

# **IVC Academic Senate**

Approved Minutes

September 16, 2009

## **I. President White called the meeting to order at 1:32 pm.**

## **II. Roll Call and Announcements**

Present: Krista Byrd, Daniel Gilison, Cesar Guzman, Michael Heumann, Rosalba Jepson, Russell Lavery, Eric Lehtonen, Mary Lofgren, Jean Montenegro, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, Lianna Zhao, David Zielinski, Bruce Seivertson, Steven Sciaky

Excused: Kathy Berry

Absent: Suzanne Gretz

Visitors: Gordon Bailey, Taylor Ruhl, Dennis Carnes, Travis Gregory, Frank Rapp, Carol Lee, Victor Jaime, Tina Aguirre, Eric Jacobson, Sheila Dorsey-Freeman, Robin Ying, John Lau, Mario DeLaTorre

## **III. Visitor Comments**

Senator Nilson spoke about the litter on campus and asked whether Student Affairs could fine or penalize students for littering. ASG President Sciaky stated that the ASG would be shutting down the student center for one week, and this will (hopefully) focus more attention on the problem. Vice President Jaime stated that he would ask Dean Lopez about this issue. Dean Gregory noted that this item was discussed at the previous night's board meeting.

## **IV. Consent Agenda**

1. Minutes of June 3, 2009.  
M/S/C (Nilson/Patterson) to approve the above item

## **V. Reports**

1. President
  - President White has been meeting with Senate members, division chairs, and Board members. He has also posted an agenda in the Faculty Lounge, in the Academic Senate room, and outside the Board Room.
  - He attended the Academic Senate Plenary in San Francisco and the Curriculum Institute in Anaheim. He also attended a meeting at Los Rios College regarding the allocation budgeting plan.
2. Past President
  - Past President Seivertson noted that he was happy that we would have a winter intersession.
3. Treasurer
  - Current funds are \$8,215

- Expenditures were spent on travel (\$1,246), supplies (\$32.60), and postage (\$24.19)
4. VP of Instruction
    - Interim Vice President Aguirre reported that the new 2700 building will be finished in the next month and a half. Once it is done, instructors will begin moving their offices to that building. This includes the Science, Math, and Engineering and the English divisions along with the Instruction office.
    - Tours of the 2700 building will be open to the public starting in November.
    - Information about the H1N1 (Swine Flu) is available on the student portal.
    - The division chairs are working on program review, looking at the needs of students and what is needed to ensure successful instruction; this effort will be driven primarily by instruction. Last year's review (Progress Report) is being finished, and the current year's review will begin soon.
    - The faculty portal is in progress; it will allow faculty and staff to communicate with one another more effectively.
    - Senator Zhao asked about institutional data which was supposed to be available on September 4. Aguirre said she would ask Dawn Chun about this and hopefully have it ready by the end of the week.
  5. Chief Financial Office (CFO)
    - Vice President Lau noted that the parking lot by the Gym will be done by the end of September.
    - He noted that independent movers will come in and help move the faculty and staff over to the 2700 building. It will be stressful, he notes, but it will be rewarding.
    - There is a Budget and Fiscal Planning meeting after the Senate meeting, and he will discuss what happened at that meeting at the next Senate meeting.
    - Senator Lavery asked about the problems with the bus stop. Lau noted that the new bus stop will be finished in February.
  6. Basic Skills Initiative (BSI) Coordinator
    - Frank Rapp reported that the Summer Success Institute was a big success. The retention rates and success rates were high.
    - There will be a Winter Success Institute this coming winter session, and additional classes will be added.
    - Senator Nilson asked if the Winter Institute will be four or five weeks long. Rapp noted that it would be four weeks.
  7. Student Learning Outcomes (SLO) Coordinator
    - Senator Pfister reported that a program-level workshop took place before the fall semester began. Fifty people participated.
    - Pfister has been working on the progress report.
    - She has sent out emails inviting people to the SLO committee meetings. A special meeting will be held next week for General Education SLOs.
  8. Associated Student Government (ASG) President
    - ASG President Sciaky reported that the newest ASG Reps were voted into office last week and will be installed next week.
    - ASG also donated \$10,000 to the college to surplus the number of hours available for student tutors.

## **VI. Academic and Professional Matters**

1. Election of Officers: Vice-President, Secretary, and Treasurer
  - Senator Heumann nominated Cathy Zazueta for Vice-President; senator Gilison nominated Barbara Nilson for Vice-President.
  - Cathy Zazueta was elected Vice-President
  - Senator Zhao nominated Michael Heumann for Secretary; he was elected to this position.
  - Senator Guzman nominated Norma Nunez; she was elected to this position.
2. Winter Session and Summer (non Basic Skills) sessions—status and budget impacts
  - M/S (Patterson/Nilson) that that the Senate move to develop a formal recommendation to the Board in support of Winter and Summer sessions.
  - Lau noted that the college was not paid for all FTES. Our goal this year is to ensure that we reach our cap in enrollment.
  - Carol Lee noted that it is imperative to have Winter session because transfer schools will not accept Summer session classes.
  - Senator Lehtonen asked whether we should eliminate the Summer session rather than the Winter session. He also asked why the transfer math courses were the ones that were cut from the Winter session. Aguirre noted that division chairs evaluated the Winter schedule.
  - Senator Patterson asked to withdraw the motion because there is not a consensus on this issue.
3. Campus-wide survey—establish committee
  - M/S (Patterson/Guzman) that the Senate establishes an ad-hoc committee to design and implement a campus-wide survey to help determine important issues that the Senate should focus on for the coming year.
  - Dennis Carnes asked why students should not also participate in this survey.
  - Sciaky noted that the Chancellor’s office asked that students be included in any future surveys.
  - Senator Heumann noted that the cost could be contained if the survey was put online and connected to the Student Portal and WebStar. Sciaky added that he had spoken to Omar Ramos, the IVC Webmaster, and implementing this survey through the Portal would be a relatively simple process.
  - Patterson asked to amend the motion to remove the “campus-wide” element and replacing it with “faculty.”
  - Nilson supported Patterson’s amendment.
  - The motion was carried.
  - Cathy Zazueta, Cesar Guzman, James Patterson, and Kevin White volunteered to serve on this ad-hoc committee.

## **VII. Committees**

1. Curriculum and Instruction – Lee reported that the second meeting of the semester would take place on Thursday, September 17. Many Physical Education courses needed to be approved. CurricUNET will hopefully be established in the next month.

2. College Council – Heumann reported that the Council discussed possible changes to [allusers@imperial.edu](mailto:allusers@imperial.edu). A resolution would be written and presented to the Council for the next meeting. He also reported that the issue of shared governance during non-contract times (summer/winter), when Academic Senate and College Council are not meeting, was discussed. This issue will be examined at future Council meetings.
3. Administrative Council – The Board adopted a master agreement to have the Foundation back on campus. Two new employees for the Foundations have been hired, Todd Evangelist and Monica Rogers. The Foundation is currently housed in 1706; it will soon move to 511. They are looking for materials and support from the campus, including the Senate.
4. Equivalency – The committee has not met, and the positions for the committee have not yet been filled.
5. Budget and Fiscal Planning – The next meeting takes place on September 16, 2009. At the previous meeting, the “bucket” plan was discussed, as was the current state of the state budget. Jacobson encouraged everyone to examine the budget, which is available online.
6. Learning Support Services – This committee has not met.
7. Distance Education – There is a meeting on September 17. Among the agenda items are the Technology Master Plan, transfer issues with online courses, and course loads for DE instructors.
8. Matriculation – Matriculation is an advisory committee and was removed from the Standing Committee list and thus no longer in the purview of the Academic Senate.

### **VIII. Discussion**

1. Guiding Principles for the Academic Senate 2009-10
  - White noted that we would use the principles in Robert’s Rules of Order to run productive and constructive meetings this year. President White distributed a hand-out detailing some of these principles.
2. Standing Committees – replacement and reappointments
  - There are open positions in Budget and Fiscal Planning, Technology Planning, and C&I.
3. Evaluation of Shared Governance Committees – updates
  - Aguirre reported on the revised flow chart for the shared governance process. Some committees report to either College Council or Academic Senate or both. Certain committees are responsible for developing plans for the college, and these plans help develop the educational master planning committee.
4. IVC Progress Report – status report update
  - The final drafts of the responses to the recommendations made by the Accreditation team have been written and are now being edited. The report will be presented at the next Senate meeting.
5. Resource Allocation Plan – research Interest Based Approach (IBA)
  - The campus is seeking to find a model for resource allocation to allow the college to be fiscally sound in the long term. White, Lau, and others visited

- Los Rios College to learn about their Interest Based Approach (or “bucket”) model for budget planning.
- Lau stated that a formula-driven budget is the key to the college’s fiscal health in the future. However, this model depends upon trust across the campus. This trust needs to be firm before we can fully embrace this sort of model.
6. American Graduation Initiative
    - This is an issue to discuss at a future meeting regarding support for President Obama’s initiative for community colleges.
  7. New hire handbook(s) – status and revisions (faculty, counseling, and library)
    - Rapp noted that he worked on this while serving as Dean of Instruction.
  8. Evaluation of President
    - White met with Dr. Gould about this topic. White would report on this at the next meeting. The focus for the Senate should be on the process for the evaluation.
  9. Instructor evaluations as part of Program Review
    - White reported that students want a greater say in the evaluation of faculty.
  10. Teaching loads – clarification of policy
    - Senator Byrd noted that the CTA contract is clear about teaching load policies, but those policies are not often observed. She noted that this is an area of concern for the Senate and should be discussed in the future.
  11. Class caps per discipline
    - This item was mentioned briefly. It will be discussed in more detail at a later date.
  12. Credit by exam – revisit policy
    - Patterson asked the President to move this item to the next Senate agenda.

**IX. M/S/C (Guzman/Scott) to adjourn the meeting at 3:00 pm.**