

# Academic Senate Council Minutes

Tuesday, November 3, 2:30-4:00 p.m. in the Fountain Hall (FH 120)

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in. Neena Brown; Kahroline diPassero; Michelle (HS student); Anna (HS student)
ASC Pres	Jeff Baker	X	Film, Interior Design, Art	Riley Dwyer	X	
ASC V.P.	Rex Edwards	X	Health Sciences	Dalila Sankaran	X	
ASC Secretary	Lisa Putnam	X	History/Institutions	Susan Kinkella	X	
ASC Treasurer	Rex Edwards	X	Library	Mary LaBarge	X	
ACCESS	Melanie Masters	X	Life Sciences	Andrew Kinkella	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Linda McDill	X	Modern Languages	Raquel Olivera		
Business	Stephanie Branca	X	Multi Media, Journalism, Photo	Svetlana Kasalovic	X	
Chemistry/ Earth Sciences	Omar Torres	X	Music/ Dance	James Song	X	
Counseling	Chuck Brinkman		Physical/ Health Education	Nancy Stewart	X	
Computer Info Systems	Mary Mills	X	Physics/ Astronomy	Clint Harper		
Computer Sci/ CNSE	Vish Viswanath	X	Student Health Center	Dena Stevens	X	
English/ ESL	Beth Gillis-Smith Alt. Kathryn Adams	X	Theater Arts/ Communications	John Loprieno	X	
EATM	Cindy Wilson	X	<i>Student Liaison</i>			

## Quick Recap:

Action Item Topic	Discussion/Comments	Action
Election Procedures Ad Hoc Committee Report	Editing process took place. Many edits discussed and made to clarify new procedures.	New procedures amendment passed; amendment will go to the Academic Senate as a whole for approval.

**I. Public Comments (Those wishing to make public comments should be in attendance by 2:30 p.m.)**

Discussion regarding the reporting structure of Basic Skills, and who they report to.

**II. Approval of Minutes: Minutes of October 20, 2009)**

Moved to Approve: Phil. As revised

Seconded: Rex

Passed unanimously.

**III. Reports**

**Treasurer (Rex Edwards)**

- Checking : \$ 2,033.59
- Savings: \$ 1,197.01

**Committee Reports**

a. Curriculum (MLaBarge) None.

b. EdCAP (JLoprieno) \*Report given the first meeting of the month

Educational Master Plan accepted unanimously. It will be presented to the VCCCD Board tonight. Basic Skills presented. MC2 advisory boards are meeting this month. A survey has been created to be administered to the advisory boards; please participate if you sit on a board. Alternative Delivery, Nov 19 and Dec 4<sup>th</sup>, meetings for Desire 2 Learn (D2L) fall users to discuss.

Accreditation Self-Study Draft review began. Program Plans now moved to Pam's folders.

c. Facilities CAP (PAbramoff)

Academic Center: Jan 2010 – and occupied by Fall 2010; Health Science May 2010; Eatm Ground Breaking Dec 1 2009, projected to be completed March 2011. Ceramics Studio renovations began last week.

Internal projects are in need, up to \$17million in cost. Gas line leaks, roof repairs, replacing lock sets (\$500 per door). Heating/Ventilation repairs. Way-finding and special repair projects are now part of this committee's purview.

AA Center: groups who felt their needs were not addressed last year, or new groups, could come make presentation to Facilities CAP. Priorities of projects could be changed if deemed necessary by the committee.

Academic Center classroom assignment list is just about finalized. The deans need to formally accept the list, but report that they are happy with the proposals. Some rooms are too large (like for Math) for the intended use. Criteria #1: which areas were losing space with the removal of trailers and Fountain Hall changes. There was really no net-gain in rooms; the Acad. Center rooms are replacing trailer rooms and FH rooms that are being reassigned.

Office space has not been assigned. The plan is to look at the "map" of where offices are currently located. Then strategize the move so that everyone moves in a logical order. All plans will be vetted through the Senate. One plan is to move areas so that departments CAN stay together. But it might be impossible to keep ALL faculty together because of the fluidity of the number of faculty in each department each year. The Dean overseeing this committee is Lisa Miller, and department chairs are heavily involved in the process.

d. Faculty Development (MMills)

Flex offerings were a lot, and attendance was minimal. We might offer fewer sessions next year. Flex reporting might be moved under the domain of Faculty Development. A list of acceptable "activities" is under discussion.

e. Fiscal (JBaker) \*Report given the second meeting of the month

No additional bad news delivered. Classified hiring prioritizations process was discussed; the process will continue – it might be less vigorous than in past years, but it will take place in some fashion.

f. TechCAP (KAdams)

g. Senate Subcommittees & Liaisons

- Associated Students

- District Reports-DCHR, DCSL, DTRW, Consultation Council

**DCHR:** Board Policy 7205 (Ethics Policy) actually was sent to an AdHoc Committee for further revision. AP 7211 (Equivalency Process) was adopted with minor changes. They kept the step for a unanimous vote among expert faculty within the field. The process will go for one year and then will be reviewed.

**DCSL:** The hot topic right now is the one of Districtwide Pre-req enforcement, and finding a practical way of doing so. Moorpark will begin enforcing Math and Science courses in spring, which will require a handling of each student's transcript. More intermediate solution is to acquire software that automates the whole process (\$70,000). We need to enforce pre-reqs, and if we do not we could lose apportionment.

**Consultation Council:** There is a possibility to begin to have a district HR person on our campus, at least for a few hours a week.

The Board is meeting on campus today.

**DCAS:** Big issue on horizon is trying to forecast our new productivity goals for 2010-11, as part of our revenue is based on productivity. Jeff will be reviewing the impact of enrollment in some courses (trying to improve productivity by enrolling more students in one course).

#### IV. Unfinished Business

- a. Report: Election Procedures Ad Hoc committee (see attached draft)

Motion: Melanie moves to adopt

Second: Riley seconds

Pros:

(1) There were a lot of unclear issues in the last process; the date would be much clearer; the committee would be clearer; nominators/seconders and their roles; the timing of position statements; ballot signatures not adding up with the actual votes in the box. This is an attempt to make it clearer.

Cons:

Language: objecting to the language that would require that candidates' materials be vetted, censorship could take place. 4<sup>th</sup> block down – it is not proper for this body to censor or approve a candidates' advocacy for their election. Jeff stated that this is an amendment.

Phil/Mary move to remove this language; the two lines:

The Committee shall collate and distribute the position statements of all candidates. Any further publicity, whether from the ASC, the candidates or any other parties, must go through the Committee for approval before being circulated.

Con: The position statements will disappear from the ballot process in its entirety. How will the candidate communicate their position?

**Vote:**

Yes: 5

No: 2

Abstain: 6

Vote did not carry due to lack of clarity

**Motion to divide the question: Kathryn moves to adopt; seconded by Mary Mills**

1) The Committee shall collate and distribute the position statements of all candidates.

2) Any further publicity, whether from the ASC, the candidates or any other parties, must go through the Committee for approval before being circulated.

Yes: Unanimous

**Motion to keep the first sentence (revision of Phil's amendment) and strike the last sentence:**

Yes: Unanimous

No:

**Neena proposed:** We also delete “and overseeing all” from the proposed constitutional amendment  
Its duties shall include receiving nominations, organizing and overseeing all publicity to become:  
Its duties shall include receiving nominations, organizing ~~and overseeing all~~ publicity.

**Motion: Adoption of the election procedures as amended (see attached)**

Yes: All but 1

No: 0

Abstention: 1

Jeff suggests: if and when this draft is adopted, that the issue of ballot box security be the first item of business for this subcommittee.

## **V. New Business**

- a. New Faculty Prioritization – DATE: Thursday, Nov 5 @ 12:30 in CCCR

It is important to have read the program plans prior to the meeting. Also, review the assumptions and criteria (attached), as well as the letter from Dr. Eddinger (previous agenda)

- Rollover position pools? (History, Graphics, Nutrition)

Riley: Discussion regarding rolling over the position pools will take place Thursday.

Issue of advocacy: as positions are discussed, will we be avoiding advocacy during the answering of questions? Or are we free to say what we need to say to answer the question, even if we were advocating (with time limits). Clarification of the history of non-advocacy: there use to be a practice where faculty could give presentations. This practice was eliminated a few years back. That is when we went to the other extreme of no-advocacy, but we have now moved to a more relaxed process with reasonable description of the need for the position.

- b. Alternate Smoking Devices on Campus (Sharon Manakas)

E-cigarette is an electronic cigarette that we might begin seeing around campus. After much discussion, it has been decided that we will not allow these. It is not FDA approved for nicotine cessation program. It emits a vapor, and we do not know the effects of this vapor. We will be treating it like a true cigarette. The safety committee is discussing making the campus 100% smoke-free. The Health Center does offer a nicotine cessation program to our students.

H1N1 update: vaccine arrived in county about a week ago. We are on the list to receive some. We will adhere to county guidelines, which will make people unhappy. It is targeting high risk people first. As we get more vaccines in, the guidelines loosen up. High risk includes: children 6-mo to 24 yrs, pregnant, caregivers of children, 25-64 with high risk medical conditions (diabetes, lung disease). The vaccine is for Ventura County residents at this time, because we receive the vaccine from the VC Health in small quantities. We plan to have the shot version, but we have to wait to see which version is sent. Communication will go out via student portal when it becomes available. We are having our students come down with this.

## **VI. New Concerns**

- a. Fall Fling Feedback:

Information will be shared at next meeting.

Courtesy Sub request came through one department, suggesting that we may want to discuss a possible proposal for a courtesy sub procedure to be presented to Administration. This will be on next agenda.

Hart Schulz (English) just had quadruple heart by-pass yesterday. Surgery went well, and full-recovery is expected.

## **VII. Announcements**

Area senate review of Fall plenary materials—Ontario, CA.

<https://outlook.vccd.edu/owa/redir.aspx?C=8e9b63904cff4711bbd15cdf66518bfe&URL=http%3a%2f%2fwww.asccc.org%2fEvents%2fsessions%2ffall2009%2fmaterials.html>

**Next ASC meeting: November 17, 2009—CCCR-A**

**11/03/09 Draft**  
**Section D: Elections**

Elections for the offices of President, Vice-President, Secretary and Treasurer shall be run by an Elections Committee. This committee shall be comprised of five members reporting to the Academic Senate Council. Its duties shall include receiving nominations, collating and distributing the position statements of all candidates running the election, declaring the results, and adjudicating any disputes that may arise. All decisions of the Committee shall be final subject to approval by the Academic Senate.

Volunteers for the Elections Committee shall be called for and its membership confirmed during the first meeting of the Academic Senate in March during Academic Senate election years. Any voting member of the ASC may volunteer, unless running for election, and if necessary the ASC shall determine by vote the committee's final membership. Upon first meeting, the Committee shall appoint a chair and vice-chair. The ASC Faculty Statement of Ethics shall provide the guiding principles for the decisions and actions of the Elections Committee.

All nominations for the executive officers shall be submitted to the Elections Committee no later than the first meeting in April, when it will announce the list of candidates to the ASC.

The Committee shall ensure that elections are held before the first meeting in May. Voting shall be by secret ballot. A simple majority of those Academic Senate members voting shall be sufficient for election. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the most votes on the first ballot. Any disputes before or during the election shall be resolved by the Elections Committee.

The Elections Committee shall announce the results of the election at the first meeting in May, upon acceptance of which by the ASC, the Committee shall disband.

Representatives from the college departments shall be elected as specified in the By-Laws.