Los Angeles Valley College

ACADEMIC SENATE MINUTES
MARCH 15, 2018 - 1:10 P.M.
SENATE ROOM, ACA 1601

Present: Mr. Josh Miller- President, Dr. June Miyasaki, Dr. Rebecca Frank, Mr. Rick Murray, Dr. Tyler Prante, Dr. Ron Mossler, Dr. William C. Wallis, Dr. Vic Fusilero, Ms. Kathryn Queen, Mr. Nicholas Wade, Mr. Jim Fenwick, Ms. Siu Chung, Dr. Ruby Christian-Brougham, Ms. Eugenia Sumnik-Levins, Ms. Monica Hang, Ms. Xiao Liu, Mr. Wesley Oliphant, Mr. Joe Benson

Absent: Dr. LaVergne D. Rosow, Mr. George Caleodis, Dr. Zack Knorr, Dr. Michael Rahni, Ms. Lynne Polasek, Mr. Kevin Sanford, Mr. Jack Condon

Resources:

Guests: Scott Weigand, Jermain Pipkins, Marco de la Garza, Florentino Manzano, Sean Smith, Reginald Hubbard, C. Peter

Recorded by: Ilene Sutter

AN = Action Needed **AT = Action Taken** **D = Discussion** **I = Information Only**

Agenda Item		Discussion/Decisions
Meeting called to order:		**1:12 pm**
1. **Call to Order**		
a. Motion to approve Agenda	AT	• **M/S/P** *E. Sumnik-Levins/J. Miyasaki* • Addition: AFT election, New Business 4a • Senate election will be moved to agenda item 4b • Marketing summit will added to 4c under New Business. • Approved as amended.
b. Motion to approve minutes of February, 2017	AT	• **M/S/P** *W. Wallis/J. Miyasaki*
2. **President's Report - Miller**		
a. Hiring update	I, D	• Following the Senate motion last month, the President sent an email to faculty providing clarification about the status of hiring, which will be determined once the FTES number is determined. • R. Christian-Brougham spoke in support of reporting the

			higher FTES because the College will be held harmless and the proposed change in the budget formula may reduce the number of new hires.
b.	District Discipline Day	I	• About 300 attendees participated in District Discipline Day; LAVC will host again on March 1, 2019. • Department descriptors are due at the end of April/ beginning of May.
c.	eLumen/CurricUNET update	I, D	• Though many are interested in using eLumen instead of CurricUNET, the curriculum committee met with the latter and reported that little has changed. There will be another meeting with CurricUNET next month; the curriculum committee plans to make recommendations. o CurricUNET is scheduled to go live in Fall 2018, but the district is likely to retain ECD for another year while the issues and possibilities are explored. o CurricUNET may be used as a bridge while new adoptions are considered; the district currently has a contract to adopt the system.
d.	Cornerstone update	I, D	• LAVC and Pierce are currently piloting Cornerstone, a new professional development system. o Positions will be necessary to operate the back end of the system. The basic functions were explained. o The system will likely go live in the summer to track professional development and other activities. o A request was made to use the system to handle some personnel issues direct deposit etc.
3.	**Motions**		
a.	International Student Motion-Hubbard	D, AT	• **Motion:** To recruit F-1 visa students using existing District-approved international student recruiters to promote our college to Pacific Rim and South American students, based on the Plan to Recruit International Students (January 3, 2018), which was presented to the Academic Senate on February 15, 2018. • **M/S/P** *R. Murray/W. Wallis* • Approved. The motion will be brought to the President. • Tino Manzano pointed out the need to resolve logistical issues regarding TOEFL scores; the program calls for accepting students who score lower than the minimum TOEFL score. Recommendations for this change should be made to the President. • The Enrollment Management Committee is still working on the motion. Any suggestions might be sent to J. Miller, who will bring them to consultation with the President. .
b.	PEPC Motion-Peter	AT	• **Motion:** Discontinue the English AA degree in favor of the currently available English AA-T degree, as requested by the English department.

DRAFT

		• **M/S/P** *W. Wallis/V. Fusilero*
c. CDEC Motion-Murray	AT	• **Motion:** Completing an LAVC facilitated self-paced online course "Online Best Practices" with a minimum score of 80%. The certification in Step 2 must be completed within 4 months of completing Step 1. Instructors who received Canvas certification by June 4, 2018 DO NOT need to take the "Online Best Practices" although it is strongly encouraged. • **M/S** *W. Wallis/R. Murray* • The second course addresses teaching rather than usage of the Learning Management System. • The course was created by Canvas, and will help resolve potential course evaluation and accreditation issues, as well as easing the workload of the DE coordinator. • An amendment was proposed by the Educational Planning Committee (EPC): • **Motion:** To revise the current procedure for DE faculty by adding a Step 2 requirement. Step 2 requires all instructors teaching online or hybrid courses to complete an LAVC-facilitated, self-paced online course ("Best Practices for Teaching" online courses) with a minimum score of 80%. Said faculty must complete Step 2 by January 28, 2019 (one week before the start of spring 2019). All non-certified faculty wishing to teach an online or hybrid course must complete both steps of the certification seven calendar days prior to the start of the semester in which they will teach. • The amended motion will be brought to the next Senate next meeting. A discussion was held. o The proposed EPC motion calls for all faculty to complete the second step of training, including previously Canvas-certified members. o Success rates in online classes vary greatly, but are significantly lower overall than face-to-face classes. • Concerns were raised about parity between those who teach face to face vs. online, and the burden to those who already teach online. • There may also be contract issues; R. Christian-Brougham will investigate and bring information to EPC. • The use of "best practices" rubrics meant for evaluating course sites to evaluate faculty was discussed.
4. **New Business / Discussion Items**		
a. AFT Election	I	• R. Christian-Brougham spoke on behalf of Joanne Waddell, citing her experience, her contributions to policy, raises, and other benefits.
b. Senate election committee	I, AN, AT	• 2015-2018 senator terms will be concluding. • W. Wallis and M. Hang volunteered to participate in the elections committee.

DRAFT

c. Marketing Summit	I, AN	• On April 30th a group will convene to view Student Services marketing materials and discuss leveraging funds and initiatives for branding and advertising. A consultant may be hired through a grant. • A suggestion was made to invite students. • Details are forthcoming.
5. **Old Business/ Discussion Items**		
a. Prerequisites discussion- Manzano	I, D	• A document entitled "Guidelines for Title 5 Regulations" was distributed. • T. Manzano reported that prerequisite screening must be performed at the time of enrollment; the College does not perform sweeps, excepting a pilot program for Biology that began ten years ago and was never expanded. Biology will no longer be swept, as it violates Title 5. • Though PeopleSoft allows for sweeping to take place, there are challenges: o The law requires prerequisite screening at the time of enrollment, but if the College decides to perform sweeps, they must occur equally for all students to avoid violating Title 5. Instructors may not perform sweeps unless all faculty participate. o Performing a sweep at the start of the semester, prior census, is hindered by the large number of students who have not yet received grades from the previous session. Shorter sessions present an additional challenge, as 8-week courses run contiguously. ▪ Finding students a new class may be difficult if sweeps are performed close to census. o Staff are needed to verify that a student does not meet the prerequisite; students can also challenge the prerequisite, prolonging the process. o Concerns were raised about the uniformity of policy across the district. Prerequisites are not the same district wide. • A report was shown identifying 3,480 enrollments (not students) that did not meet prerequisites at the time of enrollment. By the Friday before spring session began, 2,646 satisfied the prerequisites, 617 conditional enrollments indicated students who had not yet received a grade by the Friday before school began, and 217 enrollments were not satisfied. Twenty one of the 217 self-selected out of classes and enrolled in an appropriate course, bringing the total to about 200 enrollments. o AB705 will require prerequisite validation. o The College has not measured the success rates of students who completed courses without meeting prerequisites.

DRAFT

- The process could be automated in PeopleSoft so that students will be dropped for not meeting the prerequisites; refunds would be issued. However, the College pay students financial aid based on enrollment on the Wednesday before school starts.
- T. Manzano suggested that the Senate could make a recommendation about automating prerequisite checks to drop students automatically. There is a challenge because many students remain conditional (grades not due/received yet) during the time period going from fall to winter, winter to spring, etc.
  - Though the challenge of conditional students would remain, faculty could conduct prerequisite checks using the rosters, but every faculty member would have to participate.
- The District Academic Senate said that no one in the district consistently performs sweeps. J. Miller will inquire further.
  - A suggestion was made to leave the issue until PeopleSoft programming errors have been resolved.
  - The College could enter a motion from the Senate, but this may be the only campus that does so.

b. Pathways update- Miller — I, AN

- A document entitled "Pathways Initiatives" was distributed and projected. Initiatives were reviewed. A Canvas site has been created, but has received few responses.
- An online application will be submitted to the state on March 28th. K. Daar and J. Miller will be working on the document. A similar document was sent to senators and they are welcome to contribute.
- All of the initiatives are still negotiable and are not final.
- A committee will be formed to explore next steps for a web site redesign and possibly to hire a graphic designer.
- Fifth days could be used for professional development activities.
- The faculty professional development coordinator might become a .6 position; feedback from senators was solicited. The search for a classified professional development coordinator position is underway.
- J. Miller identified the need for a Pathways student integration plan.
- A suggestion was made to include Meta Majors.
- Any ideas or feedback should be sent to J. Miller.

c. Future of Professional Development- Miller — I, D, AN

- J. Miller requested feedback regarding the creation of a position combining the .4 Equity and .2 general Professional Development Coordinator positions, assuming the classified Professional Development Coordinator position is filled.
  - A full-time faculty member would receive release time.

DRAFT

- The regular hiring process could be followed, or the position could be appointed; the Senate agreed to the regular hiring process.
- A request was made to provide details to potential candidates. The classified person would replace most of Deborah Kaye's managerial work, but the faculty position would assume her planning work.
- The position will be open to adjuncts, and would impact their district teaching load.
- For Pathways, four faculty members would each be charged with one pillar of the Pathways program. All positions will be D-basis starting this summer in order to plan next year.
- Pathways Coordinator is a separate position.

d. Emergency planning

- A direct response will be requested to address the continuing need for doors that lock from the inside and curtains.

6. **Senate/Campus Committee Reports**

- There were no reports.

7. **Public Agenda Speakers / Guests**

- There were no public agenda speakers.

8. **Motion to adjourn**

- 3:24 pm

Future Meeting Dates:

April 19, May 17

DRAFT

SENATORS	***International Student Motion***	***PEPC Motion***	***3***	***4***
2015-2017				
Mr. Josh Miller- President	*Yes*	*Yes*		
Dr. June Miyasaki- Exec VP	*Yes*	*Yes*		
Dr. Rebecca Frank- Curriculum VP	*Yes*	*Yes*		
Mr. Rick Murray- Treasurer	*Yes*	*Yes*		
2015-2018				
Dr. Tyler Prante	*Yes*	*Yes*		
Dr. Ron Mossler	*Yes*	*Yes*		
Dr. William C. Wallis	*Yes*	*Yes*		
Dr. Victorino M. Fusilero	*Yes*	*Yes*		
Ms. Kathryn Queen	*Yes*	*Yes*		
Mr. Nicholas Wade	*Yes*	*Yes*		
2016-2019				
Mr. Jim Fenwick	*Yes*	*Yes*		
Ms. Siu Chung	*Yes*	*Yes*		
Dr. LaVergne D. Rosow	*Absent*	*Absent*		
Dr. Ruby Christian-Brougham	*Yes*	*Yes*		
Ms. Eugenia Sumnik-Levins	*Yes*	*Yes*		
Mr. George Caleodis	*Absent*	*Absent*		
2017-2020				
Dr. Zack Knorr	*Absent*	*Absent*		
Dr. Michael Rahni	*Absent*	*Absent*		
Ms. Lynne Polasek	*Absent*	*Absent*		
Mr. Kevin Sanford	*Absent*	*Absent*		
Ms. Monica Hang	*Yes*	*Yes*		
Mr. Wesley Oliphant	*Yes*	*Yes*		
Ms. Xiao Liu	*Yes*	*Yes*		
Adjunct Senator 2016-2019				
Mr. Jack Condon	*Absent*	*Absent*		
Probationary Faculty 2017-2018				
Mr. Joe Benson	*Yes*	*Yes*		

DRAFT

Valley College Curriculum Committee Agenda

Meeting Date: 3/14/2018

I. New Business
   A. Outline Update with Addenda
      a. BIOLOGY 3: SLO, TAP, DE
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      b. CH DEV 2: SLO, PreReq
         i. PreReq (Y), SLO (Y), Catalog (Y), District (N)
      c. CH DEV 22: SLO, PreReq
         i. PreReq (Y), SLO (Y), Catalog (Y), District (N)
      d. CAOT 32: SLO, PreReq
         i. PreReq (Y), SLO (N), Catalog (Y), District (N)
      e. DNCESPC 331: SLO
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      f. DNCESPC 332: SLO, PreReq
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      g. DNCESPC 333: SLO, PreReq
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      h. DNCESPC 334: SLO, PreReq
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      i. KIN 251: SLO
         i. PreReq (N), SLO (Y), Catalog (Y), District (N)
      j. KIN 334: SLO, DE
         i. PreReq (N), SLO (N), Catalog (N), District (N)
      k. LIB SCI 101: SLO, TAP, DE
         i. PreReq (N), SLO (Y), Catalog (Y), District (N)
      l. MEDIART 113: SLO, PreReq, DE
         i. PreReq (Y), SLO (N), Catalog (Y), District (Y, only offered at LAVC)
         ii. Course Change: Title (old) Low Budget Filmmaking; (new) Low Budget Producing.
         iii. Course Change: (old) 3 hours lecture; (new) 2 hours lecture, 2 hours lab
      m. MUSIC 182: SLO, PreReq
         i. PreReq (Y), SLO (N), Catalog (Y), District (N)
      n. MUSIC 183: SLO, PreReq
         i. PreReq (Y), SLO (N), Catalog (Y), District (N)
      o. MUSIC 184: SLO, PreReq
         i. PreReq (Y), SLO (N), Catalog (Y), District (N)
      p. PHYSIOL 1: SLO, PreReq
         i. PreReq (y), SLO (N), Catalog (Y), District (N)

   B. DE updates

DRAFT

a. KIN MAJ 100 – new request
b. MEDIART 113 – new request

C. SLO updates
a. CH DEV 2
b. CH DEV 22
c. LIB SCI 101

D. New Course to Campus
a. MATH 134
- Name: Accelerated Elementary and Intermediate Algebra; Units: 6; Hours: 4 hour lecture, 4 hours lab; UC: no; CSU: no; LACCD D2; SLO, PreReq: Math 110 or Math 112; New Course Addendum

E. New Course to District
a. LIB SCI 100
- Name: Critical Approaches to Research in College and Beyond; Units: 3; Hours: 3 hour lecture; UC: request; CSU: request, Area E; LACCD E; SLO, New Course Addendum

b. CINEMA 114
- Name: Master Filmmakers; Units: 3; Hours: 3 hour lecture; UC: request Area 3A; CSU: request, Area C1; LACCD Area C; SLO, DE, New Course Addendum

c. MEDIART 105
- Name: Visual Effects and Color Grading; Units: 3; Hours: 2 hour lecture, 2 hour lab; UC: Request; CSU: Request; SLO, DE, PreReq: Mediart 104; New Course Addendum

DRAFT