

# Academic Senate Executive Council Minutes

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

Campus Center Conference Room B

STANDING MEMBERS						Guests
POSITION	NAME	PRES ENT	POSITION	NAME	PRES ENT	Welcome! Please sign in.
ASEC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran	X	
ASEC V.P.	Rolland Petrello	X	History/Institutions	Nenagh Brown	X	
ASEC Secretary	Roberta Harma	X	Library	Mary LaBarge	X	
ASEC Treasurer	Rex Edwards	X	Life Sciences	Andrew Kinkella		
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	X	Student Health Center	Dena Stevens		
English/ ESL	Judith Ramos	X	Theater Arts/ Communications	John Loprieno	X	
EATM	Cindy Wilson	X	Media/ Visual Arts	Riley Dwyer	X	
ACCESS	Melanie Masters	X	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>	<del>September 16, 2008</del>	September 30, 2008
VCCCD Equivalency Process and Procedures dated May 4, 2006	October 7, 2008	October 21, 2008	
MC Associated Students Recycling Task Force Proposal	November 4, 2008	November 18, 2008	December 2, 2008
VCCCD FY09 Budget allocation	January 20, 2009	February 3, 2009	February 17, 2009
VCCCD FY09 Revenue Projections	March 3, 2009	March 17, 2009	March 31, 2009
	April 7, 2009	April 21, 2009	
	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)
Faculty Evaluation Outcomes	What should ASEC's role be in this?	ASEC	Tabled for further discussion at next meeting.
Distance Education committee reorganization	Should PACE be included with Distance Ed?	ASEC	Tabled for next meeting to discuss with Dean Lisa Miller

## **Detailed Dialogue:**

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

- none

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

- Minutes from Sept 16, 2008- postponed until next meeting.

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

- Rex Edwards reported:
  - Checking: \$ 1365.54
  - Savings: \$ 677.92
  - Two Service bricks for faculty are being ordered and installed this year.

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

- **Curriculum Report (Mary LaBarge)**  
CC and Tech Review subcommittees are meeting twice a month to handle the deluge of COR's as many departments are updating their COR's.
- **EdCAP Report ( Rolland Petrello)**  
The committee is busy working on accreditation standards and held a training last Friday.
- **Facilities CAP Report (Phil Abramoff)**  
None
- **Faculty Development Report (no rep)**  
Meets on third Wed. 2:30-4. ASC President Margaret Tennant asked committee members to check their availability because it's important for faculty to be represented and have someone from ASC attend.
- **Fiscal Report (Margaret Tennant)**  
Margaret Tennant distributed VCCCD Revenue projections based on Governor's May Revise, FY09 Budget Allocation, and Productivity Factor from 525 report.  
For the Budget Allocation, she noted that 2009 is the last year for the transition funding for OC and VC and that the Total Class Schedule Delivery Allocation provides for no growth for Fall 09 because the state is not increasing growth-based revenue.  
Moorpark College has met the Chancellor's challenge to reach Productivity of 490 for Fall 2008.
- **TechCAP Report (John Loprieno)**  
"Track it" system has been implemented for requesting Technology equipment or assistance online. Services can be requested at [Trackit.vcccd.edu](http://Trackit.vcccd.edu) or thru administrative services (sidebar for Track it).
- **Senate Subcommittees Reports**  
none

- **Associated Students (ASB) Report (Lauren LeWow)**

Three AS representatives are funded to attend the Academic Senate Plenary meeting in Los Angeles in November.

AS has proposed creating a Recycling Task Force to administer its campus-wide recycling effort and to use funds it generates for its general fund and AS Scholarship Fund.

Suggestions from the Committee included adding office paper from faculty or division offices and plastic tennis ball cans from the PE area to recycled items.

- **District Report (M Tennant)**

Human Resources is preparing a document on Equivalency Process and Procedures for VCCCD and is seeking input on suggested guidelines for granting Equivalency. M. Tennant distributed VCCCD Equivalency Process and Procedures adopted in May 2006 and noted that Sections I and II which consider anticipated degree completion and appropriate coursework are “works in progress”. It was suggested that these be compared with the Declaration of Equivalency on applications for employment with VCCCD. Questions were raised about procedures for single course equivalency in which an instructor is hired to teach a single course rather than across the discipline.

DCSL – student services are also being developed on a district wide basis.

## V. *Unfinished Business*

- **Ratification of standing committee members**

Motion was made, Seconded and Vote was unanimous to ratify new committee members.

- **Subcommittee report: Faculty Evaluation outcomes**

Margaret Tennant noted that evaluating faculty is not one of the 10+1 responsibilities of the Academic Senate. Raquel Olivera and Rex Edwards explained that the faculty evaluation form was negotiated between the faculty Union and the District in the new contract.

It was suggested that *general* guidelines be developed for defining what constitutes “excellence” or “satisfactory” in teaching and avoid the use of specific examples which might make the criteria too rigid.

Margaret Tennant polled the committee informally about what direction the ASC should take with the evaluation form- should we try to incorporate the suggestions of the Spring, 2008 Dean-Department Chair meeting into general guidelines?

Most members of the committee thought a training session on how to use the evaluation form would also be useful to faculty.

Discussion was tabled for next meeting.

- **Distance Ed committee reorganization**

Discussion focused on possible problems with including PACE in Distance Ed.: PACE may not belong in Distance Education since PACE students are also enrolled in traditional courses on campus.

Motion was made, Seconded and Vote was unanimous to table until next meeting when Lisa Miller will be attending and can address questions about PACE and any other concerns.

**VI. *New Business***

- **Copy Center update**

Ray DiGuilio suggested that one solution might be to hire an outside contractor to run the copy center. Concerns were expressed about long turn around times and whether faculty would still be able to walk up and make copies themselves. Tennant asked committee members to email suggestions and concerns to her and she would forward them to Ray DiGuilio.

**VII. *New Concerns***

- **Dates** need to be set for faculty hiring prioritization meeting, and deadlines and arrangements made for receiving Program Plans.

**VIII. *Announcements***

- Fall Plenary session is approaching: Nov 6-8.  
Tennant encouraged committee members to attend with her, especially since this will be her last year as ASC President. It's a good opportunity to become familiar with state-wide academic senate interests and concerns.
- Chancellor Meznek has asked for faculty to volunteer for WASC accreditation.
- Moorpark Symphony is performing this Sat. at 8:00.

**Meeting Adjourned:** 4:05 pm.      **Next ASEC meeting:** Oct 7, 2008 at 2:30 pm.