Academic Senate Executive Council Minutes

Tuesday, 04 November 2008, 2:30 p.m.
Campus Center Conference Room B

STANDING MEMBERS						Guests
POSITION	**NAME**	**PRESENT**	**POSITION**	**NAME**	**PRESENT**	**Welcome! Please sign in.**
ASEC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran		Stefanie Palchanis
ASEC V.P.	Rolland Petrello	X	History/Institutions	Nenagh Brown	X	
ASEC Secretary	Roberta Harma	X	Library	Mary LaBarge	X	Lisa Putnam
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		
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	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	X	Associated Students	Lauren Lewow		

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 Oct. 21, 2008	~~October 7, 2008~~	~~October 21 , 2008~~	
VCCCD Glossary for Program Planning Data Report	November 4, 2008	November 18, 2008	December 2, 2008
Program Improvement Progress Report	January 20, 2009	February 3, 2009	February 17, 2009
Career & Tech Ed Summary Sheet	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)
Hiring Prioritization 2008	Terms used in Program Plan Data were defined and discussed	Lisa Putnam	Prioritization Meeting of ASEC and Dean's Council is Nov 18, 2-6 pm.
VCCCD Academic Affairs Procedures	Procedures #4020, 4022, 4050, 4070, 4101, 4230, 4232, 4235, 4240, and 4300 were approved	ASEC	ASEC voted to approved these procedures.
Proposal for Career/Tech ED subcommittee	EdCAP approved proposed Subcommittee	ASEC	ASEC voted to approve new committee
Program Plans	Program Improvement Progress Report will be added to Prog Plans	ASEC	ASEC will review and discuss this at the Dec 2 meeting.

Detailed Dialogue:

I.   *Public Comments*
- none

II.   *Approval of Minutes*
- Minutes from Oct 21, 2008- approved as amended.

III.   *Treasurer's Report*
- Rex Edwards reported:
  - Checking: $ 1408.54
  - Savings: $ 678.05

IV.   *Committee Reports*

- **Curriculum Report (Mary LaBarge)**
  Share Point has been set up for Curriculum Committee members to review COR's; it eliminates the need for duplicate copies with duplicate revisions.

- **EdCAP Report (Rolland Petrello)**
  The proposal for a Career/Tech Ed Committee was accepted by EdCAP.
  Program Improvement Progress Report was distributed to committee members- this document will be added to next year's Program Plans. ASEC will review this document at the December meeting. Margaret Tennant plans to distribute a communication flow path to chairs of committees so they are aware of who and when all involved parties should be included in their decision-making process.

- **Facilities CAP Report (Phil Abramoff)**
  Academic Center: Contractor expects to be completed by Jan 2010 and ready for use by Fall 2010.
  EATM Project: Need to repave an old road to permit access of heavy construction equipment to the EATM compound.
  Parking: Loss of parking lots due to construction and sites for new buildings was addressed. Possible solutions proposed are multilevel parking structure, use of Park n Ride lot and shuttles for student parking.
  A bridge may be needed to cross Campus Road from upper parking lot to Health Science Bldg.

- **Faculty Development Report (Nenagh Brown)**
   none

- **Fiscal Report (Margaret Tennant)**
  Classified hiring procedure was clarified.

- **TechCAP Report (John Loprieno)**
   none

- **Senate Subcommittees Reports**
  none

- **Associated Students (ASB) Report (Lauren LeWow)**
   None

- **District Report (M Tennant)**
  DCSL (student learning) – procedures for repeatability of courses were addressed- it will be allowed when a course is needed to meet recency requirements for transfer or to meet prerequisites for a course.

  Ad hoc committee considering Academic Senate policy on amplified sound on campus. Amplified sound may only be used on "alternative teaching days". Currently, the only alternative teaching day is Multicultural Day. Procedures need to be developed for establishing alternative teaching days.
  The ad hoc committee will prepare a formal document for consideration by ASEC.

V.   Unfinished Business

- **Faculty Hiring Prioritization**
  Lisa Putnam, Moorpark College Institutional Researcher, distributed a Glossary of terms used in Program Plan Data Reports and explained each term to the committee. She encouraged ASC representatives to also read the sections on program strengths and weaknesses and take those into consideration for the prioritization process.
   The Committee asked Lisa to prepare a table of Data for Fall 2008, and to combine Biology as a total instead of breaking it out by discipline, and calculate % of Part Time instructors.

  Tuesday, Nov 18- from 2-6 pm – prioritization meeting.

- **VCCCD Academic Affairs Procedures – 2nd reading**
  Procedures #4020, 4022, 4050, 4070, 4101, 4230, 4232, 4235, 4240, 4300 were under consideration.
  It was moved, seconded, and vote was unanimous to approve these procedures.

- **District equivalency criteria – review and discussion**
  Ad hoc committee consisting of Riley Dwyer, Rex Edwards, and Rolland Petrello was formed to examine this issue and report to ASC at a future meeting.

- **Career Tech Ed Committee proposal**
  It was moved, seconded, and voted to approve the proposal for this new committee with a caveat that the committee membership have a broad-based campus-wide representation.
  Vote: 22 for, none against, 1 abstention.

- **ASC concerns about IT support of instruction**
  Margaret Tennant noted that a Programmer would be required to solve these problems with Banner.

VI.   New Business

- **Policy on web-enhanced courses**–
  Can faculty require students to access course materials online?

VII.   New Concerns

VIII.   Announcements
- **Rex Edwards** distributed a letter for elected representatives re budget cuts.

Meeting Adjourned: 4:00 pm.   **Next ASEC meeting**: Nov. 18, 2008 at 2:00 pm.