DISTRICT ACADEMIC SENATE
APPROVED
West Valley and Mission Colleges
Thursday, March 28, 2013
Board Room; West Valley College
2:30-4:30 p.m.

I. **Roll Call**

The meeting was called to order at 2:35 pm.

Senators	A	P	Senators	A	P
Clark (WVCAS) Student Services		X	O'Neill (MCAS) ESL		X
Dorian (MCAS) Co-Chair		X	Piekarski (MCAS) Chemistry		X
Ghodrat (WVCAS) Business		X	Rettus (MCAS) Reading AF		X
Johnston (MCAS) Philosophy		X	Shoemaker (WVCAS) Co-Chair		X
Kea (WVCAS) Senator At Large		X	Sun (MCAS) CIS	X	
Kelly (WVCAS) Social Science		X	French; Snr Admin Asst		X
Guests: C.Cox, J.Chu, L.Harris, K.Neary		X	Guests: R.Pavao, M. Pritchard, L.Saito, J.VanTassel		X

II. **Order of the Agenda**

It was agreed that the order of the agenda would be changed to accommodate guests as needed (M/S/U).

III. **Approval of Minutes**

The minutes for the October 30, 2012, meeting were approved with a change to Senator Rettus listed as a representative from Math and Science. She is the elected Associate Faculty representative. (M/S/P – Johnston/Kea).

IV. **Oral Communication from the Public**

There was no oral communication from the public at today's meeting.

V. **Information & Announcements**

1. Cathy Cox announced that the Library is holding an Active Shooter Training tomorrow and victims are needed. The training starts at 9:00 a.m. and refreshments will be served.
2. Eric Pape has been elected to serve as the West Valley College Academic Senate President and Wael Abdeljabbar has been elected to serve as the Mission College Academic Senate President.

I. **Old Business**

A. Update on Local Minimum Qualifications, Disciplines and FSA's

Cathy Cox advised the Senators on the role of the District Equivalency Committee, which necessarily morphs into FSA issues. When an applicant does not meet the State's minimum qualifications, HR refers the application to the Equivalency Committee to assess the individual's qualifications and determine if their experience is equivalent to the State's minimum qualifications. She advised that the administrative procedures are in the process of being revised. It is anticipated that the changes will be completed by the end of this semester or early Fall semester. Cathy explained that the procedures previously adopted are not being used currently. The forms are new as the old form had discrepancies. The competency requirement means teaching a 1.0 load within a certain amount of time or taking a required a number of units. FSA's come into effect when there is a reduction in force. An FSA is good for five years, showing currency, and should be reviewed periodically. Cathy emphasized that it is important for people to submit all the documentation that is needed to show their background. It was agreed that it is the responsibility of the individual applicant to keep their FSA current. Cathy also advised that the Equivalency Committee has decided to meet on the first Thursday of each month in order to keep up with the applications as needed.

A discussion ensued on the issue of bumping rights and seniority. It was noted that the State Academic Senate does not permit single course equivalency. Dianne suggested that the FSA Committee meetings should be announced so that faculty know they can apply at those times, and Rod Pavao offered to make those announcements. Cathy noted that there are only three disciplines in the District with local minimum qualifications higher than the State's minimum qualifications that have been approved by the Board. Those disciplines are Psychology, Interior Design and Court Reporting. Cathy advised that the discipline list is linked to Curricunet.

As agreed, the order of the agenda was moved to Item VI.C to accommodate Rod Pavao.

C. Update on Revisions to Article 26, Faculty Evaluations, For ACE Contract

Rod Pavao, President of ACE, addressed the Senate relative to Article 26.A.1.5 and Article 26.B.8. This article in the contract is outdated and does not address the process currently used in the District. He stated that the issues related to this article fall under the purview of the Academic Senate. He requested that the Senates review the document and develop recommendations for change in the areas that are problematic and that do not serve faculty. Those areas need to be more purposeful and must meet the needs of faculty.

Lance stated that last Spring Pat Fenton brought the matter to the Academic Senates and a District Subcommittee was appointed to work on this matter. He and Dianne agreed to ask the committee to convene and work on the articles of concern. It was suggested that a representative from ACE meet with the committee to assist them to move in the right direction. Both Rod and Leslie Saito offered to meet with the committee. Leslie noted that the laws and rules have changed and there is a need to take a new approach. She suggested that the committee consider what is problematic within the current process and forms and mainstream the procedure. She also recommended that the committee look at other colleges' processes and forms. Rod noted that there seems to be some agreement from HR that changes need to be made. Senator Reiss noted that the ASCCC's Committee on Education Policies has updated its evaluation document. That has been forwarded to Lance and Dianne, and she advised that it is available on the ASCCC web site. Dianne asked for a timeline to complete the task, and Rod stated the resolution is long overdue and we need to move forward as soon as possible. Lance and Dianne agreed to bring the matter up at their individual Senate meetings and ask those who volunteered to set up a meeting as soon as possible with Rod and Leslie.

B. Review & Update District Academic Senate Goals for 2012/13

Dianne reviewed the goals listed in the minutes of October 30, 2012, as follows:

1) ACE/Academic Senate Liaison Agreement - At the last DAS meeting, there was some discussion about revising or reaffirming the 1987 agreement. Dianne and Lance agreed to meet with Rod to consider any possible changes and bring the agreement back to their individual Senates for consideration.

2) Local Minimum Qualifications – This goal has been completed.

3) District Shared Governance Procedures – This item related to DBAC. Dianne and Lance have addressed their concerns on this issue with the new Chancellor. It appears that budget decisions are now being made without input from faculty and other constituent groups and are rubber-stamped. Although a task force was formed to review and revise the RAM, why isn't there a budgetary committee? Is such a committee needed? It was stated that if you look at any company, budget changes are made dependent on many factors, such as economy. For the District, it involves enrollment , economy and many other things. Even though the new RAM was developed collaboratively, it should be reviewed annually to ensure that all factors have been reviewed and revised based on changes.

As discussion continued, it was stated that DBAC was a vital body where faculty had input on the budget. Without DBAC, faculty only knows what is reported. Although each college has its own procedures for the allocation of funds, as stakeholders, we are omitted from the District's processes. That is what DBAC accomplished.

A WVC Senator reported that Ed Maduli came to the WVC Senate to go over the RAM with the Senators. It was difficult to follow his explanations regarding the RAM process, and when he was asked about the District's portion of revenue, he stated that it comes off the top. He explained further that the amount used to be about 18% and it is now 15-16%. When asked why the District's portion comes off the top, Ed explained that it has always been the process. The Senator stated that we need to determine if the process is still a logical and viable process. If not, we should change it or tell us why it is so. As stakeholders most of us do not understand the processes being used; only Ed and his staff know what is going on.

Lance agreed, stating that the District will probably look very different next year and we will have to reevaluate in any case. Dianne also agreed, stating that the faculty on the task force, except for Randy Castello, probably did not understand some of the ramifications given that they were not budget experts or accountants. In her view, the RAM is a solution to a math problem. The real discussion should focus on setting our priorities before the revenue flows through the model to ensure the availability of funds to meet those priorities, such as salaries. The question is what are the priorities, how do we set them and get them funded? Faculty salaries come off the top, but classified salaries do not. Money flows through the model as discretionary funds. It was opined that Ed's role is to manipulate the vision of others and it is not his job to respond to the questions regarding priorities. If it isn't Ed's job, then whose is it? It was suggested that it is the District Enrollment Management Committee. We need an organization such as DBAC to address these issues. This matter will be brought up again for discussion.

4) Course Repeatability – This item is moving forward.

5) Redeveloping Executive Management Hiring Practices – We will continue to deal with this matter.

6) Addressing the Achievement Gap – This issue will be addressed next year.

VII. New Business

A. <u>Discussion on District Council and New Enrollment Management Committee</u>

Lance reported that the District has formed a task force under the District Council (DC) to look at enrollment management issues and includes the two Academic Senate Presidents, the President of ACE, two PGC faculty representatives, the VPs of Instruction, the VPs of Administrative Services, and the Directors of Admissions and Records from each college. Recommendations for changes are being developed to be presented to the District Council (DC) in consideration of the District's goals. The intent is to coordinate actions between the two colleges, with the DC acting as a clearinghouse and information body.

The District Enrollment Management Committee (DEMC) will be co chaired by the VP of Instruction from one college and the Faculty Representative from PGC from the other. The terms will alternate. The task force is to be co-chaired by Kuni Hay (WVC VP of Instruction) and Clement Lam (MC PGC Chair) for a two year term commencing in Fall 13.

Discussion ensued as to how this group will interact with the Senates. It was stated that the group will not interact with the Senates at all – other than having the two Senate Presidents as members. For years, there has been no mechanism in place for the two colleges to communicate and/or coordinate efforts. The intent is for the DEMC to make recommendations to DC, and for DC to serve as a sounding board. It was noted that minutes were taken at the meeting of the task force, and it was requested that those minutes be made public. Lance and Dianne agreed to make that request.

B. Discussion and Review of District Council and RAM Recommendations

Please see discussion under Item VI. B.1.3 regarding this item.

C. **Consider Approval of Revised Forms for Evaluation of Online Instruction**

Senator Kea advised that a WVCAS member requested that three grammatical changes be made to the forms already approved by the Senate. The Senators considered two of the changes to be minor and they approved the two changes as requested (M/S/U – Ghodrat/Piekarski).

The third recommendation concerned Question #11, and the Senators reviewed and considered the matter briefly. It was ultimately decided that the question was covered by several other questions in the form and the following motion passed unanimously (M/S/U – Kelly/O'Neill):

"that the District Academic Senate requests that question 11 should be removed from the form."

Rod requested that the final document be forwarded to ACE for consideration. Everyone expressed their appreciation for all the work done by the Distance Learning Committees.

VIII. Future Agenda Items

A. **Executive Management Hiring Practices**

Dianne noted that the Senate may need to deal with the Executive Management Hiring process in the near future to ensure more faculty representation. This matter can be discussed at each college senate.

IX. Adjournment

The meeting was adjourned at 4:10 p.m. (M/S/U – Kelly/Piekarski). These minutes are respectfully submitted by Grace Hazan, Academic Senate Secretary.