IVC Academic Senate

Approved Minutes
March 17, 2010

I. The meeting was called to order at 1:32 pm by President White.

II. Roll Call

Present: Daniel Gilison, Cesar Guzman, Michael Heumann, Jill Kitzmiller, Eric Lehtonen, Mary Lofgren, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson, Steven Sciaky

Excused: Krista Byrd

Absent: Rosalba Jepson, Suzanne Gretz

Visitors: Lisa Solomon, Carol Lee, Taylor Ruhl, Sheila Dorsey-Freeman, Frances Beope, Ed Gould, Gaylla Finnell, Frank Rapp, Gary Rodgers, Val Rodgers, John Lau, Tina Aguirre

III. Visitor Comments

• Senator Zhao introduced Jill Kitzmiller, the new Science, Math, and Engineering Division representative.

V. **Consent Agenda**

- 1. Academic Senate minutes of 3-3-10
 - M/S/C (Patterson/Nilson) to approve the minutes

VI. Reports

- 1. President
 - President White encouraged everyone to step forward to become part of the Academic Senate
 - White and Frances Beope will be distinguished visitors for the Navy on the USS Stennis on Friday, March 19.
 - White will also be attending the Accreditation Institute at Newport Beach.

2. Past President

- Past President Seivertson announced that the Relay for Life will take place in the next weeks, and he handed out sign-up forms to support his team, the Flockers.
- Seivertson still has problems in room 202 with people moving things around. It is an ADA and a safety issue.
- Seivertson asked again about the Academic Senate plaques and the display cases in the 2700 building.

- Senator Lehtonen noted that the first priority for display cases should be for divisions whose classes are taught in that building.
- Dr Gould said that the classroom issue should be brought up at the Safety Committee.
- Vice President Berry noted that there would be posters put into all classrooms to warn people against moving furniture around, among other things.
- Treasurer
 - \$5.418.85
- 4. VP of Instruction
 - The midterm report was sent out and was received by the accreditation commission. It is available online, along with all the evidence.
 - There will be a recap meeting on the accreditation process on April 16.
- 5. Chief Financial Officer (CFO)
 - Vice President Lau announced that the health insurance rates will be increasing this year, and this will be a significant problem for the college as we move forward. About \$5 million a year is spent by the college on insurance; the insurance company is proposing a 20% increase.
 - Seivertson asked about opt-out for those with double-coverage; Lau said yes, that was a possibility. The college needs to look at all potential cost-savers for insurance.
 - Frances Beope noted that her experience is that the initial claim is always adjusted as the negotiation with the provider proceeds.
- 5. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp will present a PowerPoint about the Winter Success Institute at the evening's Board meeting. Generally, there was a lot of success during this institute. Sadly, this was likely the last success institute due to budget cuts in the Basic Skills area.
 - Dr. Gould noted that the college is pursuing earmarks and grants to help boost the funding for our basic skills instructors and students.
- 6. Student Learning Outcomes (SLO) Coordinator
 - Senator Pfister noted that she put together a list of priorities for SLOs for the upcoming years. It also contained a list of evidence for SLOs that will help with accreditation.
 - She will send SLO Committee minutes to Senate in future
 - There will be a Spring assessment coming soon, and there will be an SLO quiz as well.
 - The website will undergo continuing improvements, adding SAO and program SLO sections
 - The program assessment plan is being implemented and will be woven into comprehensive program review

- Also on the list were plans to increase the number of outcomes per course, to increase the number of courses with completed cycle assessments, and to increase adjunct involvement.
- 7. Associate Student Government (ASG) President
 - ASG President Sciaky said the Health Fair would take place on March 18.
 - On March 31, the ASG will present a documentary about Cesar Chavez in the College Center. He hopes to have some instructors talk either before or after the documentary.
 - He and several senators will meet with Congressman Filner and Senators Boxer and Feinstein regarding funding for education.

VII. Academic and Professional Matters

- 1. Credit by Exam Policy Revision—Committee assessments
 - Senator Patterson met with Dr. Jaime and Carol Lee to review information regarding this resolution. He has separated the policies from the procedures and presented the revision to the Senate that will focus only on the policies.
 - He suggested that it might be a good idea for the Senate to review the procedures after a meeting of various people on campus takes place to review these procedures.
 - Carol Lee feels that the units that we are allowing students to earn through Credit By Exam are excessive. Patterson and Zhao (the mover and seconder) agree to change the maximum number from twenty-one to fifteen.
 - The motion was passed unanimously.
- 2. Dean position—establishing screening committee(s)
 - A discussion regarding the screening committees for the proposed new dean positions. The focus was on the rules for screening committees and the Senate's role in this process. The three existing deans—Taylor Ruhl, Tina Aguirre, and Efrain Silva—will head the search committees for the three new dean positions.
 - It was decided that a special meeting to select the faculty representatives for these committees would take place on March 31.
- 3. Student survey—authorize before Spring Break
 - M/S/C (Heumann/Zhao) to hold the student survey during March 29 to April 2.
- 4. Distance Education (DE) Committee Position Papers
 - M/S/C (Heumann/Pfister) to approve the position papers
 - Several different questions and comments were presented regarding these position papers.

- M/S/C (Patterson/Nilson) to postpone the vote on this to the next Senate meeting and to vote on these individually, rather than as a group.
- 5. Tenure Committee—Establishing joint committees
 - M/S/C (Patterson/Guzman) to approve Barbara Nilson and Eric Lehtonen for the tenure committee
- 6. Academic Calendar—Establishing joint committees
 - M/S/C (Patterson/Lofgren) to approve Carol Lee and Daniel Gilison for the calendar committee
- 7. New Faculty Committee—Establishing policy and procedures
 - M/S/C (Patterson/Nilson) to table this item.

IX. Committees

- 1. Curriculum and Instruction –There is a meeting tomorrow (March 18). The April 1 meeting will be a large one. The deadline is March 24 for next year's catalogue.
- 2. College Council –The Council is improving its communication structure with its subcommittees, and the websites for each subcommittee is being revised and revamped.
- 3. Equivalency There will be a meeting next week to review the documents that will be sent to the Senate for revision of equivalency rules and regulations.
- 4. Budget and Fiscal Planning –There is a meeting on March 24.
- 5. Learning Support Services—There was a meeting in February. The topic was reorganization.
- 6. Distance Education—There will be a meeting on March 18 to discuss the DE Coordinator position

VIII. **Discussion**

- 1. AS Spring Fundraiser—tentative dates and activities
 - There is no date for this event now.
- 2. AS Senate—Senate Bill 1440: Granting "transfer" degrees
 - The state Academic Senate is opposed to this bill. They would prefer to make a change to Title V to reflect this "transfer" degree change.
- 3. IVC 2010-11 Draft Budget
 - The timeline for the budget was presented to the Senators.
- 4. ICOE Hands of Hope Mentoring Program
 - This item was discussed at the meeting as an information item.
- 5. AS archives and filing systems

- We are looking at the filing system to find a more accessible means of archiving the Senate's records.
- 6. "For the Good of the Order"—suggestions for improvements and achievements
 - Senator Nilson praised the greater camaraderie among the math faculty in the new 2700 building.
 - Senator Gilison echoed Nilson's praise.
 - Carol Lee will have a private, independent college event on April 14
- X. President White adjourned the meeting at 3:10 pm.