

Academic Senate Council Minutes

Tuesday, August 21, 2012 – 2:30-4:00 p.m. in **Admin-138**

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in.
ASC Pres	Riley Dwyer	X	EATM	Gary Wilson	X	
ASC V.P.	Nenagh Brown	X	Health Education/Kinesiology	Jeff Kreil	X	
ASC Secretary	Lisa Putnam	X	Health Sciences			
ASC Treasurer		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	X	
Chemistry/ Earth Sciences	Deanna Franke	X	Physics/ Astronomy	Ron Wallingford	X	
Child Development	Kristi Almeida	X	Student Health Center	Sharon Manakas	X	
Counseling	Chuck Brinkman	X	Theater Arts/ Communications	John Loprieno	X	
Computer Info Systems	Mary Mills	X	Visual & Applied Arts	Lydia Etman	X	
Computer Sci/ CNSE	Vish Viswanath		World Languages	Raquel Olivera		
Digital Media Arts	Joanna Miller	X	Curriculum Chair (non-voting)	Mary Rees	X	
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>			

Quick Recap:

Topic	Discussion/Comments	Action

2:30 pm—Call to Order

I. Public Comments:

Mary Rees reminded the Senators of the changes to course repeatability.

Jeff Kreil announced that the process and schedule for the Personal Trainer program is still being worked out.

More information will be coming.

II. Approval of Minutes:

May 1, 2012: Tabled

III. Officer Reports

None

IV. Committee Reports

None

V. Unfinished Business

a. 2012-13 Governance Co-Chair Elections

We are still in need of Facilities Faculty Co-Chair.

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VI. New Business

- a. Senate Orientation and Expectations (Study Session)
Reviews basics of the Brown Act and Robert's Rules of Order.

Expectations of Senators as representatives of their department: Communication is key. Information has to go back-and-forth between departments and the Senate through the Senators. Be sure to gather information and bring it to the Senate, and then take Senate information back to the departments.

- Study Sessions: Allow for open discussion
- Information Sessions: Information is not part of the 10+1 and therefore the item will not be voted upon in any way.
- First Reading: Information will be presented, but a vote will not be taken on it during this "first reading."

- b. BIT Process (Information only)
Patricia Ewins and Sharon Manakas reviewed the BIT process with the group. The BIT team would like to add an instructional faculty member to the team. The Senators were asked to send recommendations to Riley.

- c. Board Policies (BPs) and Administrative Procedures (APs) (Study Session)
Review location of BPs and APs on the VCCCD Website. Governing Board Members discuss Board Policies, but do not address Administrative Procedures. Our APs tend to come from templates designed by the California League of Community Colleges. We customize them to meet our needs, when necessary.

- d. BP/APs 6200 & 6250 (First Reading)
Introduced these Budget Board Policies. Ms. Sue Johnson, Vice Chancellor of Business Services, will be at our next meeting to answer our questions on the VCCCD Budget.

- e. Senate By-Laws and Constitution (Study Session)
In reading our Constitution and By-Laws, we are in need of reviewing and updating our By-Laws, specifically in regards to the Senate's representation structure. (See Item VI.F below)

- f. Senate Representation (Study Session)
Our current structure is determined based upon:
- i. Stipulated by AFT Contract
 - ii. Stipulated by the College's Organization Structure

According to our current By-Laws, Every department that has a chair or coordinator needs representation. Discussion took place, clarifying how some programs are structured:

- i. CalWorks and Career Transfer Center fall within the Counseling Department
- ii. The Writing Center falls under the English Department
- iii. Institutional Research does not have a Department, and representation on the Senate currently exists because the one faculty member serves on the AS Exec
- iv. EOPs is a Department that currently does not have representation on the Senate

The Senators requested that we review and discuss a variety of Senate models from around the State; there are many options that do work. The first structure that we will review is the one being used at Ventura College.

Senate appoints all committee representatives. We need to get all positions populated ASAP.

- g. MCs Making-Decisions Document (Study Session)

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h. Senate and PG Committee Structure

i. Sabbatical Leave Committee Documents

VII. Announcements

a. Our Treasurer has officially stepped down from her post.

Meeting adjourned at 4:20 p.m.