

IVC Academic Senate

Unapproved Minutes

September 3, 2008

I. The meeting was called to order at 1:30 pm by President Seivertson.

II. Roll Call

Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Michael Heumann, Kseniya Kareva, Russell Lavery, Carol Lee, Armando Mendez, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Chantilee Mendenhall

Excused: Cesar Guzman

Absent: Dennis Carnes, Rosa Pitones, Mary Lofgren

Visitors: Frank Rapp, Ed Gould, Sergio Lopez

Senator Zobell asked if item VII could be pushed forward in the agenda. It was approved without objection

VII. Academic and Professional Matters

1. Election of Academic Senate Officers
 - a. Secretary – Michael Heumann M/S/C (Zobell/Lee)
 - b. Treasurer – Norma Nunez M/S/C (Zobell/Lee)
 - c. Vice President – Russell Lavery M/S/C (Heumann/Zobell)

III. Treasurer's Report

No report

IV. Visitor Comments

None

V. Consent Agenda

1. Minutes of June 4, 2008.
M/S/C (Zhao/Lee) to approve the above items as corrected.

VI. Reports

1. President – Welcomed new Academic Senators and our new ASG President.
2. Past President – not present.
3. VP of Instruction –
 - Enrollment: It was an interesting start to the semester. Before classes began, enrollment was down significantly from last fall. This might have been, in part, because the college was insisting that students pay at least half their bill prior to registering for classes or because students were actively looking for jobs. During the first week of classes,

however, enrollment surged beyond last year's numbers. Vice President Berry thanks faculty for doing their part to accommodate as many students as possible. It is not yet census, however, and some classes with low enrollment might still be cancelled. However, currently we were up 1.2% from last fall.

- Accreditation: The district has been busy over the summer working on the accreditation report. They hired a consulting firm, Brain Trust, which has a lot of knowledge and experience. They have been helpful by being critical.
- Currently, there are three ongoing processes related to accreditation:
 - Strategic planning group, which meets at 8:30 AM on Fridays. They are working on implementing the plans that we develop
 - Education Master Plan group, which meets at 10:30 AM on Fridays
 - Progress report group, headed by Dean of Instruction Rapp. This report will also include the progress we have made on Student Learning Outcomes.
- All work on the accreditation report (including approval by all groups and by the Board) must be completed and submitted by October 15.
- Senator White asked about any rules related to the enrollment caps in classes. Vice President Berry stated that enrollment caps are determined by faculty.
- Senator White asked about the status of the California state budget. He heard that the K-12 and UC/CSUs were going to be hit hard with cuts while the community colleges would be all right. Vice President Berry stated that there was no information on the budget and it was uncertain when it would be approved. There is no information on our COLA; it could be anywhere from 0% to 4%. We were not funded for last year's levels, but we still have to meet those levels this year.
- President Seivertson asked Vice President Berry if all accreditation documents would be ready in time for the Academic Senate's October 1 meeting. Vice President Berry said that they would.
- Vice President Berry stated that President Gould went on a walking tour of the campus before the start of fall semester, and he was unhappy with the state of the classrooms. VP Berry was put in charge of addressing these problems, so faculty should email their complaints about classrooms to her.

4. SLO Coordinator

- Dr. Pfister has met with groups all across campus, both instructional and non-instructional. So far, thirty courses have SLOs attached to them. By September 30, at least 50% of all courses will have SLOs identified to be assessed this semester. The other 50% will be identified and assessed in spring semester.
- There is a new SLO website and a newsletter is coming. There will also be a milestone memo created to inform the accreditation team about our current progress on SLOs.

- President Seivertson asked about the current status of our SLOs. Dr. Pfister stated that, in addition to the thirty that have been approved, there are many more waiting to be approved at next week's meeting.
5. BSI Coordinator
 - A website for Basic Skills Initiative is forthcoming.
 - Many BSI participants were able to attend institutes and workshops this summer.
 - Work has begun on the 08/09 plan, which is due by October 15.
 - The next BSI meeting is Wednesday, September 10, at 1:30 PM. All are welcome.
 - There will be a campus-wide forum by late September to discuss the 08/09 plan.
 6. ASG President
 - There was a barbecue today, September 3, for all campus clubs. There was a very strong turnout.
 - The first ASG meeting of the year will take place Monday, September 8.

VIII. **Discussion**

1. Distance Education Committee – Senator Heumann stated that Project ACCESO will end in September 2009. Between now and then, the Distance Education program must become a fully district-supported program. One step in this process is the development of a DE Standing Committee, which should be a sub-committee of the Academic Senate. Senator Heumann asked for volunteers to help him draft a resolution to create this committee. Senators Zobell, Pfister, and Lee volunteered to assist. Dean Rapp will also participate.
2. New Committees
 - Senator Gretz stated that the college could do a much better job training new faculty, and she suggests that a new faculty committee be created for all new full-time faculty to help introduce them to the college and their responsibilities as faculty members.
 - Vice President Berry states that there will be three improvements for new faculty: an online pre-IVC orientation module (possibly in Etudes), a new faculty academy/committee; and an instruction-wide tenure orientation for all new faculty.
 - Senator Heumann noted that flex weeks used to provide helpful time for new faculty to get acquainted with the college before beginning their first semester. Vice President Berry stated that staff development will not take place until January 2010. Senator Lavery asked whether this means that our pay problem with STRS will not be corrected until 2009-10. Vice President Berry stated that this was correct. Senator Patterson stated that he could advise the Vice President on the history connected to the end of flex week.
3. Committee Flow Chart Changes – President Seivertson and President Gould both stated that changes to the committee flow chart was coming. President Seivertson shared our current flowchart and shared several

different flowcharts from other colleges to demonstrate what these changes might look like. Senator Paine inquired as to which body the Technology Council reports. There was no clear answer to his question.

4. Bylaws Report – The process of updating and revising the Academic Senate bylaws will continue starting next AS meeting. Senator Zobell asked why adjuncts were given two-year appointments. Senator Mendez explained that this allowed continuity and allowed adjunct representatives to make more substantive changes.

IX. Committees

1. Budget and Planning – In future, this committee will, most likely, be focusing as much (if not more) on planning than on budget.
2. C and I – Senator Lee reported that the first meeting of the semester was last Thursday, August 28. Senator Lee held a training on standalone course approval at that time, and most of the general curriculum issues were tabled. The September 4 meeting was cancelled, so the next meeting is Thursday, September 18. Senator Lee also reported that she and Senator Heumann attended the Curriculum Institute over the summer, where she gained a lot of excellent information. She recommends that as many people as possible be given the opportunity to attend future Institutes.
3. College Council – The first College Council meeting of the semester will be Monday, September 8. President Gould stated that the College Council will change and will become a more integral part of the college's committee structure.
4. Equivalency – On September 11, Beth Smith, a member of the state Academic Senate's Executive Committee and a professor at Grossmont College, will be visiting to share information on equivalency issues. All are welcome. There was an Equivalency Committee meeting last Wednesday (August 27), and there is a meeting after the Academic Senate today. Senator Nunez stated that an issue to bring up in Equivalency is program adjustment. She also stated that more training was required, so the equivalency process was more understood.
5. Policies and Procedures Review – no report
6. Administrative Council – There will be a meeting next week. President Seivertson will be there and will report back.

X. M/S/C (Guinn/Paine) to adjourn the meeting at 2:55 pm.