I. Call to Order & Roll Call
President Shoemaker called the meeting to order at 2:14 p.m.

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<td>Senate Pres – L. Shoemaker</td>
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<td>Senator At Large – J. Kea</td>
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<td>Social Science – T. Kelly</td>
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<td>Student Services – B. Perelli</td>
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II. Order of the Agenda
It was agreed that the order of the agenda will be changed to accommodate guests as they arrive (M/S/P-Kelly/Allan).

III. Approval of WVCAS Meeting Minutes
Lance advised that there were no minutes to be considered for approval at today’s meeting. He noted that the posting of minutes online has not been done since last spring. We are working on posting them as soon as possible.

IV. Oral Communication from the Public
There was no oral communication from the public at today’s meeting.

V. Information & Announcements (College & District)
1. Senator Perelli announced that a mental health event, “In Our Own Voice”, will be held this semester. This event will serve as a kick-off for starting a support system for students relative to mental health in accordance with the National Alliance on Mental Illness.
2. Senator Ghodrat stated that there is a need for more faculty members to attend the Board of Trustee meetings, particularly in light of the current state of negotiations. She noted that the entire English Department attended the last Board meeting. Faculty need to demonstrate their concerns and urged that as many faculty as possible attend the next Board meeting.
3. President Shoemaker announced that the Academic Senate for California Community Colleges will hold its plenary session from April 18th to April 20th in Burlingame. Funds are available for interested faculty. Interested Senators should advise Lance if they would like to attend the plenary as soon as
possible.
4. The Senate Office has received a packet from the State Academic Senate with an offer to faculty and
students to purchase Microsoft equipment at an excellent discount. Senator Allen noted that a better
discount can be obtained by e-mailing IS for a code to obtain a coupon.

VI. Administrative Business/Actions/Appointments
At this time, President Shoemaker moved to Item VI.E, F, H, and A.

E. New Faculty Hiring
Lance advised that Mission College will probably hire approximately ten new faculty members next year in
order to meet the FON. West Valley College will hire approximately four faculty in the Fall. He noted that
a Counseling position will be vacated and may be added to the list for prioritization.

F. Committee Appointments
1. Curriculum Committee – A motion to appoint Heidi Davis to replace Patricia Louderback on this
committee was approved (M/S/U – Kelly/Clark).
2. Academic Directions Committee - It was suggested and agreed that appointments to this committee
should be made after the Senate has approved the by-laws of the committee. (See Item VII.A)
3. Academic Appeals Committee - A motion to appoint Sara Patterson to this committee was
approved (M/S/U-Kelly/Ghodrat).

H. President’s Report
1. Lance referred to the last and final offer placed on the negotiations table, indicating his view that it
was inappropriate, damaging to faculty morale, and will take some time to undo the damage. It was noted
that the negotiation meeting scheduled for last Friday was cancelled as suggested by the ACE attorney.
ACE wants to address the Board and request that they authorize the District to start to negotiate again.
Lance stated that he was told that there would be a meeting on February 22nd. He reiterated Nancy’s
suggestion that faculty attend the Board meetings. In addition, he opined that some Board members are
open to discussion on the issues.
2. Lance advised that last semester many of the Chancellor Round Table meetings were postponed.
A Chancellor’s Round Table meeting was held this month, which was very useful and productive.
Discussion revolved around professional development, and the Chancellor was advised that the handling of
negotiations has not been satisfactory.

The rest of the report was postponed to facilitate the schedule of visiting presenters.

A. Curriculum Committee
The Senators received a list of course revisions to be approved by e-mail and an additional list was
distributed at today’s meeting. Cheryl Miller, Chair of the Curriculum Committee, noted that the committee
is meeting every week in order to meet the State’s deadlines regarding AA-T’s and AS-T’s, and the list of
courses will go to the Board for approval. Even though many of the courses have been approved, she noted
that many of them are outdated and will need to be updated. The Senators approved the lists of course
revisions as submitted. (M/S/U – Kelly/Hackworth). Lance and Nancy thanked Cheryl, Kuni and
Stephanie for all their hard work, and all lauded Lisa Kaaz for all of her hard work.

VII. Old Business

A. Consideration and Possible Approval of Academic Directions Committee Bylaws
Lance explained that Jim Henderson and Steve Juarez, co-chairs of this committee, have presented a draft
of bylaws for the Senate’s consideration, using the Mission College Academic Directions Committee’s
bylaws as a template.
A very lengthy and heated discussion ensued on the issues of the charge of the committee – should it be proactive or not – as well as the membership and role of the PGC representative, and the criteria to be used by the committee when reviewing programs. The co-chairs offered three criteria that the committee had developed. It became very clear during discussion that many on the Senate and the chairs of the committee had different concepts and expectations relative to the committee. Stephanie read a portion of the Ed Code relative to this issue and suggested that the ADC is needed to serve in an on-going capacity.

After considerable deliberation, it was agreed that the bylaws would be approved with specific amendments to the bylaws as follows:
1. Amendment to Article 3, remove Item B (which is blank) and rename Item C to Item B
2. Amendment to Item VI.B. is shown in italics, “Amendments to this document may be made as deemed necessary by two-thirds of the full membership and submitted to the West Valley College Academic Senate for ratification.”

The following motion was made and passed (M/S/P – Kelly/Ghodrat):

“that the West Valley College Academic Senate approves the bylaws of the Academic Directions Committee with the two amendments as stated above.”

Discussion continued at length relative to the criteria to be used by the committee. It was ultimately suggested that the criteria developed and approved by the Academic Senate for the Program Discontinuance Policy be used by the ADC. The following motion was passed unanimously (M/S/U – Hackworth/Kelly):

“that the West Valley College Academic Senate direct the Academic Directions Committee to use the following ten quantitative factors listed in the Program Discontinuance Policy as criteria:

1. Projected demand for the program in the future.
2. Persistence of students in the program.
3. Enrollment trends over a sustained period of time.
4. Frequency of course section offerings.
5. Term-to-term persistence (significantly below the college average) of students within the program.
6. Retention or success rates (significantly below the college average) of students.
7. Productivity and/or efficiency in terms of the Full-Time Equivalents (FTEs) (actual) per FTEf ratio, using the version that takes enrollment activity for all attendance types into consideration.
8. Number of graduates from the program (where applicable).
9. Diversity issues: For example, has the ethnic distribution of department enrollees become more reflective of the overall student body over time?
10. Affordability”

A concern was raised as to how to deal with additional criteria that the committee may develop to accommodate the various programs. It was stated that if the ADC has additional criteria, they must be considered by the Academic Senate for approval.

It was noted that the PGC is expected to forward several programs to the ADC for evaluation, and the ADC committee will be busy and operating proactively. If PGC does not submit any programs to the committee, then Lance will call for a special meeting of the WVC Academic Senate to discuss whether or not the ADC is to be proactive. It was stated clearly that if the PGC does send programs to the ADC for evaluation, the committee will proceed in accordance with its bylaws and criteria as stated. Lance stated that this item will be placed on the next agenda for further discussion.

The following appointments to the ADC were made as follows:
I. Call to Order & Roll Call

The meeting was called to order at 2:17 p.m. These minutes were not recorded.

II. Order of the Agenda

Motion: Move to approve the order of the agenda. (M/S/U) (J. Finch/D. Epperson)

President Pape announced that the Academic Senate had a number of new members, and asked Senators to introduce themselves as a matter of record. He welcomed Senators, Nancy Ghodrat, Dulce María Gray, Sylvia Ortega, and Carol Pavan to their new terms, and also welcomed the returning Senators back.

III. Approval of Meeting Minutes (10 minutes) (I/A)

April 28, 2015, May 5, 2015, May 19, 2015

Motion: Move to approve the meeting minutes for April 28, 2015, May 5, 2015, and May 19, 2015. (M/S/P) (T. Kelly/ C. Reiss) Abstentions: D. Gray, S. Ortega, C. Pavan, and N. Ghodrat

IV. Oral Communication from the Public (5 Minutes/Person)

This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

None
E. District Academic Senate (I/A)

President Pape reported that the first of two District Academic Senate (DAS) meetings, for fall 2015, is scheduled to occur on Tuesday, September 29, 2015. The meeting will begin at 2:30 p.m. As a matter of record the Senate confirmed that Senators Cynthia Reiss, Andy Kindon, Tim Kelly, and Carol Pavan will be the voting representatives. President Pape noted that the LMS migration discussion will take place at the District Academic Senate meeting, and this is an issue that may require a vote. The meeting will be held by teleconference in the WV Campus Club Room.

F. Accreditation Standard Updates (I/A)

Kuni Hay, VP of the office of Instruction reported that the college President received a letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) reaffirming accreditation.

G. Recognitions (I)

None

H. Curriculum Committee Report and Approval (I/A)

Cheryl Miller, Curriculum Committee Chair reported that there was no curriculum to approve at this meeting. Chair Miller also reported that six CRC members attended the Curriculum Institute. Chair Miller suggested that; as an outcome of the Curriculum Institute discussions, the college begin to engage in discussions regarding the issues surrounding the importance of CTE, and non-credit in community college education. VP Reiss commented that the Senate is in the process of trying to bring in a well noted speaker to present a discussion on the topic of non-credit.

I. Student Success Faculty Report (I/A)

None

VII. Old Business

A. Review college-level process for LMS evaluation (Senate) (20 minutes) (I/A)

President Pape opened the discussion noting that the demonstrations for Canvas and Blackboard occurred on Friday, September 4, 2015. He reiterated that there is an urgent need for the colleges to make a joint decision on choosing the next Learning Management System (LMS). Janis Kea and Lisa Kaaz, both LMS Selection Committee members gave a brief update on the demonstrations. Janis reported that she and Lisa felt that there was a consensus among some of the West Valley College attendees that Blackboard did not provide a good presentation, and that Canvas might be a better option.

Janis Kea reported that information regarding access to the sandboxes will be made available soon, and commented that the adoption of a new LMS may not necessarily be a district-wide decision. She noted that while it would be ideal for both colleges to agree on adopting one LMS, it is not necessary since both colleges can choose to adopt a different platform, but it is important that a decision be made in order to begin the process of course migration, faculty and staff training, and preparation for a full LMS launch scheduled for the fall of 2016. Janis stated that the expected transition time is 18 months.

President Pape stated that the LMS discussions will continue. He reiterated that this is a very important decision for the Academic Senate to make a recommendation to the Chancellor, and to the Board of Trustees (BOT) on the system that will best fit the needs of the District.

B. E&FMP Report Update (E. Pape/Senate) (10 minutes) (I/A)

President Pape discussed that College Council is in the process of preparing a draft document of the WVC Educational Master Plan Goals 2020. Updates can be found on the college website at the following link:

http://www.westvalley.edu/documents/Educational_and_Facilities_Master_Plan/

President Davis spoke briefly regarding the E&FMP report, and stated that the final draft should be made available soon.
VIII. New Business (I/A)

A. Status of Park Management and Geospatial Technology Program (C. Cruz) (20 Minutes) (I/A)

Chris Cruz, Instructor in Park Management & Geospatial Technology submitted a request to the WV Academic Senate to give a presentation on the program, due in part to ongoing discussions regarding the direction in which the program is going. The purpose for his discussion stemmed from what he noted as a significant amount of misinformation that has been circulating regarding the program.

Instructor Chris held a robust discussion covering the history of the program, partnerships, and new ventures. He then discussed labor market information in reference to the program, what the department is doing to address any program concerns, and the progress the department is making in the area of recruitment and outreach.

Motion: Move to extend the Status of Park Management and Geospatial Technology Program discussion by 5 Minutes. (M/S/U) (T. Kelly/D. Epperson)

Instructor Cruz also discussed that the program had been under ADC review for a year, and noted that the ADC process placed a tremendous amount of pressure on the department. In the Senate agenda request Chris noted that it was the determination of ADC that the program did not need to be brought back to ADC for review, and he noted that the program was taken off review because the they had worked with ADC, and done what was agreed upon; specifically he mentioned the recommendation to reduce the program requirement to 39 units. Chris stated that while the process has made the program better the process also took a tremendous amount of time away from the students.

Motion: Move to extend the discussion by 3 Minutes. (M/S/U) (T. Kelly/D. Epperson)

Instructor Cruz discussed that the department’s goal is to move forward, and work to improve the program. The program is looking for a fair and equitable solution to assistance in getting the curriculum committee to complete the curriculum review process that began over 2 years ago; in the fall of 2013. He also discussed that because CTE programs review curriculum every two years a review is due again this year, yet the last cycle has not been approved. Chris commented that if there are any unresolved solutions, then the program would be willing to continue to work with ADC. The senators, and Curriculum Committee Chair, Cheryl Miller, held a discussion on career pathway avenues, and the completers that are still needed for State approval.

Motion: Move to extend the discussion by 7 Minutes. (M/S/U) (D. Epperson/D. Gray)

Guests: Richard Tejeda, Education Assistant from the Guadalupe River Conservancy, Pam Helmke, Senior Ranger, from the City of San Jose Regional Parks, and Krissy Graham, a WVC student and Santa Clara Valley Water District Employee, each addressed the Senate regarding their experiences with the program as well as the need for the program. Andres Macia, Student and Santa Clara County Parks Maintenance Worker, and student Desiree LaGrone were also in attendance in support of the program. Senators commented that their information really helped the senate to understand how effective the program is, and the need for the program.

More information on the program can be found at: [http://www.westvalley.edu/geotech/index.html](http://www.westvalley.edu/geotech/index.html). President Pape thanked Chris Cruz and the guest for the presentation.

B. Department Chair and Associate Faculty Hiring Procedures (S. Juarez) (20 Minutes) (I/A)

President Pape opened the discussion addressing the senators on the specific issue of academic integrity as a legitimate discussion for the academic senate and he commented that in regards to academic matters, the Senate is best qualified to make the decision.

Steve Juarez addressed the senate in a robust discussion asking the senate to weigh in on the issue for clarification as to the hiring and assigning of associate faculty being usurped by the administration and noting the process to be arbitrary and capricious.

Steve previously noted that the administrative and division chair’s decision in undertaking this action lacked any area or academic expertise in this matter and the decision made not only defrauds the students, but demonstrates an institutional contempt for the intellectual integrity of the Native American History course and the academic integrity of the WVC History Department.
As the department chair, Steve made an effort to preserve the academic integrity of the History department in ensuring qualified instructors with experience in that particular specialized field. There was a process underway to secure a vetted instructor, yet a decision was made to choose to override academic expertise, and judgment; by supporting the approach to secure a candidate who simply met the minimum qualifications with no qualified, or specialized field expertise.

Steve further discussed that a decision was made in consulting the Division Chairs, and it was agreed that cancellation was not an option based the numbers of students currently enrolled and the data in numbers being down by 12.7%, history being down 5.1%; noting a need to have more students enrolling in courses and also to ensure that we keep our doors open for students, this being at the expense of the academic integrity of the program.

Communications on this matter indicated that administration noted that this process has been vetted with the Academic Senate, and HR to shift the locus of control to department and division faculty in the hiring process, which means that the process is much more easily controlled by the department and Division Chairs.

After explaining Chair Juarez’s perspective, Senator Kindon raised two points: the first was for Steve to clarify the context within which the teaching assignment was made and why it was that two courses ended up without an assigned faculty so close to the beginning of the semester. The second was that, while he agreed that ideally the department chair and/or subject area expert should be making teaching assignments, it is important for us to discuss what should happen when the department chair fails to fulfill this responsibility. In such a case, who then has the authority to make teaching assignments? Or should the classes simply be cancelled rather than allow anyone other than the subject area expert to make the teaching assignment?

Senator Reiss stated that the chronology of events is in fact not ancillary but very relevant. She stated that if the situation occurred in her department and the depart chair did not act, given the timeframes and same situation; her division chair would probably make the same decision. Especially since the decision about a faculty member’s expertise in a particular subject does not reside in only one person. On Steve Juarez’s statement that in May he knew that no adjuncts would be available, Senator Reiss disagreed stating that in her own experience as adjunct, part timers are always available in the later parts of the summer, as these types of situations happen all the time.

Nichola Gutierrez noted that the Social Science Division Chairs agree that the hiring of associate faculty should ideally be done by faculty within the department who have the necessary expertise. However, in this situation, the Social Science Division Chairs had few options. The department chair submitted his intention to cancel the class, which had 28 students enrolled, two weeks prior to the start date. This request to cancel was denied and both VPI Hay and Nichola Gutierrez contacted history departments in other colleges for candidates to teach the course. Two candidates were identified and their names were forwarded to Steve Juarez.

Less than a week prior to the start of the semester, VPI Kuni Hay asked the Social Science Chairs to follow-up with Steve on the hiring status and he was contacted via email. As a decision had to be made quickly the Social Science Division Chairs moved forward, and offered the class to one of the candidates.

No action was taken by the Senate, but there was a general consensus that department chairs function as area experts, and that this constitutes an appropriate and legitimate area for future Senate discussion and possible action.

IX. Future Agenda Items
- Participatory Governance 4/24/15 retreat follow-up discussion
- Discussion/Revision/Reaffirmation of WVC Shared Decision Making document
- Enrollment, Efficiency & Programs: Cohort discussion
- Senate Role discussion
- Faculty working out of contract follow-up discussion
- ACE/Senate Responsibility Agreement discussion
- Review/consider Senate bylaws revisions for voting plurality
- Developing criteria and a rubric for creating programs

X. Adjournment

The meeting was adjourned at 4:30 p.m.

Motion: Move to adjourn the meeting at 4:30 p.m. (M/S/U) (T. Kelly/D. Epperson)
I. Call to Order & Roll Call
The meeting was called to order at 2:13 p.m.

II. Order of the Agenda

Motion: Move to approve the order of the agenda (M/S/U) (T. Kelly/S. Ortega)

III. Approval of Meeting Minutes (5 minutes) (I/A)
September 8, 2015

Senator Gray commented that the minutes regarding the discussion on Department Chair and Associate Faculty Hiring Procedures (S. Juarez), as written, did not summarize the discussion as it occurred. She is requesting that the minutes be revised, and that there be a senate discussion addressing the conversation.

It was reported that there is no recording available for this meeting. President Pape asked Senators how the minutes, as noted, did not reflect the discussion, and what senators would like the minutes to reflect? He noted that any Senator wishing to make changes should express their concerns, and submit those requested changes in writing.

In response to President Pape’s question, VP Reiss commented that she, Senator Kindon, and other senators made important points that should have been reflected in the minutes as opposed to a general statement of a “robust discussion”, that only reflected the speaker’s opinions, and that senators should be in agreement in regards to what will be reflected in the minutes.

Senator Kelly commented that the minutes should reflect a wider range of the discussion. President Pape and Senator Kelly suggested that the minutes not be approved, and that there be a discussion at the next senate meeting on the specific changes to be made to properly reflect the discussion. The meeting minutes for 9/8/15 were moved to the next agenda for approval, in order to allow additional time to make the requested changes. They will be brought back for discussion and revision on 10/13/15.
H. District Academic Senate (I/A)

President Pape held a discussion on the requirement for VWC Senators representation; for meetings, at the District Academic Senate. He reported that 5 Senators, from each college, serve as representatives. The current representatives from the WVCAS are VP Cynthia Reiss, and Senators Tim Kelly, Andy Kindon, and Carol Pavan.

Motion: Move to approve Sylvia Ortega to serve as a DAS representative (M/S/U) (D. Epperson/T. Kelly)

I. Other Reports (I)

None

VII. Old Business

A. Review of LMS evaluation process discussion (Senate) (10 minutes) (I/A)

President Pape reported that at the next DAS meeting the MCAS members will move forward with their selection for Canvas as the LMS recommendation, as opposed to their initial consideration to start over, and seek all vendor proposals. President Pape is now requesting a discussion for the WVCAS recommendation to move forward to DAS. A robust discussion ensued. Janis Kea, DL committee member commented that it was her understanding that MCAS made a recommendation to only move forward in choosing between Canvas and Blackboard, and that the discussion on which recommendation would move forward would occur at the next MCAS meeting. The recommendation to the Chancellor would then move forward to the next DAS meeting.

President Pape asked the senators to consider making a recommendation, at this meeting, to move forward to the DAS. A discussion ensued regarding the numerous emails received, and discussions in support of Canvas as the LMS choice. The President called for a vote, and thanked Janis Kea and Lisa Kaaz for all of their hard work on this issue.

Motion: To approve the recommendation to the Chancellor to select Canvas as the LMS (T. Kelly/S. Ortega) (M/S/P) Abstain: Chris Clancy

VIII. New Business (I/A)

A. Senate 101 Review (E. Pape/Senate) (20 Minutes) (I/A) attachments

President Pape noted for the record that this agenda item should read 10+1 Review, and that faculty member Angelica Bangle participated in creating the ASCCC Effective Senate Key Ingredients of Collegial Consultation.

President Pape stated that the academic senate has, as its primary responsibility, those issues that fall under the 10+1 items. This varies from college to college and district to district, but the role of the senate is to directly advise the Board of Trustees.

President Pape discussed that while Senates usually go through the colleges and the District; it is important to remember that the Academic Senate has a special relationship with the BOT on academic and professional matters. The senate is the primary recommending body. State academic senate and Title V law include; curriculum including adding prerequisites, degrees and certificates requirements, grading policies, educational program development, standards and policies regarding student preparation and success, and college governance structures, but what is important to note is that it is as it relates to faculty roles. The Senate can still weigh in on issues such as when participatory governance structures are too loose, or seem to fall apart, but the senate concern is specifically faculty, and there is no obligation for the BOT to listen to the senate on non-faculty related issues.

President Pape continued the discussion noting that policies for faculty professional development activities, processes for program review, faculty roles for involvement in the accreditation process, and processes for institutional planning and budget development are clarified areas of responsibility for senates. The vague role of the Senates are the roles that fall under “+1, or other academic matters as mutually agreed upon”, that is a constantly negotiated process between academic senates, unions and college and district administration.
President Pape stated that it is important to know that each district can decide under board policy, how collegial consultation, required as outlined in Title V, should take place. It can happen either by “relying primarily upon the advice, and judgment of the academic senate”, or “by reaching mutual agreement by a written resolution, regulation, or policy”. He stated that the BOT has elected to “rely primarily upon the advice and judgment of the academic senate”. This means that the BOT must explain in writing why they may have chosen to go in another direction.

The senators were sent the link to the new 2015 Local Senate Handbook that is available online from the Academic Senate for the California Community Colleges (ASCCC). President Pape suggested that senators review the new Faculty Handbook for any changes in the information. Senator Finch requested that the PowerPoint for this discussion also be sent to senators.

President Pape also commented that the senate operates by Brown Act, therefore decisions are made during the senate meetings by vote, but this does not preclude senators from discussing issues with constituents, and is a very good practice to have those discussions which allow senators to gain the most useful information from their informed constituents.

Senators Ortega and Senator Gray commented that they will continue the tradition that former Senator Whitney Clay took on in sending out regular summaries of meeting information to their departments.

VP Reiss stated that she would provide the senators additional information on clarifying the terms “rely primarily upon”, and “by mutual agreement” and she commented that faculty roles and responsibility should be discussed, and also be understood; and become a significant part of these conversations. The Academic Senate for California Community Colleges (ASCCC) underscores the idea that along with shared governance is shared accountability. President Pape stated that the effectiveness of the senate is in their ability to make decisions. He noted that the decision making process is an important responsibility and obligation; that when it is not carried out effectively, it invites administrative intervention.

President Pape discussed that Title V was written with the understanding that those in the classroom are best suited to make the decisions on matters such as grading standards, and prerequisites. He concluded the discussion noting that both he and VP Reiss agreed that these views are not an attempt to pit administration against faculty, or to slight administration in any way, but to clarify the belief that faculty members are best suited to make decisions in the areas in which they are experts.

B. ADC/Curriculum Committee (CC) Collaboration Update (C. Miller/ADC) (10 Minutes) (I/A) attachments

Chair Miller reported that an outcome in response to the April 24 Participatory Governance retreat is that the ADC, and the CC collaborated at the last curriculum committee meeting. The idea was to establish committee goals that would adjoin efforts to establishing effective committees, since in the past the ADC and the CC had issues that could range from curricular in nature to revitalization, or discontinuance.

Diane Rudy, ADC, and Cheryl Miller (CC) provided the handout for the Drafts of the New Program Develop Process, and the new Program Revitalization Process. A robust discussion ensued.

Senator Epperson commented that while he agrees with the flowchart and plan, there seems to be some vague component of ADC; there needs to be more specific structure. Rather than the “Other Groups” noted on the revitalization flow chart, it should note a limited set of groups as - able to put programs up for ADC review.

President Pape commented that a change of this nature would require a change in the program discontinuance policy. He noted that an interesting part of senator Epperson’s question; which should be an issue for discussion, is should the academic senate play a role earlier in the process, since that is the only time in which the Senate will have a real output in the process- Should the academic senate be a part of the process at the point that a program is recommended to ADC? He suggested that this should be a senate agenda item for future discussion.

Senator Kelly questioned that - if the outcome could be program discontinuance, then could you expect programs to voluntarily check in to ADC, and if so, can they also voluntarily check out? Cheryl Miller stated that both ADC and the Curriculum Committee are sub-committees of the Academic Senate, and as such both committees work on the behalf of the Senate, so any committee activity during the initial phase would be brought to the Senate, and the Senate would be kept informed, through regular Senate update throughout the process. Unless the senate decides differently the only reason any issues would come to the senate for a vote would be due to an unsuccessful program revitalization (action plans).
WEST VALLEY COLLEGE ACADEMIC SENATE MEETING  
Tuesday, October 13, 2015  
Approved Meeting Minutes  
Baltic Room B - Campus Center  
2:10 p.m. - 4:30 p.m.

I. Call to Order & Roll Call
The meeting was called to order at 2:18 p.m.

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<td>Fine Arts- C. Reiss (Senate VP)</td>
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<td>Library- Y. Kim</td>
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<tr>
<td>Guests: President Davis, VPI K. Hay, Dean S. Kashima, W. Clay, C. Miller, V. Hindes, M. Francis, J. Kea, Dean Weisberg, Melvin Vaughn, Melvin Prichard</td>
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<td>Pertilla Domingue, Senior Administrative Assistant to the AS</td>
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II. Order of the Agenda
Motion: Move to approve the order of the agenda (M/S/U) (N. Ghodrat/J. Finch)

III. Approval of Meeting Minutes (5 minutes) (I/A) 3:15 – 12:44
September 8, 2015, and September 22, 2015

The changes for the meeting minutes for September 8, 2015 have been sent. The changes should be incorporated and the revised minutes should be reagendized for approval.

Motion: Move to approve the meeting minutes for September 22, 2015. (M/S/U) (J. Finch/N. Ghodrat)

Senators held a discussion that addressed a request to have an electronic recording of all meetings and prior notice when a recorder is not available during the meeting. The minutes need to be free of typos, capture a summary of the discussions and provide the main points that are brought up. They should convey a fully rounded version of what was discussed.

Senators also discussed that extensive minutes might be necessary to capture the essence of the discussion, but brevity might be necessary in some discussions as long as it is understood that these are official documents that convey to the administrative body, and our constituents, what the academic senate is doing.

Some senators expressed that detailed minutes have been done in the past and should always be the standard.
H. District Academic Senate (I/A)

The following information was restated as it was included in the Presidents Report:
Concluding the DAS discussion of the Canvas LMS, there was dialogue over a recommendation to be made by the DAS concerning funds that would remain after the cancellation of ANGEL. Some cost for Canvas will be covered at the State level in the first four years, which will result in cost savings. DAS considered several options for the use of these excess funds. After discussion, it was decided that the Senators should continue to consider options at the College level, and then write an identical motion at both Senates. The motion would stand as a DAS action. This discussion will move forward as a future agenda item.

I. Other Reports (I)

Whitney Clay, BSI Coordinator gave an overview of the Basic Skills report. She reported the highlights of the work the committee is doing and discussed the success they have seen in the past years. Coordinator Clay discussed the history of this initiative that comes from the state Chancellor’s office and the State Academic Senate office (2007). The $90k each college receives allows for the program coordinator to support implementation of the identified best practices for the basic skills population. Conceptually the funds are to be used as the seed money to take students from basic skills to completion of college level courses by establishing programs and services. The goal is to institutionalize those programs and services and also includes coordination with SSSP, Professional development and Student Equity.

The math resource center funding is an example. In 2013 the budget for this center was 78% Basic Skills Initiative (BSI) funds. The center is now receiving 100% college supported funding. In seven years the First Year Experience Program (English, reading, math and counseling) went from serving 30 students in a cohort to 120 students in 2014-2015, with SSSP funding the increased time needed for the coordinator position. The Acceleration in English and Math program; curriculum redesign that prepares the lowest placing student to go into transfer level courses in their 2nd semester, has seen success across the state. This program increased from one section in spring 2014 to 4 sections of accelerated math, and 3 sections in accelerated English starting in spring 2016.

Discussion on Coordinator Clay’s report continued with a review of the success rates and areas of concern. The full report is available on the student success web page at BSIReportOverviewAcademicSenate10 13 15.pptx. The budget and plans will also be available. President Pape thanked Whitney Clay for the report update.

VII. Old Business

A. Department Chair and Associate Faculty Hiring Procedures (J. Kea/Senate) (20 Minutes) (I/A)

This agenda item has been requested removed due to a conflict in schedules. This will be brought back to the senate for discussion with a revised agenda title.

B. ADC/Curriculum Committee collaboration discussion (C. Miller/D. Rudy) (10 Minutes) (I/A)

The following statement was read into record by President Pape as received from Diane Rudy, ADC Chair:

9/13/15
Dear Eric and Senate Committee members.

It is with regret that I am unable to attend the Senate meeting with you when you have discussion regarding the ADC flow chart that was presented at the previous Senate meeting.

As Chair of the Academic Directions Committee, I feel confident that the processes being proposed, jointly today by the Curriculum Committee and the Academic Directions Committee will indeed benefit the college in clarifying roles and responsibilities as they relate to new program development and program revitalization.

These two processes are the result of a recommendation from the April 2015 leadership retreat, which asked both ADC and Curriculum Committee to clarify roles in regard to their work with programs.

Our two committees put much effort in outlining these processes and the roles of each committee over a period of months of thoughtful and collaborative work. Many meetings and hours of discussion are reflected in these flow charts with thoughtful input from committee members representing many areas of the college.

As such, I respectfully request that the Senate honor the role of the ADC and Curriculum Committee and accept our recommendation to approve these two documents.

Thank you,
Diane Rudy
Chair ADC
President Pape gave Cheryl Miller, Curriculum Committee Chair the floor to discuss the joint ADC and Curriculum Committees process recommendations request. Cheryl noted that the flowcharts were reviewed at the last Senate meeting, and senators were tasked with reviewing the information in order to approve the outlined processes for the development of new programs and the revitalization of existing programs. President Pape asked senators for a motion.

Motion: Move to approve the proposed processes for new program development and program revitalization. (M/S/U) (A. Kindon/J. Finch)

There was a discussion on feedback from constituents. Senator Ghodrat read into record email that she received regarding concerns that were raised. “It appears that purely academic programs such as math and science will never need revitalization, and what are the guidelines for when programs need be identified as in need of program revitalization?”
Chair Miller, and the senators engaged in a robust discussion regarding CTE compliance, the position that the Senate takes when choosing to refer a program to ADC, and how PGC can play a role in this discussion. President Pape noted that the question regarding guidelines should be addressed to PGC, since the Academic Senate generally does not refer programs for revitalization or discontinuance. Even though the Senate has the authority to do so, traditionally PGC does the referrals. The discussion concluded with approval of the motion.

C. Reinstituting the Joint Taskforce for Credit/Non-Credit discussion (Senate) (10 Minutes) (I/A)

President Pape opened the discussion noting that Ann Marie Wasserbauer would not be available for the discussion today. The senate needs to make a decision on the issue of non-credit, and on reinstituting the credit/non-credit taskforce; however, the appropriate direction is unclear at this point. The senate is currently seeking to bring in a presenter for a full discussion on the issue of non-credit. Senator Reiss provided dates that a state representative would be available to make a presentation. She is requesting that time be allotted for our college community to attend and be able to engage in the dialogue. President Pape asked senators if they should wait until the presentation occurs before reinstituting the credit/non-credit taskforce. Senators discussed that the presentation should occur during a special Senate meeting. An invitation should also be given to ACE members.

Senator Kindon asked if there was any feedback from ACE on the District Academic Senate request for their anticipated level of participation on this issue. President Pape has not communicated with Ann Marie Wasserbauer. He has urged ACE to appoint a member to regularly attend senate meeting, and provide updates to ACE on the many anticipated discussion on this issue. He noted that ACE is quite busy.

ACE member Melvin Pritchard stated that he will make sure this discussion is on the agenda for ACE because it is a very important issue that will shape membership, pay and other issues.

Senator Kelly noted that the committee is still active and exists, they just need to meet, and unless the current structure of the committee is defunct no action is required. President Pape reiterated that the committee is currently comprised heavily of Language Arts faculty. By ACE request there was an open call that went out for faculty to join, and subsequently more Language Arts faculty joined.

Senator Ortega reported that Ann Marie Wasserbauer has indicated that her schedule will not allow her to lead up the taskforce. VP Reiss suggested that the senate send out a new Call To Serve that would reinstitute the taskforce. Senators also discussed the need to set parameters that will address the number of senators, the kind of representation needed, and also encourage everyone to attend the non-credit presentation with the intent of giving primary consideration to those who participate.

Motion: The WVC Academic Senate approves reinstituting the joint credit/non-credit taskforce following a special presentation given by a state representative on credit/non-credit. (M/S/U) (J. Finch/C. Reiss)

VIII. New Business (I/A)

A. LMS Features Recommendation Discussion (Senate) (10 minutes) (I/A) (attachment)

President Pape noted in the Presidents Report that now that the District Academic Senate has recommended to the District that Canvas should be our new Learning Management System the Banner implementation will proceed at the District level and the College level implantation will occur shortly. The Chancellor has stated that it is the District’s intention to spend as much time and funds as are necessary to satisfactorily complete the project.

There have been discussions at each senate concerning the Canvas LMS recommendation to be made to the Chancellor regarding funds that would remain after the cancellation of ANGEL. Those discussions have led to the belief that a majority of the funds should be set aside for training. After the discussion, it was decided that each senate continue to consider options at the College level, and then each senate should write an identical motion that would stand as DAS action regarding options for the use of these excess funds.

At the MCAS meeting last week, Mission did not pass a motion, but rather elected to wait for WVCAS to pass their motion. Before the WVCAS meeting, MCAS President Winsome forwarded a possible motion to be considered today. President Pape read the proposed written motion.

“The District will follow the recommendation of the OEI regarding cost savings from annual LMS support provided by the OEI for the next 4 years; namely, to set aside 20% per annum to support unanticipated costs and to redirect the remaining 80% per annum to support the online environment at each college, with support to include but not necessarily be restricted to the following: faculty development and training for the use of LMS’ in both online and face-to-face instruction, equipment and technical support for online learning, and other activities related to online learning as deemed appropriate by the faculty and staff at each college.”

A robust discussion ensued regarding a need for the WVCAS to hear the proposals on this matter from both the WVC Distance Learning Committee, and the MC Distance Learning Committee. Additional comments were discussed. The DLC’s at each college need to coordinate on this issue. There needs to be some language included to require funds for training for students. The recommendation should address training for all users. There should be a specific request. Workshops should be made available for training users. Janis Kea, Co-Chair of the Distance Learning Committee noted that WVC users interested in participating in a pilot group for a soft launch may contact the WV DL Committee.
WEST VALLEY COLLEGE ACADEMIC SENATE
Approved Meeting Minutes
Tuesday, March 14, 2016
Club Room - Campus Center
2:10 p.m. - 4:30 p.m.

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I. Call to Order & Roll Call
The meeting was called to order at 2:15 p.m.

II. Order of the Agenda

Motion: Move to change the order of the agenda to have Old Business B - OER Proposal Discussion after New Business A, to accommodate the speaker. (M/S/U) (T. Kelly/N. Ghodrat)

III. Approval of Meeting Minutes (5 minutes) (I/A)

Motion: Move to approve the meeting minutes for 2/28/17. (M/S/U) (J. Finch/G. Ehlers)

IV. Oral Communication from the Public (5 Minutes/Person)
This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

Maryanne Mills, Librarian, announced that the ACLU of Northern California will hold a workshop, on Immigration Rights, in the WVC Library (reserved area outside of the Ranganathan Room) on Thursday, March 16, 11:00 a.m. This is information for faculty, staff, and students. A PowerPoint copy of the presentation should be available.

V. Information & Announcements (College & District) (5 Minutes)

Senator Gray announced that there are 15 full scholarships available for students to apply for the upcoming trip to France. An announcement has gone out to students with the criteria for applying, and the information will go out college wide soon. The trip will take place in January. This is an exciting opportunity for students.

VI. Administrative Business/Actions/Appointments (30 Minutes)
This portion of the meeting will address matters relative to the 10+1. Action will be taken as needed.
VII. New Business

A. WVCAS President/Senator-At-Large Election Results Update (E. Pape/Senate) (5 minutes) (I/A)

President Pape announced that faculty have elected Senator Gretchen as the new WVCAS President. He ritualistically passed the gavel and the senate applauded. The senate discussed that the transition date is June 1. They held a robust discussion on how reassigned time, and a stipend should be achieved for this transition.

President Pape discussed that the Senator-At-Large Election seems to be having a mass email problem. The information has gone out for a second time with few responses. There was a discussion on reviewing the bylaws for representation as the process moves forward, and conducting a paper election. There will be a future agenda discussion when the election is complete.

B. Curriculum Approval Process Discussion (C. Miller) (15 minutes)(I/A)

Curriculum Committee Chair Cheryl Miller held a discussion, and reviewed the current workflow chart for Elumen. She discussed that with the change to Elumen, the Curriculum Committee; which is a sub-committee of the WVCAS, is proposing a change in the process of approvals - to approve the curriculum, and then bring those approvals to the Academic Senate as an Information Item (not for approval). If the Senate adopts the proposed changes it would expedite the approval process. She noted that many colleges have this arrangement. Senator Kelly raised the issue of legality. VP Reiss opined that there should be a check and balance system to appraise the AS of the curriculum changes that will move forward to the State. Chair Miller noted that the Curriculum Committee follows Brown Act, and per Tile V, is a faculty driven process. She also discussed other checks and balances that are in place which make this process transparent enough to allow the committee to address any issues. There was an opposition raised, and the senate engaged in a robust discussion regarding retaining the right to override any decisions made.

Motion: Move to approve the change to the curriculum flow process to allow the Curriculum Committee to approve curriculum on behalf of the WVCAS, and bring curriculum approvals to the Academic Senate as an Information Item. (M/S/U) (G. Ehlers/C. Reiss)

The Motion was amended by senator Kindon.

Motion: Move to approve the change to the curriculum flow process, to allow the curriculum committee to approve curriculum on behalf of the WVCAS, and bring curriculum approvals to the Academic Senate as an Information Item, with the understanding that the WVCAS will retain the right to override any decision that the Curriculum Committee makes. (M/S/U) (A. Kindon/J. Finch)

C. Senate FY 16-17 Budget Discussion (Senate) (10 minutes)(I/A)

As the incoming AS President, Senator Ehlers lead the discussion on the plans for the next FY budget. President Pape commended Senator Ehlers for her work. VP Reiss acknowledged the ease in transitioning into the role, that she sees, particularly regarding the early development, and discussion of the AS budget plans.

President Pape also reviewed the AS budget, and discussed the funds available for this FY conference attendance. There were a number of senators that expressed interest in attending various conferences, and they are seeking funds from the AS to attend. The senators decided that four members will attend the 2017 Plenary, Senator Ehlers will attend the Leadership Conference, Senator Ehlers and Curriculum Committee Chair Miller will attend the Curriculum Institute, Senator Gray will attend the Design Institute, and VP Reiss will attend the Community College League of California (CCLC) conference. The Senate is requesting that anyone using AS funds, to attend a conference, give a follow-up report to the senate.

D. Internal Hiring Notification Process Discussion (Senate) (20 minutes) (I/A)

Senator Finch discussed that the current ACE contract language regarding FT faculty transfers notes that when a position becomes available the District must float the position for 10 days; in-house, for an internal transfer. President Pape noted that this language has always been in the contract. The District implementation of this process will delay any hiring committee process by 10 days; as the announcement goes out internally, and then the process extends externally. The receiving department would be required to interview the candidate, to insure that the FT faculty
member has a first chance at applying for the position. Senator Finch discussed that this process will also affect the prioritization process, as the department will lose a faculty member. The faculty transfer topic was also discussed in Division Chair Council, and it was noted that the department will most likely have a short-term emergency replacement as recourse. This would not affect FON.

E. Assoc. faculty emails Impact on DESP Accommodations and Grade Reporting to A&R (C. Pavan/C. Miller/Senate) (15 minutes) (I/A)

President Pape discussed that when PT faculty choose not to use the WVC email it affects many processes, and does not allow them to receive important notifications in a timely manner. HR must update the list of emails each semester; at minimum, in order to share the list with college personnel who need to contact PT faculty.

Cheryl Miller informed the senate that there was a motion passed at Student Services Council that would be taken to College Council for review and approval, and that motion would be sent to College President Brad Davis as a recommendation to the District. The implications for DESP are of a legal nature. If DESP does not notify faculty within five days, they are out of compliance, and this could subject the college to a lawsuit. DESP is a facilitator of accommodations for students at this college. A/R currently does not do any college business with faculty without a college email.

The Student Services Council is asking the WVCAS to support the motion to “not strongly encourage” the use of a WVC email addresses, but “require that” PT faculty use a WVC email address for conducting required college business.

Student Service Council Motion: Student Services Council supports the requirement of the use of WVC emails for all adjunct faculty, and FT faculty when doing WVC business.

Senator Kindon is in full support of this motion. He stated that, as a Division Chair, this motion would have a great effect on a student’s ability to contact PT faculty. He also noted that within his department adjunct faculty are beginning to use their WVC email address. Where before there was some resistance by many adjunct faculty; college wide, many faculty members now seem to understand the complexities involved. It was suggested that, if the college implements this policy administratively, then the Student Service Council can engage in a discussion on how to create a policy that enforces the requirement, and bring that information back to the Senate. There was a request made to develop information that would 1. Inform faculty of this new requirement, and 2. Outline the process for checking to see if PT faculty already have and account set up, or instructions on how to request that an account be set up.

Motion: The WVCAS supports the Student Services Council motion to require the use of WVC emails for all adjunct faculty, and FT faculty when doing WVC business. (M/S/U) (A. Kindon/D. Gray)

F. Reassigned Time for Incoming Presidents Discussion (Senate) (15 minutes) (I/A)

This discussion was held under New Business; as it was pertinent to the election results. This also allowed the senate to dedicate more time to the remaining agenda items.

VIII. Old Business (I/A)

A. Bill of Particulars Update Discussion (E. Pape/Senate) (10 minutes) (I/A)

President Pape opened the discussion noting that when the taskforce was created he did not let all the members know of the first meetings. Over the course of several meetings representatives of the Division Chairs developed a draft document for the Bill of Particulars. The taskforce consists of Eric Pape, Jim Henderson; representing the Division Chairs, Cynthia Reiss, Dulce Maria Gray, Gretchen Ehlers, and Robbie Berlani. Senator Gray, who was not present at the first meetings, noted here concerns about the issues with the draft of the Bill of Particulars, particularly in outlining evidence of an infraction. She discussed that a vote of no confidence requires specific evidence and proof of a violation. As written the document has no infractions that would lead the AS, by its purview under 10+1, to a vote of No Confidence. Senator Gray also noted that the outcome also needs defining.

The Senate discussed that when the taskforce convened (in November) their task was to explore if there was a reason to create a Bill of Particulars. A Bill of Particulars is preliminary, and is not a vote of No Confidence. However, Senator Kelly note that he made the original motion to create a taskforce to write a Bill of Particulars. The motion stipulated that any division chairs, and faculty were invited to join the taskforce.

VP Reiss discussed that the senate, as a body of leadership, needs to understand the legislative purview for making these types of recommendations under 10+1. President Pape opineded the there is room for disagreement about how applicable this issue is to faculty roles. A robust discussion ensued. In moving forward, the taskforce needs to work towards organizing a discussion on the issues, discussing the gray areas,
WEST VALLEY COLLEGE ACADEMIC SENATE MEETING
Approved Meeting Minutes
Tuesday, September 11, 2018
Campus Center - Baltic Room
2:15 p.m. - 4:30 p.m.

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<td>Pertilla Domingue, Administrative Assistant to the AS</td>
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I. Call to Order & Roll Call

The Meeting was called to order at 2:17 p.m.
President Ehlers discussed that we have quorum, but roll call will be done before Oral Communications.

II. Order of the Agenda

President Ehlers proposed a change in the order of the agenda

Motion: Move New Business VII C.- Concurrent Enrollment, S. Kashima to New Business VII. A; due to the speakers schedule, and move the President Report to the end of the meeting. (M/S/U) (T. Kelly/A. Kindon)
L. District Academic Senate (I/A)

None

M. Other Reports (I)

None

VII. New Business

A. Distance Education Taskforce (Ray Gamba) (10 minutes) (I)

Dean Gamba discussed that over the summer Provost Pouncil asked him to be the lead administrator to work on online learning (DE), and to be a resource for faculty questions.

His division has 1/3 of online classes, and 90% of the classes are online during the summer. His DE taskforce team includes Janis Kea, Whitney Clay, Max Gualt, and Jeremy Sias. The primary function of the taskforce this year:

- Deal with day to day short term issues regarding distance education
- Develop a longterm sustainable plan for how the college will envision Distance learning to take place in the future

Purpose:

- The taskforce is an ongoing committee that will meet a few times each month
- Look at other community college models in their structuring of programs, budgeting and processing issues; reaching out to other colleges for information in order to form a model for WVC

The first meeting will be on Wednesday, September 26. A Call for additional member is needed.

B. Distance Education Committee (Janis Kea) (10 minutes) (I)

Janis Kea discussed that the DE taskforce will fill a need for support from administration that is critically needed, and the longterm vision of working towards locating more funding, and additional staff. The DE committee is excited to have the taskforce as a resource.

- The DE newsletter will continue to go out
- The DE webpages are being restructured to be more efficient and succinct
- Send ideas for the newsletter to the DE committee

C. Concurrent Enrollment (Stephanie Kashima) (15 minutes) (I/A)

Stephanie Kashima, the interm VP of Student Services (VPSS) and Joe McDevitt discussed the following:

Student Services is presenting a proposal to reduce the entry age for concurrent enrollment (reference dual enrollment) students – from entering 11th grade to entering 10th grade.
VP Kashima discussed the rational for the proposed changes. This would include a change in the process of submitting a petition (school principle endorsement still required), and lowering the age requirement.

The process - VP Student Services conducts an interview and makes a determination. The HS school principle must also endorse the students maturity to attend college.

Stephanie explained the use of the two terms:
- Concurrent enrollment – attending classes on the WV campus while enrolled in HS
- Dual enrollment – State defined umbrella term used to collectively identify Middle College students, concurrently enrolled students (enrolled in a WV class after their HS class ends), and students taking college course taught at their HS campus.

VP Kashima reported that she has completed the written proposal, and she is sunshining the draft to the Senate for review and approval before the proposal is taken to the Board.

Joe McDevitt discussed the history, and the audit fund each college paid into for the State to conduct an audit. The District then set age limits for the colleges (age 16; Juniors/Seniors).

The enrollment now stands at about 1,000 students – down from 3,000. There have been ongoing discussions over the years regarding growing the program.

VP Stephanie Kashima shared statistical data.

The Senate engaged in a robust discussion. President Ehlers asked the senators to take this information back to their constituent areas for feedback. There will be a follow-up discussion, and vote on the proposed changes, at a future Senate meeting.

**Move to Distance Learning Committee Report**

- **Consultation Regarding Appraisal Articles (President Ehlers) (60 minutes) (I)**

  President Ehlers discussed that the union sent a letter to the Senate regarding the appraisal articles. According to Title 5, any article that involves faculty appraisals requires consultation with the academic Senates.

  Senators were tasked with distributing the information to faculty in their area, and each senator would provide individual feedback from their constituent departments regarding articles 24a 24b and 108. The summary of comments will be sent to the union for review.

**VIII. Old Business (I/A) None**

**IX. Future Agenda Items**

- Concurrent Enrollment draft document approval
- Distance Education approval vote 9/25
- Curriculum Committee changes votes 9/25

**X. Adjournment**

The meeting adjourned at 4:45 p.m.
I. Call to Order & Roll Call

The Meeting was called to order at 2:16 p.m.
The new student senator Isha Prabhakar was introduced and spoke briefly. She is a political Science major in her first year. She is also the representative for student government.

II. Order of the Agenda

Motion: Move to approve the order of the agenda. (M/S/U) (All)

Motion: Change in the order -Move New Business VII C. to New Business VII. A. (M/S/U) (All)

III. Approval of Meeting Minutes (5 minutes) (I/A)
The Dean of Student Services, Jose Martinez-Saldana will take over the implementation of AB705. Look for information to go out collegewide on the work that should begin soon.

President Ehlers was happy to report that at the District Enrollment Management Committee (DEMC) meeting, held yesterday, it was announced that the district is moving forward with the proposed changes to the Pay-to-Stay policy.

The current proposed policy is to move to a single date for non-payment deregistration. She noted that our sister college (Mission) provided valuable research on what other colleges are doing in this area.

The DEMC is looking to move this proposal forward to the Board for approval as soon as possible for spring 19 implementation. Any thoughts or ideas on this matter should be sent to President Ehlers for discussion at the DEMC meeting.

b. Recognitions (I)

None

c. Committee Appointments: (I/A)

- The Student Conduct Hearing Board need two faculty members to serve on the committee.

The Student Conduct Hearing Board needed two faculty members to serve on the committee. A subcommittee was created to review the 4 faculty interest statements that were received. President Ehlers thanked senators; Tim Kelly, Rebecca Wong, Victor Castillo, Mitra Fabian, and Amy Gutierrez for volunteering to serve on the sub-committee. The subcommittee made the following recommendations by a motion.

**Motion: Move to approve Angelica Bangle, and Nancy Ghodrat to serve on the the Student Conduct Hearing Board. (M/S/U)(T. Kelly/C. Hackworth)**

- The Hiring Committee for the Interim Director of Student Development needs two faculty members to serve on the committee.

President Ehlers discussed that two names were approved at the last meeting for this hiring committee. Anyone interested in serving on a hiring committee must complete the District required screening committee training. The senate will approve the following faculty members.

**Motion: Move to approve Jean Finch and Carol Pavan to serve on the Hiring Committee for the Interim Director of Student Development Committee. (M/S/U)(T. Kelly/C. Hackworth)**
currently faculty members, but if the model changes and the articulation officer were a classified member; as is the case at other colleges, then this would have to be revisited.

Chair Miller discussed that the Academic Senate and the Office of Instruction had a previous agreement to remove courses from the catalogue if revisions were not made by the deadline. For a number of courses and programs this did happen. Now that curriculum approval is on a 2 or 5 year cycle the committee is now dealing with the issue of creating another agreement to address the issue, and have the office of Instruction and the academic senate approve.

A discussion ensued regarding the process the curriculum committee follows, and how the Tech Review committee (Cheryl Miller, Doonu Barife, and Luis Portillo Sanchez) process works.

Cheryl also noted that the curriculum committee website has been updated with resources.

- Videos that have been distributed will be uploaded to the website once they are ADA compliant.
- There are informational guides, and document to assist faculty in the process.

**Motion:** To approve the “Curriculum Proposals Not Meeting Scheduled Due Dates” document. (M/S/U)(M. Fabian/C. Pavan) opposed: Cheryl Hackworth

see appendix for entire document

The discussion continued regarding who will receive the communication regarding any additional information or Elumen work needed, feedback from departments, when the communication process started for notifying faculty, and how well Elumen is working as related to this process.

Cheryl Miller, Curriculum Committee Chair provided the senate with the Approvals at Curriculum Committee 9/17/18-9/24/18 document dated September 25, 2018. The report is available on the curriculum website.

E. Distance Learning Committee Report (J. Kea/W. Clay) (5 minutes) (I/A)

There was no Distance Learning Committee Report

F. SLAPEC Update (B. Sandford/M. Vaughn) (I/A)

Mel Vaugh and Betsy Sandford provided the following SLAPEC update report:

Due to the challenges with integrating Banner with Elumen the committee has fallen behind in SLO assessment submissions.

With the impending accreditation the committee is working really hard to get caught up in
The discussions from Student Services Council, Classified Senate, Division Council, Provost Council, College Council, and the Associated Student Government will be shared with the Board of Trustees, and the Office of Instruction will document the collective discussions in the upcoming Institutional Self Evaluation Report (ISER).

**Our Mission Statement:** The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

A few questions to ask in reviewing the statement are:

- Are these the students that we want to serve?
- Is this the college community that we are now?
- Does the statement reflect the college’s cultural disposition?

Provost Pouncil discussed that the feedback, that he has received, has indicated that the Mission Statement does not address the idea of community, the transformational nature of the work that faculty do as educators, or the college commitment to diversity and equity.

Any revisions to the Mission Statement would be done in 2020, but Provost Pouncil would like input from the senate as early as December 2018.

b. **Moving departments from Professional Studies to Science/Math Division (C. Hackworth) (15 minutes) (I/A)**

Senator Hackworth noted that this discussion was agendized due to ongoing discussions regarding changes in the departments.

A statement, from Department Chair, Mel Vaughn, was read regarding the matter. It was noted that this is an Information Item only. A robust discussion was held.

Physical Science is seeking the support of the Academic Senate in this shared governance process to assure that this collective process is open, transparent, and inclusive.

The Senators welcomed the discussion, and it was stated that while the administration can make decisions, in the interest of the shared governance process, faculty should have input on the merits of the proposal. The senate is a recommending body, so they are very interested in hearing about these types of concerns.

Dean Renee Paquier, Department Chair for Computer Science and Engineering, and Dean of the School of Professional Studies would like to take the discussion back to the division - as no decisions have been made, and constituent areas are thoroughly discussing the issue.

President Ehlers noted that it is important to continue working on the issues and concerns, to have open communication, and the decision should ultimately be what is best for students.
c. Faculty Hiring Process (G. Ehlers) (15 minutes) (I/A)

President Ehlers discussed that Provost Pouncil recently sent out email communication on the faculty hiring process. This discussion is being sunshined today, and the Senate is tasked with making a recommendation to the Office of Instruction at a later date.

President Ehlers noted that faculty raised concern when this issue was discussed in Division Council, so she will facilitate the discussion in the Senate today, as she is not a member of Division Council.

Senators raised a number of keypoints for concerns during the discussion that they would like Provost Pouncil to address:

- What is meant by review and discuss as opposed to a vote?
- How does this affect the faculty process?
- What is the shared governance role in faculty hiring?
- Will ranking still be done?
- Will the administration take the ranking process into consideration?
- Is the faculty voice being marginalized in this updated process?

Provost Pouncil discussed that, while ranking will not be a part of the formal process, the Senate can organize their process; in any way that they choose, towards making a recommendation, and it will be honored and considered.

- The idea of revisiting the faculty hiring process was discussed in division meetings on All College Day.
- Draft documents have been distributed for feedback and revision (due to the reorganization to the department chairs) from Deans in Division Council meetings.
- There have been informal conversations, via email and phone calls, with faculty.
- Senate President Ehlers also provided feedback on the draft process documented (President Ehlers noted that it would be a violation of the Brown Act to discuss the issues with senators outside of the meeting).

By Senate request, Provost Pouncil gave a presentation outlining the revised process.

Senator Kelly called for a point of order on the discussion regarding the rankings. While he believes the Senate should have the discussion on agenda, he feels the discussion should not take place today since this is not on the agenda for discussion.

President Ehlers asked the senators to take this information back to their departments. This
discussion will be agendized for the next meeting.

President Davis addressed the senate noting that the process has to change because there are no longer any Division Chairs.

- The senate can augment their process; the senate can choose to rank.
- Currently there are eight prioritized openings. There will be recruitment for every open position. Additional retirements will also be considered in the process.
- Math, Bio, and English have been prioritized by faculty.
- Hiring is not 10+1 under Title 5, but this college does not maintain the idea that faculty will not be involved.

Senate VP Cynthia Reiss concurred regarding the senate’s involvement in faculty hiring as it relates to the 10+1. She encourages everyone to continue to review and understand the senate role regarding the 10+1.

Motion: Move to bring both the faculty hiring process and hiring priorities discussions back to the senate for discussion next week. (J. Richey/T. Kelly)

D. New Faculty Welcome on 10/9/18

President Ehlers noted that new faculty will be invited to the next senate meeting for a senate welcome. Refreshments will be served.

E. Communicating Senate Information to Faculty (G. Ehlers/Senate) (15 minutes) (I/A)

President Ehlers discussed that when faculty contact her regarding senate business she will direct them to the senator for their division to encourage the dialogue between the experts in their area. This discussion will continue at the next meeting.

VIII. Old Business (I/A)

A. Concurrent Enrollment (Ehlers) (15 minutes)(I/A)

Due to the senate meeting time, Old Business will move to the next agenda for discussion.

IX. Future Agenda Items

- Review Draft of Board Policy and Administrative Procedures for Credit Hours

X. Adjournment

The meeting adjourned at 4:45 p.m.

Motion : Move to adjourn the meeting. (M/S/U)(T. Kelly/All)
Proposals that met due date but are incomplete (e.g. missing sufficient methods of instruction, etc.)

- Proposals will be sent back to the proposers.
- Proposers will be notified in the comment boxes in eLumen of the missing information they need to enter.
- Proposers will be informed that the grace period for the proposal to make it to another tech review in the workflow is **two weeks**.

Proposers will be informed that not meeting the new, extended deadline will have two consequences:
- The course/program will not appear in the 2019-10 catalog.
- Course/program cannot be scheduled for 2019-20 academic year.

Proposals that do not make it to tech review by the published deadline

- Proposers will be informed that the grace period for the proposal to make it to tech review in the workflow is **one week**.

Proposers will be informed that not meeting the new, extended deadline will have two consequences:
- The course/program will not appear in the 2019-10 catalog.
- Course/program cannot be scheduled for 2019-20 academic year.

Proposers will be informed that complete proposals that meet the deadline for the scheduled tech review date have priority. Consequently, the dates that their proposals will be reviewed and included in the Curriculum Committee agenda will depend on the volume of work the Tech Review committee can accommodate after reviewing complete proposals meeting the published deadline.

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Please note: Faculty and others wishing to submit items for the WVCAS agenda are **strongly encouraged** to use the [Agenda Item Request Form](mailto:WVC.Academic_Senate@wvm.edu). Please submit the form to the Academic Senate office (Library room -16) or send as an attachment to [WVC.Academic_Senate@wvm.edu](mailto:WVC.Academic_Senate@wvm.edu) at least one week prior to the date you would like the Senate to discuss the item. In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact WVCAS Senior Administrative Assistant, Pertilla Domingue, at (408) 741-2075 one week prior to the meeting date. Mailed copies of the agenda are available by written request. The open session meeting documents are available for public review by contacting the WVCAS. 

*The West Valley College Community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.*