept Chairs meeting Sp 08	March 3, 2009	March 17, 2009	March 31, 2009
Distance Ed Proposal	April 7, 2009	April 21, 2009	
Academic Senate Council Handbook	May 5, 2009		Fac/Staff Brunch 5/ /09

**Meeting Called to Order: 2:30 pm**

**Meeting at a Glance:**

Issue	Discussion	Main Participants	Action Taken (if applicable)
Distance Ed reorganization proposal	Proposal to formalize and expand Distance Ed committee under EdCAP	ASEC	2 <sup>nd</sup> reading of proposal at next meeting
New Academic Center	Who will populate the new building?	M. Tennant	No decisions yet
Faculty Evaluation Form	Deans-Dept chairs meeting proposed criteria for excellent, satisfactory	ASEC	Compare with contract and discuss at next meeting.
Tenure Procedures	ASC involvement in establishing tenure review procedures	M. Tennant	Prepare a Tenure Handbook based on the AFT contract?
Senate Handbook	Handbook was distributed to committee	M. Tennant	Review. Send comments by email

## **Detailed Dialogue:**

### ***I. Public Comments***

- Kathryn Adams recommended faculty attend Great Teachers Seminar, she found it very inspiring.

### ***II. Approval of Minutes***

- Minutes of May 6, 2008 – approved
- Minutes of Sept 2, 2008 - approved

### ***III. Treasurer's Report***

- Rex Edwards reported:
    - Checking: \$ 1365.54
    - Savings: \$ 677.92
    - Fall fundraising has commenced. Encourage your colleagues to contribute to A.S. through payment of dues.
- Rex commented that Part Time faculty might feel left out of Academic Senate. They have limited contact with colleagues due to brief time they're here, mostly at night when Full Time faculty are gone.
- It was recommended that ASC President Margaret Tennant write a letter inviting Part Time faculty to participate and be involved in ASC meetings and faculty concerns.

### ***IV. Committee Reports***

- **Curriculum Report (Mary LaBarge)**  
General Ed committee meets on alternate Wed at 1:00 – they are open meetings and divisions are encouraged to have faculty attend, for the benefit of both.  
COR form will be modified Course Objectives will become “Learning Outcomes”.  
Oh Joy, a new form to update.
- **EdCAP Report ( Rolland Petrello)**  
None
- **Facilities CAP Report (Phil Abramoff)**  
None
- **Faculty Development Report (Judith Ramos)**  
None
- **Fiscal Report (Margaret Tennant)**  
none
- **TechCAP Report (John Loprieno)**  
none
- **Senate Subcommittees Reports**  
none
- **Associated Students (ASB) Report**  
none

- **District Report (M Tennant)**  
none

## V. *Unfinished Business*

- **Ratification of standing committee members**  
It was moved, seconded, and vote was unanimous to ratify 2008-2009 standing committee members.
- **Re-organization of Distance Education Committee Proposed**  
First reading of Proposal for Alternative Delivery at Moorpark College written by Dean Lisa Miller and Lisa Putnam. Reactions by the committee: The proposal needs to specify what the goals for this committee would be. Distance Education is part of strategic planning for Moorpark College and so it warrants a subcommittee and belongs under EdCAP.  
Second reading of this proposal will occur at the next ASC meeting.
- **Populating new Academic Center**  
No decisions have been made about who will occupy the Academic Center yet.

## VI. *New Business*

- **Faculty evaluations**  
ASC President, Margaret Tennant distributed section 12.1 from the VCCCD-AFT Union contract and a table of recommended evaluation criteria from the Deans and Dept Chair joint committee meeting from Spring 2008. Our charge is to incorporate these recommendations into a Faculty evaluation form. Tennant asked for volunteers to look over the recommendations. Raquel Olivera, Melanie Masters, Deanna Franke, and Clint Harper volunteered.  
Send any comments, suggestions to Tennant.
- **Tenure**  
Senate needs to be involved in establishing procedures for Tenure Review.  
ASC President, Margaret Tennant, is attending the first meeting of each Tenure Review Committee, and has offered suggestions for developing outcomes for tenure plans.  
Our AFT Union Contract specifies skills faculty should have to be granted tenure, not a specific time of service, such as four years.  
A suggestion was made that ASC prepare a Tenure Handbook, similar to the Sabbatical Handbook, detailing the tenure process and the types of documentation required for recommending tenure. The information in the Handbook would be based on the Union contract.  
Riley Dwyer offered to share her findings of how other colleges handle the tenure process at the next meeting.
- **Senate Handbook Review**  
M. Tennant asked ASC to review the Senate Handbook and send comments and changes to her mailbox.
- **Moorpark College Technology Plan**  
Tech Plan involves instruction so ASC needs to be involved in plan. The Plan will be distributed via email before the next meeting.

## ***VII. New Concerns***

- **Copy Center**

Riley Dwyer raised the issue of the Copy Center. Copy machines are unreliable, dilapidated.

A variety of concerns were expressed including lack of help during heavy use times (mornings), paper running out, long turn-around times, and whether having faculty make their own copies made sense economically. Is it possible to have a professionally staffed copy center?

Providing handouts, quizzes, and exams is part of our instructional duties and is done for students.

- **updates on College programs**

ASC would like to have updates on programs such as PACE.

- Kathryn Adams requested that faculty attend Student Services meetings.

- Phil Abramoff announced that he spoke with President Pam Eddinger about Disabled Access issues on campus and a committee has convened to address any concerns.

## ***VIII. Announcements***

- Margaret Tennant noted that we need to move to a larger room; future meetings will be held in the Campus Center Conference Rooms.

**Meeting Adjourned:** 4:00 pm.      **Next ASEC meeting:** Sept 30, 2008 at 2:30 pm.