

# Academic Senate Council Minutes

Tuesday, January 31, 2012 – 2:30-4:00 p.m. in **Admin-138**

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in.  Handouts: - AP 4100 - Working Paper on Alternative District Structures for Curriculum and Student Learning Decision- Making
ASC Pres	Riley Dwyer	X	EATM	Cindy Wilson		
ASC V.P.	Nenagh Brown	X	Health Education/Kinesiology	Jeff Kreil		
ASC Secretary	Lisa Putnam	X	Health Sciences	Dalila Sankaran		
ASC Treasurer	Kathryn Adams	X	History/Institutions	Rex Edwards	X	
ACCESS	Melanie Masters	X	Library	Mary LaBarge	X	
Athletics	Howard Davis	X	Life Sciences	Jazmir Hernandez	X	
Behavioral Sciences	Dan Vieira	X	Mathematics	Phil Abramoff	X	
Business	Stephanie Branca	X	Music/ Dance	James Song Nathan Bowen	NB	
Chemistry/ Earth Sciences	Deanna Franke	X	Physics/ Astronomy	Clint Harper	X	
Child Development	Kristi Almeida	X	Student Health Center	Sharon Manakas	X	
Counseling	Chuck Brinkman Alt. Corey Wendt	CB	Theater Arts/ Communications	John Loprieno		
Computer Info Systems	Mary Mills	X	Visual & Applied Arts	Cynthia Minet		
Computer Sci/ CNSE	Vish Viswanath	X	World Languages	Raquel Olivera	X	
Digital Media Arts	Svetlana Kasalovic Alt. Joanna Miller		Curriculum Chair (non-voting)	Mary Rees	X	
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	JT Mendoza		

## Quick Recap:

Topic	Discussion/Comments	Action
MC Decision Making & Participatory Governance Manual	Review final edits	

## 2:30 pm—Call to Order

### I. Public Comments:

None.

### II. Approval of Minutes:

January 17, 2012: Approved (1 Abs.)

### III. Officer Reports

a. Treasurer: No Report

b. Secretary: Not Report

c. Vice President:

- 4 Sabbaticals that have been approved for MC: Perry Bennett, LeeAnn Mulville, Lori Clark, and Julie Campbell
- Sabbatical Ad-hoc committee volunteers sought: Melanie Masters, Sydney Sims, Svetlana Kasalovic

d. President:

VCCCD Board Report:

-- Program Decisions reviewed. All approved with the exception of discontinuing OC's Film/TV

-- Sabbaticals approved.

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-- Approved Chancellor Search Committee (Jim Walker Chair)

DCSL: Cancelled for this month.

DCHR: Cancelled for this month.

DTRW:

Consultation Council: Will now meet twice a month so that the group can do the agenda of the Board and to look at the governance structure of the district.

## IV. Committee Reports

### a. Curriculum

Last tech review (to get changes into Catalog) is Thursday. If there are any problems, see Mary Rees immediately. There has been a huge effort made to keep the College Catalog matching the State Chancellor's Office records.

### b. EdCAP

### c. Facilities CAP

### d. Faculty Development

### e. Fiscal

### f. TechCAP

## V. Unfinished Business

### a. MC Decision Making & Participatory Governance Manual

#### ➤ 2.2.1 President's Council: (See page 17) and routing of proposals (section 2.1.3)

Creation of this council comes out of the Accreditation recommendation regarding the full vetting of recommendations that come from various committees. Proposals are made to the Senate from specific standing committees. These proposals are then discussed at the quarterly meeting of the President's Council. (Terminology "President's Cabinet" really is the same thing as "President's Council" – this needs to be corrected throughout the final version of this document).

Clarification needed regarding the feedback loop. Does Senate Constitution need to be updated as to how it handles proposals? How will decisions coming from the Council be documented and archived?

#### ➤ 3.1 (page 21) Program Review and Assessment (Evaluation)

EdCAP has been looking at the template for evaluating programs. At the end of every program plan meeting (with Vice Presidents and Academic Senate President) there is an "evaluation" of the program. This is a required, formal piece of the program review process. The evaluation will be completed prior to the actual meeting, and then adjustments to the evaluation will take place during the meeting based upon the conversations/comments made during the meeting.

There is a shift of program review from March to September. This will set the program plans in line with the expenditures for the academic year timelines. September 2012 will begin the new cycle.

September Activities will need to be updated in this document to match the AP on Program Discontinuance.

#### ➤ 3.1 Concerns: Can feedback to the program faculty (from the evaluation process) be listed as a 4<sup>th</sup> bullet in this document – what is the "plan" to address the evaluation status (if necessary)? Provide feedback to the program on how they might remediate the issues brought forward in the evaluation process.

Will the Senate see the proposed evaluation form before it is used in March? Yes – Riley will be sure that it comes back through Senate.

Program Discontinuance procedure needs to be added into this document.

#### ➤ Concerns in 2.3: CTE Advisory Committees are mentioned in this section, but not in other areas of this document in terms of program planning particularly. How do these fit into our governance structure – they are part of the environmental scan. We need to be clear on their role. 2.3.1 Advisory committees:

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Discussion took place regarding where the Learning Communities Advisory committee should/could fall within the governance structure, and when did this conversation take place last.

- Missing committee: Sabbatical Committee; where should it go? It is a “standing” committee (not a “Standing” committee).
- Page 8: Role of faculty . . . when mutual agreement cannot be reached. Can we have it presented in writing?
- Is there language regarding Faculty Co-Chairs of CAP committees and how they are appointed? We need this clarification of our process kept in our Senate processes. This discussion should take place within Senate (at a later date).
- Page 11. 2.1.1: Correction to the language is necessary in regards to the election of the Senate Officers.
- Page 14. 2.1.2.1: Membership of EdCAP includes the Vice President of the Academic Senate, and this person does not vote.
- Should we include language in regards to excluding committee members from serving in two dual-roles?

- b. AB/BP 4240: Academic Renewal
- c. Goal Setting for 2011-12 with review of 10+1
- d. VCCCD Board Objectives and Task Force
- e. District Decision Making & Participatory Governance Manual
- f. “Structure Deficit Model” for Total Cost of Ownership

## **VI. New Business**

- a. AP4100: Graduation Requirements for Degrees and Certificates  
We had a situation where we had to award a Proficiency Award to a student that had earned one or two D grades in the course requirements for the Proficiency Award. The AP allows for this; we had established a requirement of 2.0 minimum GPA. Should we change the minimum standard to be a “C” or better in required coursework for the Proficiency Award? We will take a vote on this AP.
- b. Study Session on budget and budget processes

## **VII. Announcements**

- a. None