

Academic Senate Council Minutes

Tuesday, 21 April 2009, 2:30 p.m.

Campus Center Conference Room

STANDING MEMBERS						Guests
POSITION	NAME	PRES ENT	POSITION	NAME	PRES ENT	Welcome! Please sign in.
ASC Pres	Margaret Tennant	X	Health Sciences	Delila Sankaran	X	
ASC V.P.	Rolland Petrello	X	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	X	
Business/ CIS	Tim Weaver	X	Music/ Dance	James Song		
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	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 3/31/2009 meeting	October 7, 2008	October 21, 2008	
AP 4104,4105,4110	November 4, 2008	November 18, 2008	December 2, 2008
BIT Referral Form	January 20, 2009	February 3, 2009	February 17, 2009
Curriculum Faculty Co-chair Selection	March 3, 2009	March 17, 2009	March 31, 2009
State AS Plenary Summary Report		April 21, 2009	
Contact Hours Issue Report	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)
Curriculum Faculty Co-chair Selection process	Sandy Bryant	2 nd reading at May 5 meeting
BIT Referral Form	Pat Ewins	ASC reviewed the form
Calculation of student contact hours	ASC	ASC reviewed/discussed the report
Earth Dome and Ethnobotanical Garden	ASC	Ad hoc committee was convened to develop policy for naming college facilities for people.
College Service Forms	ASC	There is no official form required for use
Budget Reduction and priority ranking	ASC	Reps need to return ranking forms by Friday
Admin Procedures 4104.4105,4110- 1 st reading	ASC	2 nd reading at May 5 meeting

Detailed Dialogue:

I. Public Comments

- none

II. Approval of Minutes

- Minutes of March 31, 2009 – approved.

III. Treasurer's Report

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

IV. Committee Reports

- **Curriculum Report (Mary LaBarge)**

Curricunet is being tested by faculty.

A decision was made recently about counting attendance as part of a course grade- M. Tennant will post information or a link on MyVCCCD.

Beth Gillis-Smith reported that a group of English faculty from each VCCCD college met to discuss a district-wide equivalency policy for ENG 1A. The English Departments from each college have submitted proposed Statements of Equivalence for ENG 1A to the District for consideration.

- Ad hoc committee for Curriculum Faculty Co-chair (Sandy Bryant)
Bryant distributed meeting results from Curriculum Faculty Co-chair Selection subcommittee. The subcommittee recommended a nomination process to the Curriculum Committee for their approval and detailed the qualifications, term of office, composition of nomination committee, selection process and calendar, and training procedures for the position. ASC discussed whether it would be desirable or necessary to limit the term of office to two terms.

- **Senate Subcommittees & Liaisons Reports**

ASC President, Margaret Tennant, distributed a Summary Report of the Spring 2009 State Academic Senate Plenary conference. The Summary noted 8 of more than 60 resolutions debated and voted on at the Plenary. Resolutions of particular interest included recommendations to the accreditation commission to include more faculty on visitation teams and increased transparency of process, recommended changes to Title 5 on using eminence for granting equivalency, and changes in Minimum Qualifications for several disciplines, including Biotechnology (which Moorpark College co-authored). A vote was also taken to keep statistics as a discipline within mathematics. More information is available on the ASCCC website or from M. Tennant.

V. Unfinished Business

- **BIT Form and process: Guest Dean Pat Ewins**

Dean Ewins distributed revised BIT Referral form to the committee.

The form may be completed electronically and submitted to the Dean of Student Learning and Conduct who will decide on a course of action and contact the student. The form does not require a signature from the student.

- **Report: Calculation of class hours**

A report explaining the Contact Hours Issue and its resolution was distributed to the committee.

VCCCD has not been in compliance with Attendance Accounting Manual for classes that meet between 50 and 100 hours per session, so the ending times for those classes needed to change. The change in scheduling for these classes has caused confusion which should be resolved by Fall.

- **Request for approval: Rename the following to honor former Moorpark College instructors- Ethnobotanical Garden** – change to “Gary Rees Garden” (former geography professor)
Earth Dome – change to “Gerald Bridgeman Earth Dome” (former Political Science professor)
Request is postponed until criteria is developed for naming buildings after people.
An Ad hoc committee responsible for developing criteria for naming buildings or facilities after people was convened. Clint Harper, Vish Viswanath, and Nancy Stewart volunteered for the ad hoc.

VI. New Business

- **Discussion: College Service Forms**
Discussion: There is not an official form for reporting College Service Hours (Union-VCCCD agreement). Faculty are only required to document/report hours.
Suggestions offered:
Have ASC representatives report to their departments that an official form is not required.
Faculty may document their hours on their own form.
- **Administrative Procedures AP4104, 4105, 4110 – 1st reading**
Review for next meeting.
- **Budget Reduction considerations and priority ranking.**
A number of questions were raised:
Which of these would affect classes and students the most?,
What are some of these areas (ie. Director's Office?), how much does each of these affect the budget?
Nenagh Brown noted that we need some time for discussion of what these areas are and how budget reduction would affect faculty and students who rely on these services. She suggested that the College could hold a formal presentation during Flex Week in August if we could delay it that long. As a whole, ASC felt that we were being asked to make uninformed decisions, possibly only for the sake of “shared governance”.

VII. New Concerns

- **Accomplishments and goals for this year and plans for next year**
M. Tennant distributed a draft of ASC Accomplishments 2008-2009. Review for next meeting.
ASC also needs to set goals for next year.
 - Tennant will send out an announcement for ASC reps for 2009-2010.

VIII. Announcements

- **All campus brunch** is scheduled for Thursday, May 14, 2009 at 8:30 am.

Meeting Adjourned: 4:10 pm. **Next ASC meeting:** May 5, 2009 at 2:30 pm.