

Academic Senate Council Minutes

Tuesday, December 1, 2:30-4:00 p.m. in the CCCR-B

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in.
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		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		
Counseling	Chuck Brinkman	X	Physical/ Health Education	Nancy Stewart	X	
Computer Info Systems	Mary Mills	X	Physics/ Astronomy	Clint Harper	X	
Computer Sci/ CNSE	Vish Viswanath		Student Health Center	Dena Stevens	X	
English/ ESL	Beth Gillis-Smith Alt. Kathryn Adams	X	Theater Arts/ Communications	John Loprieno		
EATM	Cindy Wilson	X	<i>Student Liaison</i>			

Quick Recap:

Action Item Topic	Discussion/Comments	Action
Curriculum Chair 2010-11	Approve the Curriculum Committee Selection of Mary Rees as Co-Chair	Unanimous
Courtesy Sub Issue	ASC will forward the suggested Courtesy Sub Form to the administration as a recommended form and ask them to consider using it as a courtesy sub procedure.	Unanimous
DCAS "Productivity" Update	Over 60 responses received via email; most responded that the increased enrollment was difficult.	A follow-up survey (SurveyMonkey) will be distributed to faculty after the holiday.
Chancellor's Request: Reassign Time	What is the will of ASC on how Jeff should proceed when he is confronted with the question on how we would like to reduce/redistribute reassign time for the following academic year.	Tabled until January Meeting

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

Changing of accommodations of ASC is difficult. Jeff will talk to Leann regarding our room, hoping for a consistent location with appropriate table setup.

II. Approval of Minutes: Minutes of November 17, 2009

Moved to Approve: Phil
Seconded: Chuck
Vote: Unanimous

Approval of Minutes: Minutes of November 5, 2009

Moved to Approve: Rex
Seconded: Omar
Vote: Unanimous

*Any faculty hires that take place this year will most likely go to Ventura College due to our State Faculty Obligation . We will replace the Nurse position and possibly a temporary position that is grant funded.

I. Reports

Treasurer (Rex Edwards)

- Checking : \$ 4708.59
- Savings: \$ 1197.01

Committee Reports

- Curriculum (MLaBarge).
Currently meeting. Discussion on SLOs vs. Learning Objectives, and what assessment means, and how we are going to revise CurricuNet forms.
- EdCAP (JLoprieno) *Report given the first meeting of the month.
- Facilities CAP (PAbramoff)
Completion dates –
Academic Center: Jan 10, 2010
Health Science Building: May 31, 2010;
EATM begins today, scheduled to be completed May 2011.

The group has been asked to form of a deans committee to oversee the renovation of the Applied Arts building project. ASC would like to make sure that faculty are included on this committee. Phil will take this forward. There is funding to cover the renovation, but the work has not started.

Why is there a chain-linked fence still in front of the Fountain Hall building? Phil will bring this back.

- Faculty Development (MMills)
Cancelled.
- Fiscal (JBaker) *Report given the second meeting of the month
Fiscal met but there is nothing new to report. A budget assumption is predicated on a twelve-fourteen BILLION dollar deficit, and it is anticipated that this will double by the end of June. And the next two years we will see a deficit of 44 billion dollars.
- TechCAP (KAdams)
They cancelled the meeting for this week.
- Senate Subcommittees & Liaisons
 - Associated Students: None
 - District Reports-DCHR, DCSL, DTRW, Consultation Council
 - DCHR: NA
 - DCSL: NA
 - DTRW: NA

Consultation Council: Dr. Meznik stated that we will spend reserves to get us through next fiscal year.
DCAS: NA

II. Unfinished Business

- a. Approve the Curriculum Committee Selection of Mary Rees as Co-Chair

Moved to Approve: Andrew
Seconded: Clint
Vote: Unanimous

- b. Courtesy Sub Issue (see attached draft)

There is a current agreement not to cover a class until the instructor's third absence. This makes it very difficult for students. The elimination of Courtesy Subs only makes it more difficult. One concern is when people are not claiming sick leave when they miss class and have a courtesy sub in place. The ASC ad hoc group (Clint, Delila and Phil) that met responded to this concern that we could have faculty fill out their absence form. If we submit this to the administration, Jeff is concerned that this doesn't fall under the Senate purview rather than Union. Clint explained that it becomes an instructional issue if an instructor must cancel a class that only meets once a week it effects the ability to get through the curriculum/syllabus. Phil seconded this; it really does wreck our syllabus if we miss even one day.

Jeff reported that when he checked with the other two campuses, only Oxnard responded. They stated that they haven't had courtesy subs for years.

A concern might be the qualifications of the courtesy sub -- the approval by the dean and department chair would help prevent unqualified people covering a class. Discussion took place surrounding the dean and/or chair's ability to approve the courtesy sub. The faculty are capable of selecting an appropriate courtesy sub, and what happens if the dean and/or chair do NOT approve the sub? Do we need to be concerned with this? We should assume that faculty will act responsibly and choose qualified individuals. Maybe we could write a quick justification of why we selected the courtesy sub that we selected. We also need to be very careful to be sure that part time faculty be completely aware that they are *not obligated* to courtesy sub for anyone. Although we state this, it is still a psychological thing where people will think if they do not courtesy sub, then they will upset the department and they might not be given a class the following semester. People are extremely fearful of losing their classes, especially in this financial climate.

Another concern is that part time faculty could see this as a process that would prevent them from getting any paid subbing opportunities.

A recommendation was made to add a list of steps to the back of the form that clearly defines the process.

The ASC can take an action to recommend this process/form to the EVP. Ed then has the choice to decide whether or not to accept our recommendation. If he chooses to not accept our recommendation, he must address why (in writing). If Ed declines this, are we creating a situation where we are completely shut down? Jeff responded that if ASC gets shut down then we need to take it to the union, stating that it is a work issue. There is really only so much that ASC can do.

Motion: Move that we take the form as it is and send it on to the administration as a recommended form and ask them to consider using it as a courtesy sub procedure. (Phil moved/Clint seconded).

PRO: Economical short form that is easy to understand. We can send it forward, start the process, and see what happens.
CON:

Vote

Yes: Unanimous

No:

- c. DCAS "Productivity" Update – initial email responses

Over 60 responses received via email; most responded that the increased enrollment was difficult. . Jeff will identify all of the areas over the holiday. Jeff will work with Lisa to develop a SurveyMonkey to distribute after the holiday.

There is some contradiction on productivity movements. Faculty are being asked to cap their classes at a smaller number, yet increase productivity. However, the rumor is that administration would like to minimize extra large class stipends. Jeff explained that he has spoken to Ed regarding this just this morning and Jeff believes that the administration is looking at large classes on a case by case basis. Classes between 61 and 84 students are paid at a 1.5 rate, which is at an advantage for the college. There is more to this conversation.

- d. Chancellor's Request re: reassign time (see "snapshot" attached)

Jeff requested the ASC's will on how he should proceed when he is confronted with this question next semester – he wants to know what ASC wants to do. If ASC doesn't want to give up ANY reassign time, Jeff will take that forward; he feels this will weaken our position however. Phil commented that we really do feel that each position is important enough to maintain the current reassign time. We would like to keep the level as it is, however, we understand the reality of the budget situation and that should the budget dictate a necessity to decrease the reassign time, that we reduce them proportionately with the caveat that it return.

Motion: Table to January
Chuck/Dalila seconded.

Yes: Unanimous
No: None

III. New Business

- a. District-wide Equivalency Issue: Currently employed faculty process (What to do).

We have adopted a procedure for new hires, but we do not have a procedure for currently hired people who had never applied for equivalency officially. One campus might have agreed to let the person teach, but the other two might not agree. A new procedure supplement from District HR will be distributed to use. There are probably more than a few people who should never have been hired to teach in their disciplines; unfortunately that puts apportionment at risk, course credits given to students, articulation agreements and transferability/degrees. HR has decided to go through the "As" to see what they would find – no surprise, they are finding issues already. We do not want to force HR to go through all the paperwork, but we need to somehow have faculty request equivalency. It is possible that some people who apply will not be granted equivalency – thus jeopardizing their current teaching status. We need to find a way to allow people to apply for equivalency without hurting those who are already teaching. We need to be in compliance.

Suggestion: Grandfather clause with remediation. This alerts the state that we have been doing wrong. Can't we just have people use the new procedure for new hires when they want to teach in a different discipline?

- b. Program Discontinuance AP4021 (again)

There was approval of this last year by ASC, but there is a new version that has surfaced in DCSL. Our president spent hours and hours on this last year and therefore we are not sure which version will appear. But we will see something in one of the upcoming meetings.

- c. Proposed District Grade Change Policy.

The debate is regarding the timeliness of when a student can come back and request a grade-change. We did have a resolution in place, but it fell through the cracks somehow last year.

IV. New Concerns

- a. GE Pattern, Curriculum, and Scheduling – Addressing faculty concerns

Jeff has heard a number of faculty members concerned about the review of our GE pattern and how that may affect our curriculum and scheduling. Jeff has some concerns about what he sees as a way to begin paring down a number of our course offerings. His understanding is that the first round of this discussion will be with the full group of the department chairs, and then it will be vetted through curriculum and ASC. We need to make some difficult decisions during this very difficult financial time, and if we as faculty do not make the decisions, someone else will make them for us. We have to talk about this, and make some difficult choices. Conversations should be taking place within the departments by early spring semester.

- b. Sabbatical committee update (Rex Edwards)

The group met. The results have been submitted to the district. They will meet Thursday this week.

V. Announcements

Next ASC meeting: *January 19, 2010—CCCR-B*

Courtesy Substitution Form

check one: COURTESY SUBSTITUTION RECIPROCAL SUBSTITUTION

All courtesy substitutes must be current District employees and approved to teach in the service area of the course for which they are substituting. The reciprocal substitution must be completed within the same semester in which the initial substitution occurred. This form must be completed and submitted to the Dean at least 2 working days prior to the date of the substitution; exceptions may be allowed for in emergency situations.

Course to be covered by the Courtesy Substitute:

CRN: _____ Course Number: _____ Date: _____

Hours: _____ to _____ Room: _____

Name of the instructor of record: _____

email: _____ mobile or evening phone #: _____

Signature of the Instructor of Record date

Courtesy Substitute information:

Name of the Courtesy Substitute: _____

Email: _____ mobile or evening phone #: _____

Signature of proposed Courtesy Substitute date

Review and Approval by the Department Chair:

Department Chair date

Administrative Action:

Approved Not Approved (reason given below)

Dean's signature date

Reassign Time Snapshot

President: (presently receiving .8 reassignment)

- Daily email and telephone communication related to senate duties:
2-3 hours a day. **12.5 hours per week**
- Attendance of campus committees, district committees, and senate meetings, as well as meeting prep:
3-5hours per day. **15-25 hours per week.**
- Board meetings On average, **1 hour per week.**
- Crafting documents, resolutions, etc. 1-2 hours per day **7.5 hours per week.**
- Attending plenary sessions, etc. Averaged to 8 hours/ month. **2 hours per week.**

TOTAL SERVICE= 38-48 hours per week, minimum.

Vice-President: (presently receiving .2 reassignment)

- Daily email and communication related to senate duties .
.5 – 1 hour a day. **2.5-5 hours per week**
- Attending campus meetings, senate meetings and meeting prep.
1-2 hours per day. **5-10 hours per week**
- Responsibilities associated with Distinguished Faculty Chair Award
.2 hours per day, averaged. **1 hour per week**
- Responsibilities associated with Senate Service Awards
.2 hours per day, averaged. **1 hour per week.**

TOTAL SERVICE=9.5-17 hours per week, minimum

Secretary: (presently receiving .2 reassignment)

- Meeting prep, and daily email and communication related to senate duties.
.5-1 hour per day. **2.5-5 hours per week.**
- Attending senate meetings .2 hours per day, averaged. **1 hour per week.**
- Drafting and revising senate minutes, and other documents
1 hour per day. 5 hours per week.

TOTAL SERVICE =8.5-11 hours per week, minimum.

Treasurer: (presently receiving .2 reassignment)

- Meeting prep, daily email and communication related to senate duties . **1 hrs/day. 1 hr/week**
- Attending senate meetings .2 hours per day, averaged. **1 hour per week.**
- Responsibilities associated with honorary bricks.
Averaged .5 hours per day. 2.5 hours per week
- Responsibilities associated with senate fund-raising and banking
Averaged .2. hrs/day. 1 hour per week.
- Responsibilities associated with Faculty staff brunch
Averaged. .1 hour per day. .5 hours per week

TOTAL SERVICE = 5 hours per week, minimum.

Curriculum Chair (presently receiving .4 reassignment)

- Email related to curriculum: 2 hours per day. **10 hours/week**
- Meetings (Curriculum committee, Tech Review, DTRW, DCSL): **4 hours/week**
- Trainings, meetings with faculty related to curriculum: **2 hours/week**
- COR review: **2 hours/week**
- CurricUNET implementation (emails and phone calls to Governet, setting up system - inputting data, etc.): **8 hrs/wk**

Please note (from current curriculum chair): My paid reassign time is for the academic year only. I continued to work at least this many hours from mid-May through Curriculum Institute in mid-July on my own (unpaid) time. This is 2 months of work that was unpaid.

TOTAL SERVICE =26 hours per week, minimum.

General Education Subcommittee Chair (presently receiving .1 reassignment)

- 2 subcommittee meetings per month, 1 - 2 hours each. Avg. **.5 -1 hour per week.**
- Preparation of minutes of each meeting **.75-1.5 hours per week**
- COR review **1-2 hours per week**
- Preparing drafts GE philosophy statement, guidelines, requests for responses from curriculum committee, draft of the GE Rubric Averaged, **.5 hours per week**
- Meeting with faculty to help with GE Committee review. **1 hour per week**

TOTAL SERVICE=3.75-6 hours per week, minimum