

## IVC Academic Senate Meeting

Adopted Minutes  
Wednesday, April 6, 2011  
1:30 p.m. – Board Room

### Call to Order

The meeting was called to order at 1:30 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

<b>Present:</b>	Kevin White	Frank Rapp	Nannette Kelly	Jeffrey Beckley
	Robert Baukholt	Toni Pfister	Jill Kitzmiller	Kevin Marty
	Terry Norris	Cathy Zazueta	Norma Nunez	Bruce Seivertson
	Jesus Gallegos	Mary Lofgren	James Patterson	Barbara Nilson
	Eric Lehtonen	Daniel Gilson	Carol Lee	Caroline Bennett
	Jill Nelipovich	Cesar Guzman	Lisa Solomon	

<b>Absent:</b>	Frank Miranda	Celeste Armenta		
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<b>Excused:</b>	Norma Scott	Kathy Berry	Elizabeth Treviño	Stella Orfanos-Woo
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<b>Visitors:</b>	Lianna Zhao	Michael Heumann	David Zielinski	Jan Magno
	Taylor Ruhl	Gordon Bailey	Tina Aguirre	Alfredo Cuellar
	John Lau	Gaylla Finnell		

**Recorder:** Dixie Krimm

### Membership Changes

Lisa Solomon will replace Mary Jo Wainwright for the remainder of the Spring 2011 semester.

### Public Comment

Gaylla Finnell (CTA President) – has had a couple of issue come up that she would like the Academic Senate to take under consideration for possible action at the next meeting. Faculty inquired about a policy regarding professorship and how people obtain full professorship at IVC. Would like the Academic Senate to work on the issue and provide a clear policy. The other issue is the negotiating of the right of first refusal, the policy is not clear. Asking the Academic Senate to discuss the policy and look at it to provide direction as to whether or not Academic Senate is still supporting the policy.

Senate President White – We will bring it up at the Executive Committee meeting and provide information at the next regular meeting in terms of clarification of wording and reference to all faculty.

### Approval of Minutes

*M/S (Nilson/Lehtonen) to approve the minutes of March 16, 2011, as presented. The motion carried.*

## **President's Report**

President White:

- Review of Cesar Chavez Day events. Hope to continue to conduct events in years to come. Many campuses have the day off. Instead of a day off, it was decided to provide activities for students on campus to remember the contributions not only to the Valley and California but to the nation overall.
- Attended area D meeting on March 26<sup>th</sup>; earlier last week he sent out the resolutions that will be considered at the Spring Plenary session April 14-16<sup>th</sup>. Area D meeting was an opportunity to look at the resolutions that would be presented. If members have suggestions, ideas, questions, amendments, please send to him and he can take ideas to the Spring Plenary session.
- State Academic Senate Membership cards discussed. Visit the Academic Senate website if you have any questions.
- Sent out the by-laws, has received some comments, has put together a small committee to start working on it; a suggestion was to hold off until the fall to work through the changes. He feels that if enough info is received and there is enough time to get it through the Senate, he will try to do so; otherwise it will be worked on in the fall.
- Student success – sent out an email looking at student success matrix, new laws and upcoming bills are trying to define student success, suggestions that you might have should be forwarded to Kevin.
- Carol Lee mentioned that there are several resolution item issues that need feedback provided to Kevin. Be sure to review the resolutions that will be presented at the plenary.
- Deadline to receive information relating to the resolutions will be April 13<sup>th</sup>.

## **Consent Agenda**

1. Curriculum Committee minutes 03-03-11
2. Curriculum Committee recommendations 03-03-11

*M/S/C (Patterson/Nilson) to approve the above consent agenda items. The motion carried.*

## **Action Items**

1. Tenure Review – Overhaul of the current policy

Discussion:

- Barbara Nilson provided an update to the revisions of the Tenure Review documents.
  1. In the cover letter: in reference to article 11 which is the part of the contract that deals with Tenure Review, some things were moved to a different place. Wording was worked on, tried to provide more clarification. Kathy came up with a faculty evaluation report; when there was a conflict there was no summary of what happened within the committee.
  2. The classroom observation form was revised, clarity provided for the numbering system. Need to teach observers to provide comments.
  3. Student evaluation form was outdated. Looked at other schools to find a better way to provide a more useful document.

4. Summary report – has major areas where recommendations or commendations can be noted.
5. Syllabus – there was no clear outline for what should be in the syllabus yet there are Education Code guidelines that need to be followed. This was revised to provide a guideline to the elements that were required for the syllabus. If the wording in the catalog is changed, it would be changed on the form.
  - Still waiting for Library and Counseling information.
  - Recommendation made by Frank Rapp: if an instructor up for tenure needed remediation in a particular class then the follow up review should be done in the same class that required the remediation.
  - Michael Heumann – was one of the changes to include an increase in the size of the committee? What would happen to the current reviews?
  - Barbara Nilson – the committee size will be increasing and would implement with new reviews.
  - Taylor – ACCESO is now Distance Education so the ACCESO term should no longer be used.
  - Daniel Gilison – regarding the DE Form the value of the numbering system is reversed.
  - Lisa Solomon – when looking at the forms under Article 11 under C: Evaluation Procedures which expands the committee members from 3 to 4, item #3 states “One tenured faculty member from the contract faculty member’s discipline (or a closely related discipline)”, in disciplines that are small who determines what the closely related discipline is?
  - Carol Lee – it could default to equivalency criteria. (Would need to be included in wording).
  - Timeline for committee selection discussed. During the first three weeks of the semester committee should be chosen.
  - Taylor – clarify that faculty who teach DE courses will be evaluated by their department or dean not by the DE department.
  - On-line courses were a concern for the committee; would like to ensure that on-line courses be included in evaluation process.
  - Gaylla Finnell – regarding CTA it is understood that if the documents were not ready more time would be given.

*M/S/C (Nilson/Patterson) to refer to the Executive Committee for further clarification. The motion carried.*

2. Credit-by-exam – Policy revisions

- James Patterson – this is currently being worked on by the Curriculum Committee. Recommended withdrawing this item.

**ITEM WITHDRAWN**

3. Rafael Santos Award – Official selection criteria

Frank Rapp reviewed the letter sent out to faculty:

Dear IVC Faculty,

The IVC Academic Senate is currently accepting nominations for the Rafael Santos Award for Teaching Excellence for the 2010-2011 academic year. Nominations may be for any full-time IVC faculty member. Nominators should submit the name of the faculty member being nominated, along with a statement explaining why that faculty member is deserving of the award in the opinion of the nominator. Evidence for the nominee's excellence as a teacher, including how the nominee has made a significant and positive difference in students' lives, should be provided by the nominator. A committee composed of IVC Academic Senate senators shall evaluate the nomination statement and evidence, as well as any further evidence that the committee solicits, in order to determine who shall be the recipient of the award.

Consideration for teaching excellence may include, but is not limited to, any of the following evidence:

- Helping students become deep and long-term learners, generating positive effects in their students' lives;
- Challenging students perceptions, especially helping students to improve as critical thinkers;
- Using strong knowledge of the subject matter taught to assist students in their learning;
- Providing students with significant learning opportunities through high but realistic expectations;
- Encouraging students to pursue their educational goals regardless of what obstacles or hardships the students face;
- Demonstrating commitment to the college and community through involvement in community service.

#### Discussion

- Norma Nunez would like to see a bio on Rafael Santos.
- Committee consensus to provide a bio.
- Frank Rapp volunteered to chair the committee.
- Kevin White - appointed Frank Rapp as chair. Anyone wanting to participate should let Frank know of their interest.
- Frank Rapp – will send out email tomorrow, deadline of Friday before Spring break for submissions.

*M/S/C (Rapp/Lee) to accept the Rafael Santos Award selection announcement and criteria letter as presented. The motion carried.*

#### **Discussion and Information Items**

##### 1. Election Results – Frank Rapp

- Election results from last Wednesday, March 30, 2011, for the at-large senators for the terms beginning July 1, 2011 and ending June 30, 2014 are:

1. Robert Baukholt
  2. Allyn Leon
  3. Mary Lofgren
- The president elect is Eric Lehtonen
  - Adjunct – only one nominee named, Monica Ketchum is the adjunct senator for the one year term beginning July 1, 2011 and ending June 30, 2012
2. Campus Reorganization – Expanding the discussion
    - Kevin White – Academic Senate had the position of supporting the reorganization as long as it was cost effective.
    - Cost is a major factor. Dr. Gould mentioned a \$47,000 savings; the CTA found a deficit of over \$200,000. We need to get some cost figures to help with how it is looked at.
    - Another issue is college size; according to the accreditation process we were moving into being a medium size college; now with the cuts made by the state we may be moving back toward a smaller sized campus. When we are looking at the reorg we need to look at the reorg in terms of cost and effectiveness. Evaluation of faculty is more efficient. If we recommend that there be changes, we need to look at the departments; some of the workload among the deans may not be equitably apportioned. Another item to look at is personalities; it was a consideration as part of the realignment of the divisions.
    - Michael Heumann – not only look at instruction but also at student services.
    - Carol Lee – need to look at the entire campus, a global perspective to make recommendations.
    - Kevin White – will bring back to Executive Committee further refine and then bring back more information to the committee.
    - Bruce Seivertson – what is the timeline?
    - John Lau – will look at how much information can be provided, will be able to get back to the Senate President next week.
    - Kevin White – will make this an urgent issue.
  3. Annual Fundraiser – Mark your calendars – Mary Lofgren
    - Changed the title of the scholarship to the Dennis Carnes Academic Senate Transfer Scholarship –paperwork has been completed and the foundation will get it today, should go up on the foundation and financial aid website. Need to get students to apply; must be transfer student, 3.0 or higher GPA, must answer 3 questions, and get 2 recommendations from faculty along with general scholarship requirements. Listed 4 scholarships at \$500 to start out with, can offer more if funds are available. Fundraiser will be at Frank Rapp's house, May 27<sup>th</sup>, 2011.
    - Senate members discussed donation items, ASG representative will mention at their meeting. Contributions can be requested of outside organizations/agencies, not just from senate. Ideas shared.
  4. 11 Month Campus – Exploring this cost saving option

- Kevin White – our campus spends about 3 million dollars per month; by moving to an 11 month campus it is one way to reduce the budget. The Academic Senate wants to be involved to make recommendations regarding cuts and reduction in services.
- John Lau – important that we look at every department to be sure that we are all on the same page; needs to be a campus wide issue.
- Kevin White – What are some of the feelings of the members?
- Jan Magno – if the idea is to close down for one month, for example July, there are many parts of the campus that cannot stop business completely. Financial Aid is extremely busy during that time; admissions must still process documents; maintenance needs to take care of grounds and there is no way to serve the community by closing for an entire month. If the month can be spread over different times without interrupting services that would be something to consider.
- Kevin White – may be scaling it down to just the essential services.
- Norma Nunez – they are closed on Fridays during the summer already, maybe as Jan suggested we can spread out the closing over different times.
- Lisa Solomon – if the calendar is already set, it makes it difficult to determine when you can move to an 11 month calendar; this is something that can be considered but not enacted.
- Discussion ensued.

5. Reduction in Services – Exploring this inevitable reality

- Kevin White – this follows the previous issue; as we look at cutbacks, we will be looking at reduction in services.
- John Lau – when there are service reductions we need to look at our expectations.

6. Hands Across California – Empowering your students to participate

- Kevin White – encouraged members to allow students to attend. (April 17, 2011)
- Discussion ensued. Lisa Solomon mentioned that students had asked if something was going to be done locally. ASG representative will bring up at next meeting. Krista Byrd mentioned that they would be getting a free ride and lunch to attend.

## Reports

Past President Bruce Seivertson:

- Dennis's celebration of life was a wonderful activity. Barbara presented comments made on rate your professor .com. Power point was presented as well. Will put the power point on his webpage.
- Will be attending the Association of American Geographers Conference, will share information at the next meeting.
- Relay for life, raised a record amount, (\$105,000)

Treasurer Norma Nunez:

- No report at this time

VP of Instruction Kathy Berry:

- No report at this time

Chief Financial Officer (CFO) John Lau:

- Art gallery opening in May.

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Has received the Basic Skills accountability report for this year. Anyone interested can contact Frank.
- Attended a workshop regarding accelerated courses, to reduce the number of basic skills courses and to increase student success, retention, and persistence. There has been success with programs that have piloted this method of offering basic skills.

Student Learning Outcomes (SLO) Toni Pfister:

- Next Thursday, April 14<sup>th</sup>, 2011, from 4:00-5:00 pm in room 202, the third annual Outcomes Best Practices Celebration will take place.
- Has reviewed cycle assessment forms, 15% more were turned in than in 2008-2009, will be writing a report. More comments on improved teaching, improvement in their exams process. Need more workshops.
- Thanked Academic Senate for supporting her attendance at the recent Accreditation conference that she attended. Provided update on topics discussed at the conference.
- Two new committee members: Frank Hoppe and Mary Ann Smith.
- 207 completed cycle assessments. The most recent change is that the SLO's and identifications are now to be put into CurricUNET. Will be revising the second page of the SLO document.

Associated Student Government (ASG) Jesus Gallegos:

- Hands Across California – will be leaving for San Diego around 10:00 am.
- Disability Awareness and Cesar Chavez Day had good turnouts.
- Two ASG members and Mr. Lopez attended a general session in Sacramento and brought back information. Focused on Hands Across California.

Contingent Faculty Representative:

- Nothing to report at this time

Collective Bargaining Units Gaylla Finnell:

- Nothing to report at this time

## COMMITTEES

1. Curriculum Committee  
James Patterson – meets tomorrow; we have a full agenda.
2. Tenure Committee  
Nothing to report at this time
3. College Council

Michael Heumann – at the last meeting it was voted to recommend Juanita Lowe’s name for the Art Gallery and will go to the next board meeting. Jessica Waddell was elected as the new chair of College Council.

4. Equivalency  
Nothing to report at this time
5. Budget & Fiscal Planning  
Kevin White – Will be looking at the tentative budget.
6. Learning Support Services  
Nothing to report at this time
7. Distance Education  
David Zielinski – meeting tomorrow, will talk about committee membership.
8. Educational Master Plan Committee/CART  
Last meeting cancelled.
9. Other:

**“For the Good of the Order”:**

Frank Rapp – has been going through Senate archives, will create a list of publication titles.

**Adjournment**

The meeting adjourned at 3:05 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, April 20, 2011 at 1:30 p.m. in the Board Room.