

Academic Senate Executive Council Minutes

Tuesday, 07 October 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. Bob Darwin
ASEC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran		
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		Modern Languages	Raquel Olivera	X	
Business/ CIS	Tim Weaver		Music/ Dance	James Song	X	
Chemistry/ Earth Sciences	Deanna Franke	X	Physical/ Health Education	Nancy Stewart	X	
Counseling	Chuck Brinkman		Physics/ Astronomy	Clint Harper	X	
Computer Sci/ CNSE	Vish Viswanath		Student Health Center	Dena Stevens	X	
English/ ESL	Judith Ramos	X	Theater Arts/ Communications	John Loprieno	X	
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	September 2, 2008	September 16, 2008	September 30, 2008
Minutes from Sept 16,30	October 7, 2008	October 21, 2008	
Alternative Delivery at MC	November 4, 2008	November 18, 2008	December 2, 2008
PACE Report 2007-2008	January 20, 2009	February 3, 2009	February 17, 2009
CA Ed Code and Title 5 on Minimum Quals and Equivalency	March 3, 2009	March 17, 2009	March 31, 2009
Draft of VCCCD District Policies	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)
Distance Education committee reorganization	Distance Ed would be a sub-committee of TechCAP.	ASEC	Proposal was approved.
PACE report for 2007-08	Revisions to PACE Program, new major in General Studies added.	ASEC	Dean Lisa Miller, PACE Counselor Lynn Hastings
MC Technology Plan	Reviewed revised document	ASEC	2 nd reading next meeting
Hiring Prioritization 2008	Dates for hiring prioritization were announced	M Tennant	Oct 21 Program Plan distribution Nov. 18 Prioritization Meeting
Copy Center	VCCCD is seeking bids from vendors	ASEC	none

Detailed Dialogue:

I. Public Comments

- none

II. Approval of Minutes

- Minutes from Sept 16, 2008- approved with addition of volunteers in section VI
- Minutes from Sept 30, 2008- approved

III. Treasurer's Report

- Rex Edwards reported:
 - Checking: \$ 1440.54
 - Savings: \$ 677.92
 - The Fall campaign is currently underway to make new faculty aware of the Academic Senate and to encourage them to contribute the \$25 annual dues through payroll deduction.

IV. Committee Reports

- **Curriculum Report (Mary LaBarge)**
The Curriculum Committee was notified of changes in California Ed Code that affect repeatability of courses and how this will affect information in Course Outlines (CORs).
Judith Ramos asked about repeatability of academic courses. Academic courses can only be repeated with a grade of D or F.
CC is considering eliminating courses numbered with the "89" series. Departments will receive information about this soon.
- **EdCAP Report (Rolland Petrello)**
none
- **Facilities CAP Report (Phil Abramoff)**
None
- **Faculty Development Report (no rep)**
none
- **Fiscal Report (Margaret Tennant)**
none.
- **TechCAP Report (John Loprieno)**
The Committee made revisions to the Moorpark College Technology Plan. Loprieno pointed out revisions in sections 3 (p.11, 12).
Clint Harper noted that the Tech Plan doesn't include "classroom clickers". He suggested that the committee address this new technology and decide whether to standardize which clickers are used. Clicker technology is changing rapidly and new methods may include the ability to use cell phones as clickers which would eliminate the need to purchase them.
- **Senate Subcommittees Reports**
none

- **Associated Students (ASB) Report (Lauren LeWow)**
Thirteen AS representatives will be attending the Campus Retreat this Friday and will make a presentation on Obstacles to Student Learning.
- **District Report (M Tennant)**
none.

V. *Unfinished Business*

- **Distance Ed committee reorganization proposal** – Dean Lisa Miller
Dean Lisa Miller clarified the proposal for the committee:
WASC is making new regulations for Distance Ed which address identifying online, hybrid, and Distance Ed courses. The College also needs to address student services for DE students. This sub-committee would consider how the needs of these students will be met. Dean Miller is hoping that all Divisions on campus would participate in this subcommittee since nearly all offer online or hybrid courses.
Miller thinks that PACE should not be included with Distance Ed because PACE classes are a combination of online and on site; some courses are hybrids, and some are held on campus.

Motion was made to approve Proposal as written, motion was seconded.

Discussion: Nenagh Brown proposed that it be called a Distance Ed committee rather than “alternative delivery”. She expressed concern that the proposal is very general in nature, and suggested that it should include information on who the committee members will be.

It was suggested that since oversight of the sub-committee would be by EdCAP, we could have them report to ASC or have an ASC member attend their meetings and give reports to ASC.

The committee decided to vote on the proposal as written, vote was unanimous to approve.

- **Moorpark College Technology Plan**
The revised Technology Plan (dated 09/08/08) was sent to ASC members through email last week (See discussion under TechCAP meeting in committee reports section above)
Second reading will be at next meeting.
- **Dates for Hiring Prioritization**
Margaret Tennant announced dates:
Oct 21 ASC meeting- Program Plans will be distributed for those Programs requesting faculty, criteria for prioritization from past meetings will be distributed.
Lisa Putnam will define/discuss the data presented in the Program Plans.
Nov 4 ASC meeting- the committee may ask questions about the Program Plans and discuss the prioritization criteria
Tuesday, Nov 18- from 2-6 pm – prioritization meeting.

Clint Harper asked if President Pam Eddinger will seriously consider our recommendations or will they be ignored, essentially making the prioritization process a waste of our time.

- **Copy Center update**
Contractors offer a variety of packages when they submit bids, so we can choose the package that best serves our needs, including walk-up service. Clint Harper asked whether the District intended to simply choose the lowest bid and advised the committee to be aware of problems with vendors not stocking parts for machines, so we would have to wait, with inoperable machines, for parts to be ordered and delivered. Vendors keep their costs down by not keeping parts in stock.

VI. New Business

- **PACE Update** **Dean Lisa Miller and part time Counselor, Lynn Hastings**

Dean Miller and Ms. Hastings distributed a detailed report on PACE for 2007-2008 school year and discussed how the program was organized, evaluated, and improvements initiated by an advisory committee.

They noted that the PACE Facilitator position was unfilled and that of the two PACE majors offered, only the Business major attracted significant numbers of students. Several improvements were initiated in Spring 2008 and Fall 2008, based on evaluations by both students and faculty. Most PACE students want to transfer to a four year institution, so transferable AA degree options were added to the program, as well as a new General Studies, Liberal Studies planned for Spring 2009. Phil Abramoff asked who the PACE faculty are. Dean Miller explained that each Division staffs the courses requested by PACE with faculty from that Division. The classes differ from normal offerings in that classes must be offered as 8 week and either in the evening or on Saturdays. For Fall 2008, part time Counselor, Lynn Hastings, was hired in place of a facilitator position. Training in instruction of PACE courses was initiated to address suggestions made by students.

Some ASC committee members noted that problems have been encountered with room conflicts with PACE courses, and with on-site testing for online courses, because these don't show up on the campus room schedule. This problem needs to be addressed.

- **Amplified sound** – A subcommittee was formed to write a draft of Senate policy, and consists of Riley Dwyer, Phil Abramoff, Nenagh Brown, and John Loprieno.

VII. New Concerns

- M. Tennant distributed Board Policies and Procedures for student services – academic affairs. Policies are taken from the college catalog. Committee needs to read through these policies and bring comments to the next ASC meeting. These are also being reviewed by the other VCCCD Academic Senates.

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.
- State Rostrum, publication of the State Academic Senate, was distributed to ASC members.
- Fall Fling Forward is this Friday Oct. 10, 2008

Meeting Adjourned: 4:05 pm. **Next ASEC meeting:** Oct 14, 2008 at 2:30 pm.