

Academic Senate Council Minutes

Tuesday, 17 March 2009, 2:30 p.m.

Campus Center Conference Room

STANDING MEMBERS						Guests
POSITION	NAME	PRES ENT	POSITION	NAME	PRES ENT	Welcome! Please sign in. Bob Gregg
ASC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran		
ASC V.P.	Rolland Petrello		History/Institutions	Nenagh Brown	X	
ASC Secretary	Roberta Harma	X	Library	Mary LaBarge	X	
ASC Treasurer	Rex Edwards	X	Life Sciences	Sandy Bryant	X	
Athletics	Howard Davis		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		Physics/ Astronomy	Clint Harper		
Computer Sci/ CNSE	Vish Viswanath	X	Student Health Center	Dena Stevens	X	
English/ ESL	Beth Gillis-Smith	X	Theater Arts/ Communications	John Loprieno		
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 3/03/2009 meeting	October 7, 2008	October 21, 2008	
Statement of Professional Ethics	November 4, 2008	November 18, 2008	December 2, 2008
AP 7120-B Recruitment and Hiring: Faculty	January 20, 2009	February 3, 2009	February 17, 2009
VCCCD Declaration of Equivalency	March 3, 2009	March 17, 2009	March 31, 2009
Equivalency Process and Procedures from VC Academic Sen.		April 21, 2009	
VCCCD Academic Title Policy	May 5, 2009		Fac/Staff Brunch 5/14 /09

Meeting Called to Order: 2:30 pm

Meeting at a Glance:

Issue	Main Participants	Action Taken (if applicable)
Faculty Ethics statement -2 nd reading	ASC	Approved by vote: 17 for, 1 against.
AP 7120-B Recruitment and Hiring: Faculty	ASC	Tabled for further discussion at March 31 meeting
District Equivalency policy	ASC	Will be discussed at March 31 meeting
VCCCD Academic Titles	ASC	Will be discussed at March 31 meeting

Detailed Dialogue:

I. Public Comments

- none

II. Approval of Minutes

- Minutes of March 3, 2009 – approved.

III. Treasurer's Report

- Rex Edwards reported:
 - Checking: \$ 3324.54
 - Savings: \$ 1221.07

IV. Committee Reports

- **Curriculum Report (Mary LaBarge)**
Divisions are examining course outlines for compliance with repeatability policy. The Curriculum Committee is reviewing approximately 30 courses per month in Tech Review. Concerns were expressed by the ASC about faculty having to miss class to attend CC meetings. Several CC meetings are required for the review/approval of a course outline and the department needs a faculty member present at each meeting to address any questions or changes that are proposed. Tennant suggested that this concern be brought to the attention of the CC representatives. Course prerequisites will be discussed at the next DCSL meeting. ASC was asked to send ideas to M. Tennant about how prerequisites should be handled or enforced. Prerequisites are not being consistently enforced which is a violation of Ed Code. LaBarge reported that CC is encouraging courses to eliminate unnecessary prerequisites or change them from required to recommended. An alternative could be having students take placement exams for Math or Chemistry.
- **Facilities CAP Report (Phil Abramoff)**
Update: A committee composed of Deans and chaired by Lisa Miller, will be convened to decide who will populate the new Academic Center. Consult with your Dean if you want to give input.

V. Unfinished Business

- **Statement of Faculty Professional Ethics – 2nd reading**
It was moved and seconded to accept the revised document as is.
Discussion: whether to include “opinions” in #4.
Vote to accept the document as is: 17 for, 1 against.
- **Appointment: Senate Council member to serve on Curriculum Co-Chair selection committee**
The Curriculum Committee is convening a subcommittee to select candidates for CC Co-Chair for the two school years 2010-2012. One year of training for Co-Chair is necessary prior to assuming Co-Chair duties in Fall 2010. The Co-Chair receives 0.4 release time, but there is no release time during the training period.
There were no volunteers from ASC to serve on the selection committee.
- **District Equivalency Plan - Review**
Tennant distributed VCCCD Declaration of Equivalency and Ventura College's ASC document on Equivalency Process and Procedures (2008) to committee members to review for the March 31 meeting.

- **District Hiring Policy AP 7120-B – Review of Selection Procedures for Full Time Faculty**
This document was reviewed and revised by Moorpark College facilitators, Sally Ponce-ORourke and Ranford Hopkins.
Concern was expressed about the role/duties of the facilitator increasing while the role/duties of the faculty co-chair of the committee have been decreasing, resulting in an unbalanced workload for the facilitator. The role and duties of the Committee Chair are not specifically detailed in this document. It was moved, seconded, and the vote was unanimous to continue discussion on this at the March 31 meeting.

VI. *New Business*

- **Guest: Moorpark College EVP Brenda Shubert on enrollment management**
ASC asked the Question: What is the rationale for cancelling classes one week before classes begin?
Why not wait to see if the class makes the enrollment minimum?
Dr. Shubert's response:
 1. Early cancellation gives students time to enroll in another class.
 2. to avoid changing instructors to meet load requirements after classes begin.
Advanced courses in a sequence that are only offered once a year will not be cancelled due to low enrollment.
The Dean's Council initiated this policy.
Enrollment Management guidelines are posted on MCSHare in the Office of Student Learning.

Discussion of what is considered "core": basic skills courses are part of the College Mission and so are considered core. Core is considered to be those courses that are required to complete an associate or transfer degree, or achieve a vocational certificate in the shortest time without reducing the quality of instruction.

Discussion of class dismissal times and discrepancies between dismissal times in Webstar and the printed schedule. Do classes end on the 15 and 45 or the 20 and 50th minute of the hour?
Classes should end on the 15th or 45th minute of the hour, depending on start time. For each hour, there is a 10 minute allowance for a break or passing period and 50 minutes for instruction.

- **VCCCD Academic Titles**
M. Tennant distributed VCCCD Honorific Academic Title Policy to committee members to review for the March 31 meeting.

VII. *New Concerns*

- **District** is reviewing renewal of contract with Blackboard.

VIII. *Announcements*

None

Meeting Adjourned: 4:10 pm.

Next ASC meeting: March 31, 2009 at 2:30 pm.