

# Moorpark College Academic Senate Council Minutes (DRAFT)

Tuesday, **October 29, 2013**, 2:30 – 4:00pm in Admin 138

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Rex Edwards (AFT Rep) Martin Chetlen (F/TCAP)
<b>ASC Pres</b>	Mary Rees	X	EATM	Gary Wilson	X	
<b>ASC V.P.</b>	Nenagh Brown	X	Health Education/Kinesiology	Jeff Kreil	X	
<b>ASC Secretary</b>	Nathan Bowen	X	Health Sciences	Jamee Maxey Alt. Dalila Sankaran	DS	
<b>ASC Treasurer</b>	Mary Mills	X	Library	Mary LaBarge	X	
ACCESS	Melanie Masters		Life Sciences	Jazmir Hernandez	X	
Athletics	Howard Davis	X	Mathematics	Phil Abramoff	X	
Behavioral Sciences	Dan Vieira		Music/Dance	James Song	X	
Business	Reet Sumal	X	Physics/Astronomy/Engineering	Ron Wallingford	X	
Chemistry/Earth Sciences	Deanna Franke	X	Social Sciences	Hugo Hernandez	X	
Child Development	Kristi Almeida		Student Health Center	Sharon Manakas	X	
Comm Studies/Theater Arts/FTVM	John Loprieno	X	Visual & Applied Arts/Media Arts	Lydia Etman Alt. Joanna Miller		
Computer Sci/CNSE/CIS	Vish Viswanath	X	World Languages	Raquel Olivera	X	
Counseling	Traci Allen	X	Curriculum Chair (non-voting)	Jerry Mansfield		
English/ ESL	Sydney Sims	X	<i>Student Liaison</i>	Andrew Brown / Melvin Kim	AB	

## Quick Recap

Topic	Discussion/Comments	Action
Facilities and Tech CAP	Explanation by Martin Chetlen about the function and purpose of these combined groups. This will be tested for one year. Please get in touch with representatives of this group for facilities and technology requests from your departments.	
Fac/Tech CAP Membership Document, Fac/Tech CAP Decision Making Document	No major discussion.	Both approved unanimously
District Decision Making Document	No major discussion. This has been discussed in many meetings prior.	Approved unanimously
Student transfer deadline: November 30th	Faculty plays a crucial role in getting the word out to students to complete all paperwork before this deadline.	
Academic Senate Goals 2013-14	Request to include the District Decision Making Document and College Strategic Plan, plus inclusion of spelled out abbreviations.	Approved unanimously
AP 4102	There is some hesitation in approving the part requiring that Advisory Board meetings being comprised of only 20% faculty.	Request for more clarification
Hiring Committees/Faculty Prioritization	Review of procedures for the November 12th.	

## 2:30 pm—Call to Order

### I) Public Comments (Those wishing to make public comments must be in attendance before 2:30pm)

Sat. November 16<sup>th</sup>: Tailgate prior to football game, at 6pm

Athletic Programs (Ventura and Moorpark) are initiating a pilot program called Grades First

November 23<sup>rd</sup> Raider Challenge (call for faculty and staff to participate or compete) 9am-3:30pm

November 1<sup>st</sup> & 2<sup>nd</sup>, 8pm at the Performing Arts Center: Moorpark's Orchestra Concert plays Tchaikovsky, Mozart, and Bach.

### II) Study Session Facilities & Tech CAP timeline for Facilities and Technology Master Plan.

Martin Chetlen, faculty co-chair for F/T CAP, explained the proposed membership for the combined Facilities and Technology Committee and its major responsibilities.

- a) Facilities and Technology Committees have combined due to the significant overlap with these committees in terms of tasks. Proposed representation:
  - i) Three faculty members from each division
  - ii) Three members from Business Services
  - iii) Two deans selected by the Executive Vice President
  - iv) Student Association representative
- b) Timeline and tasks
  - i) Facilities Master Plan (2014-2020) – RFP (request for proposal), RFQ (request for qualifications) have been issued by John Sinutko to proceed with soliciting submissions for an architecture company who will facilitate the writing of the Facilities Master Plan. A Facilities Master Planning workgroup will be forming to provide input and work on the development of this Facilities Master Plan. The Facilities Master Plan will then be vetted and then the plan will be submitted through participatory process including Senate, campus-wide portal and, administration, District and the Board of trustees.
  - ii) Technical Operation Plan (2014): This is revised every year and is driven by the District Technology Plan. Service level agreements (what kind of support is provided by IT and what is not) will be established. This plan will detail new equipment and services, and what will be updated.
  - iii) FRAWG and TRAWG (Facilities Request Allocation Workgroup, Technology Request Allocation Workgroup). These workgroups will be established and must be members of F/TCAP. Their charge is to look through requests submitted by faculty through the program plan process and establish priorities, investigate inventory, and budgets to determine what will be updated. Along with faculty, IT and other staff specialists are on these committees. Main tasks: investigate requests, determine what the requests really are, and recommend prioritization. Martin stated, “We are looking to make this process more formalized and transparent. We need the help of the requesters to be willing to work with FRAWG/TRAWG members to ensure that everyone is on the same page”.
  - iv) TCAP/FCAP meet every third Wednesday of the month from 12:15-1:30.
  - v) **Motion to approve FT-CAP Decision Making Document. Approved unanimously.**
  - vi) Y’all Come at 2pm-3:30pm, Thursday, November 21<sup>st</sup> at CCCR for campus wide input on Facilities Master Plan.

### III) Approval of Minutes

- a) October 15<sup>th</sup>, 2013 – approved unanimously with three abstentions

### IV) Reports

- a) Committees
  - i) CurCom, Fac/Tech (see item II), Prof Dev, Fiscal and EdCAP
    - (1) 3<sup>rd</sup> week in February will be Flex Week
    - (2) On the portal there are \$1000 grants available for student success. Please take advantage!
    - (3) EdCAP has begun a gap analysis. In March and April, these standards will be reviewed.
      - (a) Next year we need to write the analysis for accreditation. The intent is to gather information this year to inform this document.
- b) Officer Reports
  - i) Treasurer
    - (1) Budget review
    - (2) Suggestion to discuss scholarships next meeting
  - ii) Secretary
    - (1) Watch for Faculty Prioritization data CDs in your inboxes
  - iii) Vice President
    - (1) Basket deadline: please drop them off at Senate Office by close of day Thursday, December 5<sup>th</sup>
    - (2) Great Teachers Seminar: Sunday, August 3<sup>rd</sup> - Friday, August 8<sup>th</sup> (the last week of our summer term)
    - (3) Sabbaticals: Sabbatical Leave Technical Review Group met, Sabbatical Committee had its first meeting. The deadline for application is noon, November 1<sup>st</sup>.
    - (4) Constitution workgroup has convened. The meeting concerned articles 1 through 4.
    - (5) Scholarships:
      - (a) 2012 – no scholarships.
      - (b) 2011 – three \$750 each.
      - (c) 2010 – three \$600 each.
      - (d) 2009 – three \$500 each
    - (6) Title V (we need to post this as a resource online)
  - iv) President
    - (1) Online grading requirements: We need to document the last day of attendance for F grades.

- (2) Friday, Nov. 1<sup>st</sup> 8:30-12:30 - CSUCI meeting, with an invitation to VCCCD faculty to attend. This is designed to help ensure successful transitions for transfer students.
- (3) Transfers November 30<sup>th</sup>: faculty plays a crucial role in getting the word out to students to complete all paperwork before this deadline.
- (4) The current ratio of students to one counselor is 1800 to 1. This is considered a low ratio in comparison to other colleges. As we work on the Student Success initiatives, we need to keep this in mind. Technology will likely play a big role in allowing us to meet goals of student interaction with Ed plans and orientations.
- (5) ITAC report: a new mobile device app will be developed and is close to beta testing. Course Studio is going to be phased out since it has a new update that is much different from its current version. As Distance Education is becoming a larger concern on a state level, down the road it is likely that the state will decide on one content management system (e.g. Blackboard, Desire2Learn).
- (6) Outcome-based funding is currently tied to the following factors: Education plans (comprehensive and preliminary), Early Alert, meeting with counselors, and orientations.

#### **V) Unfinished Business**

- a) Academic Senate goals for 2013-14 (handout)
  - i) **motion to approve the goals, with an inclusion of District Decision Making Document and College Strategic Plan, plus inclusion of spelled out abbreviations - motion approved unanimously**
- b) District Decision Making Handbook (handout)
  - i) **motion to approve this document – motion approved unanimously**
- c) AP 4102
  - i) Not ready for approval. We need more data about the call for 20% faculty representation.
  - ii) Could virtual meetings might be a way to satisfy these requirements to interface with industry representatives?
  - iii) CTE Y'all Come November 15<sup>th</sup>
- d) **Fac/Tech CAP Membership (handout) – motion approved unanimously**
- e) MoU with LaVerne – tabled until data is available from EVP office

#### **VI) New Business**

- a) Faculty Prioritization (November 12)- reviewed prioritization assumptions. For next meeting, we will discuss the prioritization assumptions and finalize these.

#### **VII) Future Topics**

- a) Community Service

#### **VIII) Announcements**

- a) Sabbatical Leave proposals due November 1<sup>st</sup> at noon.
- b) Y'all Come – November 6<sup>th</sup> (strategic planning) – this will cast light on what information was gathered from the recent Student Success conference.
- c) Meet for faculty prioritization November 12, at CCCR
- d) Y'all Come – November 21<sup>st</sup> (Facilities)