

LOS ANGELES VALLEY COLLEGE ACADEMIC SENATE MEETING

September 18, 2008

Members Present: Sheri Berger, Pat Calder, Pat Daccurso, Fay Dea (EA), Rose Drummond, Chuck Ferrero, Don Gauthier, Michael Gold, Rod Lyons (EA), June Miyasaki (EA), Larry Nakamura, Sally Raskoff LaVergne Rosow, Kathleen Snider, Rebecca Stein, Kathleen Bruce Thomas, Joanne Waddell, William Wallis, Scott Weigand

GUESTS: Dr. Sue Carleo, President, Dr. Carole Yee, Dean, Academic Affairs

1. (M)Stein(S)Rosow to approve the agenda
2. (M)Calder(S)Wallis to approve the minutes of the June 19th meeting.
3. **PRESIDENT'S REPORT**
 - a. Chancellor's Consultation Report: Valley College needs to decrease expenses by \$60,000 a month to stay afloat
 - b. On October 26th the state district will meet on sustainability to help meet our budget
 - c. ASCCC will hold a Plenary Session at the Bonaventure Hotel between October 6 – 8th. Among the issues to be discussed are the roles we play in education, state affairs, staff development among others. It's an opportunity to meet other Academic Senate members and share academic experiences.
 - d. Please mail your goals and objectives for the Senate for 2008-2009 to Don Gauthier.
 - e. Shared Government Committees: Seats are open in every committee – faculty are needed to serve as members of various committees. The committee to serve to elect a permanent president will be meeting next week.
4. **Dr. Sue Carleo** thanked members who contributed to the Accreditation Report. Senate members received email copies and are urged to notify Deborah Kaye for any recommendations to the Report Preparation.

Dr. Carole Yee introduced a new committee called the Enrollment Management Task Force. The purpose of this committee is to redefine guidelines, develop programs and goals to increase student retention, student success, publish newsletters, and advertise schedules among many other issues that might enhance academic effectiveness. The first meeting will be held on Monday, September 26th in the Cafeteria Conference Room at 2:00 P.M. The committee will meet every fourth Monday thereafter. Members of the committee are attached to these minutes.

5. **CURRICULUM COMMITTEE REPORT: Sheri Berger**

(M)Calder(S)Rosow to approve the following items:

- a. CAOT Program Review – course outline updates, prerequisite validations, course and program SLOs.
- b. Oceanography Program Review – court outline updates, prerequisite validations, course and program SLOS, update DE addenda
- c. Geology Program Review – course outline updates, prerequisite validations, course and program SLOs, updated DE addenda
- d. Health 3 and 12 course SLOs
- e. Phys. Ed 95, 96, 101, 102, 131, 185, 203, 219, 229, 284, 285, 341, 385, 504, 511, 512, 628, 629, 640, 655, 662, 665, 668, 677, 681, 695, 696 course SLOs.
- f. P.E. 750 Sports and Ethics as a New Course with a recommendation of no GE placement for local GE or CSU GE, includes course SLOs.
- g. Nursing Science 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 114 course SLOs.
- h. Nursing 714, 727, 762 course SLOs
- i. Nursing, Registered – Program SLOs
- j. English 67, 68, 69, 75 course outline updates and SLOs as part of the Writing Center Program Review
- k. Spanish Program Review – course outline updates, prerequisites validations, course and program SLOs, TAP addenda
- l. Linguistics Program Review – course outline updates, course SLOs

(M)Stein(S)Rosow to approve a score of 3 on the AP exam for credit for English 101

6. **INSTRUCTIONAL PROGRAM COMMITTEE: Sally Raskoff**

Sally reported that besides formatting changes to the Request for Probationary Hiring form, the following questions were added in response to accreditation and Educational Master Plan issues:

“What contributions will this position bring to our college-wide planning (e.g., our Educational Master Plan) and your departmental goals and Program Review?”

Please see the IPC website for copies of the entire form and more information. (This form and the call for positions went out to all Department Chairs on Monday, September 8th. Requests for probationary positions are due on September 26th.)

7. **BASIC SKILLS: Scott Weigand**

Scott distributed LAVC’s 07/08 Basic Skills Initiative Plan and some new Actions for 08/09. (M)Berger(S)Rosow to support the plan.

8. **ACCREDITATION REPORT: Joanne Waddell**

(M)Calder(S) to approve sending the Accreditation Follow-Up Report on to College Council.

9. **EDUCATIONAL MASTER PLAN: Rebecca Stein**

Over the summer, work continued on Chapter 5 (space implications) and is now awaiting the completion of the new space inventory. Work on Phase III (implementation) began with the compilation of a list of all of the committees on campus, their membership and responsibilities. The strategies in the Educational Master Plan will be assigned to standing committees to prioritize and establish short and long term objectives and measures.

10. **INNOVATION FUND: Rebecca Stein**

(M)Stein(S)Waddell to approve the application and process for the CTE innovation fund.

11. **BUDGET REPORT: Chuck Ferrero**

The college now has a \$5.126 million deficit. The Chancellor mandates each College must reduce their budgets by \$1,00,000. The goal is for all colleges to make monthly cuts of \$60,000 for next 10 months. All departments must therefore make monthly cuts. (M)Joanne(S)Rosow to organize faculty response to be presented before the next Board Meeting. Tom Jacobsmeyer should also be involved since he has all the data regarding the budget.

12. **STUDENT SERVICES: Bruce Thomas**

A current report of student services was distributed to Senate members.

13. **SPACE AND WORK: Larry Nakamura**

A committee of department chairs discussed the shoddy construction on Campus. Work has not been completed in many buildings, some are without electricity, some office experience leaking ceilings, falling tiles and many, many other annoyances.

14. **ACADEMIC RANK: Kathleen Snider**

Forty-eight advancement in rank certificates were presented to various LAVC Faculty on Opening Day, August 29, 2008. The final date to return applications for advancement in rank is Friday, October 10, 2008 at 12:00 Noon. As of September 16th, 41 applications have been processed.

Kathleen, Chair of the Academic Rank Committee requests a yearly budget of \$100.00 to continue sending letters of congratulations and certificates for each Faculty advanced in rank. (M) ? (S)

15. **DISTRICT ACADEMIC SENATE: LaVergne Rosow** (submitted via email)

The DAS met from 1:30-4:20pm, September 11, 2008 at LACC.

This meeting ran considerably overtime with exceptionally long presentations from DO representatives. A number of attendees left before the meeting had ended.

HIGHLIGHTS

- The State Budget appears to guarantee no Cost of Living Adjustment (COLA) for faculty next year.
- There is a 75/25 catch 22 in process. Because of the budget, we are way out of compliance. LAVC is at 65.7 per cent full time (down from 81.2 in 2000). The LACCD is at 59.6 per cent (down from 75.5 in 2000). The state is at 59.2 per cent (down from 63.2 in 2000). We are subject to a fine of \$64,000 per each or about \$1million if we remain out of compliance.
- There is a task force working on a Life Scan "model" for nursing program participant. Some nursing faculty are under physical threat when confronted with denial of nursing program applicants who have police records that preclude their admission.
- E-curriculum development is under a pilot program at Southwest, but anyone may go in and play around with it at esc.laccd.edu.
- Degree Works is a degree audit program students will be able to use online to check their own progress, but the information will not help if not updated immediately. It is being piloted at SW. (Rosow has a copy of the current form.)
- Credit by Examination (BR 6704) Credit by Examination 6704 and 6705: revised Board Rules 6704 and 6705 were developed as a result of Title 5 changes.

NOTE Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

- The new District Discipline list is available in hard copy. Departments need to be sure that the names on the list match their intended representatives. There are 31 disciplines represented by LAVC according to the list. There are 37 LAVC Disciplines with no representative on record.(Rosow has a hardcopy of the list.)
- Essential Academic Skills (EAS) skills to be superimposed on each discipline in each of 5 categories: Reading & Communication; Critical Thinking; Seeking Help; Collaboration; Self-reflection. Rosow has the handout in hardcopy. "Basic Skills" are

Essential Academic Skills: Teaching the fundamental academic skills is not a process that ends when students enter college or after.

* Faculty Teaching and Learning Academy is a new program to provide more faculty training on a district-wide basis.

- AP Credit – Course equivalency shall be determined by the college (in compliance with BR and Title 5). AP exams and AP Unit Credit changes are noticed for November. (Rosow has hardcopy of proposed language.)

- EPAC Denials continues to be a problem because chairs are hiring without looking at transcripts to assure they match MQs. The new Provisional Equivalency form is online but is in need of revision.

There is an EPAC site on the DAS website, but the links are not yet activated.

- District Planning Committee – Process for College Strategic Plan Presentations to the Board of Trustees 2008-2009 – The Valleyside Colleges are scheduled for presentations on February 11, 2009. (Rosow has a hardcopy of the 5/29/08 District Planning Committee content guide.)

- Accreditation – LAVC is scheduled for a Progress Report on October 15, 2008, a Follow-up Report on March 15, 2009, and a Midterm Report on March 15, 2010. (Rosow has a hardcopy of the recommendations in process.) Gary Colombo advised that the Accreditation Committee (ACCJC) does not have interest in “making progress.” He said that they want to see that their recommendations have been met. Campuses have 24 months to get recommendations fulfilled.

ACCJC members went back to 1994 to check up on recommendations that had been made and used failure to copy part of the current probation rationale for LA Southwest.

Rosow has a hard copy of the Rubric for Evaluating Institutional Effectiveness.

NOTE Under Student Learning Outcomes, the rubric suggests “College has established authentic assessment strategies for assessing student learning outcomes as a appropriate to intended course, program, and degree learning outcomes.”

The meeting adjourned at 3:00 P.M.

Respectfully, Rose Drummond,
Recording Secretary

Members of the Enrollment Management Committee

Dean, Academic Affairs, Chair (Carole Yee)
Dean, Enrollment Services, (Tino Manzano)
Senior Secretary, Academic Affairs (David Quinteros)
Associate Dean, Student Services (Annie Reed)
Dean, Research and Planning (to be determined)\
Financial Aid Manager (Barbara Ralston)
Outreach & Recruitment (Joel Trudgeon)
Senate President or Vice President (Don Gauthier or Rebecca Stain)
IPC Chair (Sally Raskoff)
Distance Learning (Jim Marteney)
ASU representatives (2 to be determined)
STARS (Scott Weigand)
English and Math Chairs or Faculty (Al Zucker, Sheri Berger)
AFT Teachers Guild Representative (Joanne Waddell)

Resources

President (Sue Carleo)
Public Relations Specialist (Jennifer Fong)
Vice President, Student Services (Yasmin Delahoussaye)\
Vice President, Academic Affairs (Sandy Mayo)
Vice President, Administrative Services (Tom Jacobsmeyer)
Academic Deans (L. Nalepa, D. Reed, D. diCesare)