Los Angeles Valley College

ACADEMIC SENATE MINUTES
MAY 18, 2017 - 1:10 P.M.
STUDENT SERVICES MULTIPURPOSE ROOM

Present: Mr. Josh Miller- President, Dr. June Miyasaki, Dr. Rebecca Frank, Mr. Rick Murray, Dr. Zack Knorr, Ms. Lynne Polasek, Mr. Kevin Sanford, Ms. Xiao Liu, Dr. Tyler Prante, Dr. Ron Mossler, Dr. William C. Wallis, Dr. Vic Fusilero, Ms. Dora Esten, Mr. Jack Condon, Mr. Jim Fenwick, Ms. Siu Chung, Dr. Ruby Christian-Brougham, Mr. Jack Condon, Ms. Deanna Heikkinen, Ms. Eugenia Sumnik-Levins, Mr. Wesley Oliphant, Ms. Kathryn Queen , Ms. Monica Hang

Absent: Ms. Fay S. Dea, Dr. Michael C. Gold, Mr. Nicholas Wade, Dr. LaVergne D. Rosow, Ms. Ann Gee, Mr. George Caleodis, Ms. Gjenaii Givhan,

Resources: Deborah Kaye

Guests: Karen Daar, Michelle Fowles, Erika Endrijonas, Michelle Lewis, Christina Peter, Llanet Martin, Marco de la Garza, Scott Weigand, Laurie Nalepa

Meeting Date: **May 18, 2017** Recorded By: Ilene Sutter

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

DISCUSSION/DECISIONS

- **Call to Order:** 1:10 pm

a. Motion to approve Agenda — AT
- **M/S/P** Wallis/Miyasaki
- Treasurer's motion added as item 3.d to Old Business.

b. Motion to approve minutes of April, 2017 — AT
- **M/S** X. Liu/S. Chung
- F. Dea submitted amendments to the minutes through X. Liu. The changes were read to the Senate and submitted to I. Sutter for entry into the minutes.
- Motion to approve the amendment to the minutes.
- **M/S/P** X. Liu/S. Chung
- Minutes were approved as amended.

- **President's Report - Miller**

a. Congrats to the retirees! — I
- D. Kaye was congratulated upon the announcement of her retirement.
- The list of retirees will be made public following the Board of Trustees meeting on June 7.

		• E. Endrijonas invited all retirees who applied for the Supplemental Retirement Program (SRP) celebrate with coffee and pastries on Monday, June 5. The senate is invited to attend. • The AFT1521 will be honoring retirees along with faculty who have attained tenure.
b. OBOC results		• M. Lewis presented the 2017-2018 book selection results. • Of nine initial nominations, a group of faculty, staff and students narrowed the field to three selections. A faculty vote determined the chosen book. • The book chosen is *How the Garcia Girls Lost Their Accents* by Julia Alvarez. • M. Cason will purchase books for faculty free of charge. Many will be placed on reserve for students. Faculty book clubs and others will be formed, and students will hold a project showcase as they did last year.
c. LaVergne update	I	• At the last DAS, LaVergne was injured and subsequently hospitalized. The Senate has sent flowers.
d. Adjunct Hiring Guide	I, D, AN	• The Adjunct Hiring Guide was sent from the district. The Senate believed that hiring lists would be ongoing and continuous, with access to the system; the district instead wants to send colleges a list. It remains unclear what process would occur to account for existing adjuncts on various campuses. • J. Miller expressed concern about approving the portion of the accreditation response that addresses this issue. He will bring the issue to the DAS Executive committee and will advocate for the DAS to take a position to communicate to the campuses. The district is meeting accreditation criteria but the proposed process does not make things easier for faculty. • It was unknown whether people who were previously interviewed could still be hired. • The district process encompasses approximately 3-4 weeks including the time for submitting the announcement. Interviews would not occur for a month. • At the last DAS meeting, additional language was added that the policy was authored based on certain portions of the California Education Code and the California Community College's policy for adjunct hiring; it was passed. The issue doesn't appear to be with the document, but rather how it is being interpreted. • Faculty have requested access to the system rather than forwarded names.
e. Election results	I	• J. Miller remains the Grand Poobah of the Senate.
f. Summer	I, D,	• Statements of candidacy were requested.

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	election	AN	• Online elections will be held after semester begins and will remain open for a week. • Statements of candidacy will be available until a few days following Opening Day.
g.	Enrollment and budget update	I, D	• The College's enrollment is currently down 2-3% below base; 54 colleges across the state are in stabilization (they did not meet their base from the previous year). The state allows an additional year at the same funding rate; if colleges fail to meet base in the second year, their base funding will be decreased. The district is hoping to make base, requiring 107,601 FTES as a district. Current predictions estimate the district ending with between 107,200 and 107,900 FTES. • The President discussed strategies for achieving base enrollments. The College is currently about 2.4% below base of (13,464 FTES). However, relative to enrollments are at 109% compared to last year, owing to the addition of a second summer session. The additional enrollment will be applied to next year to ensure that we maintain base funding. • The SRP will save money from faculty perspective because retiring faculty will not be replaced until fall 2018; on the classified side most retirees will depart in December. The district is setting a limit for classified rehiring for 80%. Additionally, any hires will require direct approval by the Chancellor. • The College has submitted a request to have the remainder of our debt to the district forgiven; the college has met the criteria and is the first college to do so.
h.	Motions before presentations	I, AN	• R. Murray suggested having motions before presentations on the senate agenda.
i.	Hiring handbook	I, D	• A clarification will be made to specify that either a department chair or designee shall contact whomever is chosen for a position. • J. Miller addressed the discussion about hiring replacements for probationary faculty, stating that he has concerns about voting down the language requiring a consultation with the president prior to denying a hiring request. The President had to provide evidence that she no longer has to provide. • With the added language, faculty were part of the conversation. With the current President, faculty may still be included in the conversation, but with the next president that might not be the case. • E. Endrijonas suggested adding language that satisfies the senate; if the handbook stands, she intends to send it back to the senate because the current policy leaves the President out of the process.

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j. Senate/AFT signage	I, D, AN	• Sign replacement to include the Senate/AFT signage will cost $400; the estimate to place a 10+1 decal was $3000. • E. Endrijonas stated that there is a legal question about whether or not unions can be given space on a campus. • There is a recent decision that says you cannot give office space to a union because it's considered a gift. The Senate was advised not to spend money on the sign until the issue is resolved.

- **Old Business/ Discussion items**

a. Viability triggers and Viability handbook motion-Peter	D, AT	• **M/S/P** *Genia/Murray* • **Motion**: Update the viability handbook and triggers. • Minimum triggers for viability review will include: a. any combination of 4 triggers b. automatic self-study is triggered if fewer than four triggers are met but average class size AND award completions are triggered • Following concerns raised by the Senate, changes were made from "any combination of three" to "any combination of four triggers;" the two triggers listed under item b. would trigger a self-study rather than a full viability study. Information was added about standards that were previously set to reflect the new institution-set standards and a rationale.
b. OAC motion-Peter	D, AT	• **M/S/P** *Vic/Rebecca Frank* • **Motion:** All courses must be assessed at least once every three years according to the department's DAP. A course is considered assessed when at least two-thirds of the sections have entered data and reflections. Courses that haven't been assessed within two years will be flagged and department chairs notified so that steps can be taken to offer and assess these classes in the following year in order to stay current with the assessment cycle. When difficulties are noted at the two-year mark, steps to understand the issue and support a timely resolution will be discussed. If courses flagged at the two-year mark are still not assessed by the three-year mark, they will be subject to administrative archival. o For the current cycle (Cycle 2), if a course has not been assessed by June 30, 2017, the department must assess the course in the next term it is offered. If it is not assessed in the next term it is offered, it will be subject to administrative archival. o This is a reinstatement of a previous policy. The college cannot meet its 100% goal of Cycle 2 SLO assessment without imposing the deadline for submissions and final reporting. The college is currently at 75% of courses assessed. • Completion is now defined as assessment of 2/3 of sections.

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- Language about exclusions was removed because it only applied to some groups of people.
- A mechanism to bring back a courses from the archive exists. There should be a conversation between the department and the dean regarding the viability of the course based upon demand.

c. Accreditation motion- Daar	D, AT	• **M/S/P** *Wallis/Murray* • **Motion:** To approve LAVC's Follow-Up Report for submission to the LACCD Board of Trustees and the ACCJC. • The College is required to do a follow-up report as a campus and a district. K. Daar outlined the district recommendations and commission concerns: • District Recommendation #1 involves the adjunct hiring policy. Much of the included information was addressed by the district, and the last paragraph will indicate positions the College will require. • The adjunct hiring process policy will be instituted by the end of the summer. Despite senate concerns about the policy, the language is generic enough to be included. • District Recommendation #2 addresses personnel evaluations. The district is now using the SAP system, and the number of evaluations will be listed. • District Recommendation #3 recommends that the District update the performance evaluations of academic administrators to include the results of the assessment of learning outcomes to improve teaching and learning. Discussions were held with the teamsters. The expectation that SLO assessments will be used to facilitate student learning has been placed into the job duties for all administrative positions and will be included in evaluations. • There is a commission concern regarding the establishment of more ambitious institution-set-standards. The Program Efficiency and Planning Committee (PEPC), along with the Office of Institutional Effectiveness (OIE) discussed and reviewed the institution-set standards. After revising standards, they were sent through the shared governance process and received approval. • Motion approved.
c. Murray motion	D, AN	• **M/S** *Prante/Murray* • **Motion**: Establish a $10,000 Endowment from Academic Senate Account • Approximately $16,000 in the senate accounts remains untouched; an endowment was suggested in order to provide a scholarship with students. • The Senate contributes $1,000 every year to the Transfer Alliance/Honors Program (TAP). • A discussion involved the possible use of funds for

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professional development activities; D. Kaye indicate that grant funding covers much of these activities and stated that $40,000 remains in those accounts.

- Senators felt that conversations might still be ongoing; while some felt that faculty should not pay dues in order to fund students, others felt that funding students would act as a recruitment tool.
- A workgroup will be formed to discuss the issue further: X. Liu, K. Queen, W. Wallis, J. Miyasaki, J. Condon, and R. Murray.
- Motion is not approved.

- **New Business / Discussion Items**

a. CSIT and CAOT merge motion- Peter	D, AT	• **M/S/P** *Sumnik-Levins/Chung* • **Motion**: CSIT and CAOT will be merged into one department to be known as CSIS (Computer Science Information Systems). The natural synergy between CAOT (Computer Applications and Office Technology and CSIT would make the merger beneficial to both disciplines. There is an overlap in curriculum and several courses in each discipline have the same student base. The combined department could develop certificates or majors that would naturally draw upon courses from both disciplines. Moreover, in many other colleges these two disciplines are combined into one department. • All of the faculty in these areas support the merge. • The CSIT department went through viability and looked at different ways to make the discipline better; combining the departments will build on strengths. • Degrees or certificates would remain separate; CSIT involves back-of-office and CAOT addresses end-user information. Motion approved.
b. Solar Program discontinuance motion-Peter	D, AT	• **M/S/P** *Murray/Sumnik-Levins* • **Motion**: Discontinue the Solar Energy Design and Management program. • Relevant program titles and codes: • SOLAR ENERGY DESIGN AND MANAGEMENT (AS) • (Program Code 094610, State Code 31281) • CERTIFICATE OF ACHIEVEMENT IN SOLAR ENERGY DESIGN & MANAGEMENT (Program Code 094610, State Code 31275) • The program has resulted in low enrollments and has had no completion after four years. • R. Mossler stated that the program relates to the mission statement of the college and that the number of solar jobs has risen each year. Awareness of the program by faculty is low. Vigilant recruiting was suggested. • Recruitment efforts were discussed.

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- Faculty have made efforts to contact previous students. Some senators felt that the awareness of the class warranted another year for faculty outreach. Postponing the vote would leave the program in the catalog; further discussion about lack of student interest prompted a vote.
- Motion passes

c. IEPI motion- Fowles D, AT

- **M/S/P** B. Frank/M. Hang
- **Motion**: Set 2017-2018 Institutional Effectiveness Partnership Initiative (IEPI) Framework Indicator Goals (required by the CCCCO):

Indicator	Definition	1 Year Goal	6 Year Goal
Accreditation Status		FA-N: Fully Accredited - No Action	FA-N: Fully Accredited - No Action
Successful Course Completion Rate	Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)	69.22%	71.32%
Completion Rate - Overall	Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)	44%	45.14%
Completion Rate - Unprepared for College	Percentage of degree, certificate, and/or transfer seeking students who were Unprepared for College (Student's lowest course attempted in Math and/or English was pre-collegiate level) starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)	38.09%	40.01%

- C. Peter, J. Miller, Duane Martin, M. Cason looked at IEPI Framework indicator of goals to submit one- and six-year goals. There are 30 indicators for data.
- The goals will be brought to the district by June 2 and will be posted as state data by June 15.
- There are no repercussions for not meeting goals.

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- The IEPI goals are aspirational; they are ceiling, whereas the institution-set standards for viability are the floor. The information is publicly available.
- The board has criticized prior goals as too conservative.
- For completion indicators there is a six-year cohort of degree-seeking students, but not the entire student population.
- The rationale for setting the goals was explained.
- Senators felt that it was statistically unlikely that the College could meet the goals, and that it was likely that faculty would be held responsible. R. Christian-Brougham stated that Ryan Cornner has never explained how expectations for district completion rates were determined.
- The board would like completions to increase by 10 percentage points.
- A clearly articulated narrative expressing the Senate's position will be included with the submission of the goals.
- R. Christian-Brougham stated that the district should supply the per-student cost and supply that much money to support operations. It is unclear which initiatives will be supplied money.
- Motion passes

d. Integrated planning process update- Weigand, Martin, De La Garza

I, D, AN

- The Senate will be invited to participate in summer workshops to make progress on state initiatives to integrate SSSP, BSI, and Equity. Currently the group is working on integrating individual goals into shared goals.
- Faculty participation in the process was deemed critical to the success of the plan integration. The senate should play a critical role in reaching out to faculty to bring other faculty into the process so that they contribute leadership and ownership of the program.
- The state has requested goals and activities, but not objectives. There must be objectives in place to help the College measure activities and progress. The group mapped objectives with those in the Educational Master Plan and the district strategic plan to help inform plan goals.
- The campus identity was discussed: What programs/initiatives/data do we have that substantiate it?
- An Equity Data Summit was held on May 12. The data explored indicated communication barriers, the impact of textbook costs, student awareness of access to our resources, and a disconnect between the management and staff.
- Proposed actions to increase student engagement included communication, online or in person; using the computer, writing, math or other skills labs.
- Persistence metrics indicated that the College is losing

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nearly half of its students from fall to fall. The statistics are worse for Undecided African American students.

- Recommendations from the Research and Planning group included:
  - Students need to be directed and focused, engaged and connected, and valued and nurtured.
  - Develop a culture in which managers communicate with staff, explore pathways, and value all employees at all levels.
- Guided pathways has been approved; $150 million will be allocated across the state.
- The workgroup will work during the summer and compensate C-basis faculty with stipends for their participation.
- An email will be sent to recruit faculty for the workgroup.

5. Senate/Campus Committee Reports

6. Public Agenda Speakers / Guests

- J. Miller discussed options for Opening Day. Donations were requested for the raffle.
- A workshop for faculty on dealing with district policy for ICE is on campus was suggested.
- All input should be sent to J. Miller.

7. Motion to adjourn

- 3:17 pm

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SENATORS	***1 Viability Triggers/Handbook***	***2OAC Motion***	***3Accred. Follow up***	***4 CSIT/CAOT merge***
2015-2017				
Mr. Josh Miller- President	*Yes*	*Yes*	*Yes*	*Yes*
Dr. June Miyasaki- Exec VP	*Yes*	*Yes*	*Yes*	*Yes*
Dr. Rebecca Frank- Curriculum VP	*Yes*	*Yes*	*Yes*	*Yes*
Mr. Rick Murray- Treasurer	*Yes*	*Yes*	*Yes*	*Yes*
2014-2017				
Dr. Zack Knorr	*Yes*	*Yes*	*Yes*	*Yes*
Dr. Michael C. Gold	*Absent*	*Absent*	*Absent*	*Absent*
Ms. Lynne Polasek	*Yes*	*Yes*	*Yes*	*Yes*
Mr. Kevin Sanford	*Yes*	*Yes*	*Yes*	*Yes*
Ms. Fay S. Dea	*Absent*	*Absent*	*Absent*	*Absent*
Ms. Monica Hang	*Abstain*	*Yes*	*Yes*	*Yes*
Ms. Xiao Liu	*Yes*	*Yes*	*Yes*	*Yes*
2015-2018				
Dr. Tyler Prante	*Yes*	*Yes*	*Yes*	*Yes*
Dr. Ron Mossler	*Yes*	*Yes*	*Yes*	*Yes*
Dr. William C. Wallis	*Yes*	*Yes*	*Yes*	*Absent*
Dr. Victorino M. Fusilero	*Yes*	*Yes*	*Yes*	*Yes*
Ms. Kathryn Queen	*Yes*	*Yes*	*Yes*	*Yes*
Ms. Dora Esten	*Yes*	*Yes*	*Yes*	*Yes*
Mr. Nicholas Wade	*Absent*	*Absent*	*Absent*	*Absent*
2016-2019				
Mr. Jim Fenwick	*Yes*	*Yes*	*Yes*	*Yes*
Ms. Siu Chung	*Yes*	*Yes*	*Yes*	*Yes*
Dr. LaVergne D. Rosow	*Absent*	*Absent*	*Absent*	*Absent*
Dr. Ruby Christian-Brougham	*Absent*	*Yes*	*Yes*	*Yes*
Ms. Deanna Heikkinen	*Absent*	*Absent*	*Absent*	*Absent*
Ms. Eugenia Sumnik-Levins	*Yes*			
Mr. George Caleodis	*Absent*	*Absent*	*Absent*	*Absent*
Ms. Ann Gee	*Absent*	*Absent*	*Absent*	*Absent*
Adjunct Senator 2016-2019				
Mr. Jack Condon	*Yes*	*Yes*	*Yes*	*Yes*
Probationary Faculty 2016-2017				
Ms. Gjenaii Givhan	*Absent*	*Absent*	*Absent*	*Absent*

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Mr. Wesley Oliphant	*Yes*	*Yes*	*Yes*	*Yes*

SENATORS	***5 Solar Discontinuance***	***6 IEPI***	***7 Endowment***	***8***
2015-2017				
Mr. Josh Miller- President	*Yes*	*Yes*	*Abstain*	
Dr. June Miyasaki- Exec VP	*No*	*Yes*	*Abstain*	
Dr. Rebecca Frank- Curriculum VP	*Yes*	*Yes*	*Abstain*	
Mr. Rick Murray- Treasurer	*Yes*	*Yes*	*Abstain*	
2014-2017				
Dr. Zack Knorr	*No*	*Abstain*	*Yes*	
Dr. Michael C. Gold	*Absent*	*Absent*	*Absent*	
Ms. Lynne Polasek	*No*	*Yes*	*Abstain*	
Mr. Kevin Sanford	*Yes*	*Yes*	*Yes*	
Ms. Fay S. Dea	*Absent*	*Absent*	*Absent*	
Ms. Monica Hang	*Abstain*	*Yes*	*No*	
Ms. Xiao Liu	*Yes*	*Yes*	*Yes*	
2015-2018				
Dr. Tyler Prante	*Yes*	*Yes*	*No*	
Dr. Ron Mossler	*No*	*Absent*	*Abstain*	
Dr. William C. Wallis	*Absent*	*Absent*	*No*	
Dr. Victorino M. Fusilero	*Yes*	*Yes*	*Yes*	
Ms. Kathryn Queen	*Yes*	*Yes*	*Yes*	
Ms. Dora Esten	*Abstain*	*Yes*	*Abstain*	
Mr. Nicholas Wade	*Absent*	*Absent*	*Absent*	
2016-2019				
Mr. Jim Fenwick	*Yes*	*Yes*	*Yes*	
Ms. Siu Chung	*Yes*	*Yes*	*No*	
Dr. LaVergne D. Rosow	*Absent*	*Absent*	*Absent*	
Dr. Ruby Christian-Brougham	*No*	*No*	*Yes*	
Ms. Deanna Heikkinen	*Absent*	*Absent*	*Absent*	
Ms. Eugenia Sumnik-Levins	*Absent*	*Absent*	*Abstain*	
Mr. George Caleodis	*Absent*	*Absent*	*Absent*	
Ms. Ann Gee	*Absent*	*Absent*	*Absent*	
Adjunct Senator 2016-2019				
Mr. Jack Condon	*Yes*	*Yes*	*Yes*	
Probationary Faculty 2016-2017				

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Ms. Gjenaii Givhan	*Absent*	*Absent*	*Absent*	
Mr. Wesley Oliphant	*Yes*	*Yes*	*Abstain*	

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