IVC Academic Senate

Approved Minutes

May 3, 2006

I. The meeting was called to order at 1:34 pm by President Patterson.

Present: Jeff Beckley, Roberta Bemis, Mary Kay Borchard, Dennis Carnes, Karen Collins, Dave Drury, Kelli Florman, Suzanne Gretz, Cesar Guzman, Greg Larson, James Patterson, Dierdre Rowley, Mariaelena Thibodeaux, Cathy Zazueta, Victor Zazueta, Lianna Zhao, Sherry Zobell, Monica Bulong, Eric Jacobson, Kendra Jeffcoat

Excused: Cesar Guzman, Mary Lofgren, Eric Jacobson

Absent: Olga Artechi, Patrick Staten

Visitors: Frances Beope, Krista Byrd, Carol Lee, Jan Magno, Paul Pai, Gary Rodgers, Val Rodgers, Efrain Silva, Joe Vogel, Mary Jo Wainwright, Kathy Westerfield

II. **Visitor Comments**

Kelli Florman – At an earlier AS meeting she had requested all the data that the college used to make the layoff list. She waited 3 weeks without hearing anything. On March 24th she made the same request in writing. She received a response before spring break from the IVC attorney. He refused to make the data known to her on the basis of attorney client privilege. This item will be added to the agenda of May 17.

Sherry Zobell– With the retirement and/or resignation of some at-large members of the Academic Senate, she would like to discuss the possibility of filling those positions with the runners-up from the last election. This topic will be added to the agenda for May 17.

III. **Information/Correspondence**

President's update – April 2005

Accreditation Notes – WASC – Spring 2006

Announcement of the winners of the Jonnah Laroche Memorial Scholarship.

IV. **Consent Agenda** (Borchard/Zhao) M/S/C to approve the consent agenda.

1. Approve the minutes of April 5,2006.
2. Recommendations from Curriculum & Instruction – Revised Degrees / Certificates

   Business Accounting Technician Major and Certificate Revisions (2/16)
   Business Administrative Assistant Major and Certificate Revisions (2/16)
   Business Office Technician Major and Certificate Revisions (2/16)
   Employment Readiness Certificate (2/16)
   Multimedia Certificate (2/16)
   Emergency Medical Technician - Paramedic Certificate (2/16)
   Pharmacy Technician Certificate (2/16)
   Spanish: Native Speakers Major (2/16)

3.Recommendations from Curriculum & Instruction – Inactive Degrees / Certificates

Environmental Technology Major (0715) (3/2)
Environmental Technology Certificate (5137) (3/2)
Recreation Major (0312) (3/2)
Recreation Certificate (5270) (3/2)
Hospitality Certificate (5480) (3/2)

4. Recommendations from Curriculum & Instruction – Deleted Degrees / Certificates

Business Retail Supervision Certificate (2/16)

5. Recommendations from Curriculum & Instruction – New Courses

AHP 108 - Introduction to Pharmacy Technology (2.0) (2/16)
AHP 130 - Calculation and Pharmacology for Pharmacy Technician (3.0) (2/16)
AHP 140 - Pharmacy Technician Operations (5.0) (2/16)
ART/CIS 134 - Web Publishing with Dreamweaver 1 (1.0) (2/16)
ART/CIS 135 - Web Publishing with Dreamweaver 2 (1.0) (2/16)
ART/CIS 136 - Web Publishing with Dreamweaver 3 (1.0) (2/16)
ART/CIS 146 - Adobe Photoshop 1 (1.0) (2/16)
ART/CIS 147 - Adobe Photoshop 2 (1.0) (2/16)
ART/CIS 148 - Adobe Photoshop 3 (1.0) (2/16)
ART/CIS 152 - Camtasia Studio (1.0) (2/16)
HIST 140 - East Asian History (3.0) (2/16)
HIST 150 - Survey of African History (3.0) (2/16)
HIST 160 - Middle East from 600 (3.0) (2/16)
HIST 280 - Research Topics in History (2/16)
NURS 090 - Nursing Re-Entry Skills Laboratory I (1.0) (2/16)
NURS 092 - Nursing Re-Entry Skills Laboratory II (1.0) (2/16)
NURS 094 - Nursing Re-Entry Skills Laboratory III (1.0) (2/16)
NURS 096 - Nursing Re-Entry Skills Laboratory IV (1.0) (2/16)
NURS 245 - NCLEX Preparation for First Time Test Takers (3.0) (2/16)
NURS 246 - NCLEX Preparation II (6.0) (2/16)
PE 105 - Public Safety Fitness (1.0) (2/16)
PE 142 - Swimming-Advanced (1.0) (2/16)
PE 107 - Aquatic Exercise (1.0) (2/16)
PE 106 - Walking/Jogging Fitness (1.0) (2/16)
SPAN 216 - Spanish for Health Care Professionals (3.0) (2/16)
AHP 120 - Pharmacy Technician Body Systems I (3.0) (2/16)
AHP 125 - Pharmacy Technician Body Systems II (3.0) (2/16)
BUS 167 - Machine Calculation (1.0) (2/16)
BUS 169 - Records Management (2.0) (2/16)
BUS 180 - Microsoft Office for the Workplace (4.0) (2/16)
EMTP 225 - Emergency Medical Technician - Paramedic Clinical 1 (3.5) (2/16)
EMTP 235 - Emergency Medical Technician - Paramedic Field I (6.5) (2/16)
EMTP 245 - Emergency Medical Technician - Paramedic Field II (5.5) (2/16)
CHEM 198 – Special Topics – Integrated Chemistry (3/16)
CHEM 140 - Integrated Chemistry (3/16)

6. Recommendations from Curriculum & Instruction – Revised Courses

BIOL 202 – Human Anatomy & Physiology (12/1)

BIOL 206 - Human Physiology (12/1)
ENGL 063 – Low Intermediate Oral English for ESL (12/1)
ENGL 064 – Intermediate Oral English for ESL (12/1)
ENGL 065 – High Intermediate Oral English for ESL (12/1)
ENGL 073 – Beginning Reading & Vocabulary for ESL II (12/1)
ENGL 074 – Vocabulary & Phrasal Verbs I (12/1)
ENGL 075 – Vocabulary & Phrasal Verbs II (12/1)
ENGL 076 – Vocabulary & Idioms for Advanced ESL (12/1)
ENGL 086 – Reading II: Basic Development (12/1)
ENGL 087 – Reading II: Basic Development (12/1)
ENGL 088 – Reading III: Intermediate Development (12/1)
ENGL 089 – Reading III: Intermediate Development (12/1)
ENGL 091 – Beginning Grammar & Composition for ESL (12/1)
ENGL 092 – Low Intermediate Grammar & Composition for ESL (12/1)
ENGL 093 – Intermediate Grammar & Composition for ESL (12/1)
ENGL 094 – High Intermediate Grammar & Composition for ESL (12/1)
ENGL 095 – The Writing Process for Advanced ESL (12/1)
ENGL 096 – Writing Fundamentals, First Semester (12/1)
ENGL 097 – Writing Fundamentals, Second Semester (12/1)
ENGL 098 – Basic English Composition (12/1)
ENGL 100 – Basic English Composition (12/1)
ENGL 101 – Reading Composition (12/1)
ENGL 111 – Reading IV: Analytical & Critical Reading (12/1)
BUS 810 – Customer Service Series (12/1)
AJ/CSI 102 - Concepts of Criminal Law (3.0) (2/16)
AJ/CSI 120 - Public Safety Communications (3.0) (2/16)
BUS 152 - Basic Keyboarding (1.0) (2/16)
BUS 154 - Beginning Keyboarding and Document Formatting (3.0) (2/16)
BUS 164 - Office Technology and Procedures I (3.0) (2/16)
BUS 172 - Office Technology and Procedures 2 (3.0) (2/16)
BUS 176 - Office Transcription (1.0) (2/16)
BUS 191 - Real Estate Practices (3.0) (2/16)
CIS 102 - Computer Applications Lab (1.0) (2/16)
CIS 106 - PC Maintenance & Repair (3.0) (2/16)
CIS 132 - Front Page I (1.0) (2/16)
ENGL/HUM 230 - Introduction to Film History and Criticism (3.0) (2/16)
HIST 120 - United States to 1877 (3.0) (2/16)
HIST 121 - United States from 1877 (3.0) (2/16)
PE 131 - Adapted Sports (2/16)
SPAN 116 - Spanish for Health Care Professionals (3/16)
CIS 110 – Windows Operating System (3/30)
CIS 120 – Microsoft Word I (3/30)
CIS 121 – Microsoft Word II (3/30)
CIS 122 – Desktop Publishing (3/30)
CIS 124 – Excel I (3/30)
CIS 125 – Excel II (3/30)
CIS 128 – Access (3/30)
CIS 130 – PowerPoint I (3/30)
CIS 131 – PowerPoint II (3/30)
CIS 132 – Frontpage I (3/30)
CIS 132 – Frontpage II (3/30)

7. Recommendations from Curriculum & Instruction – Inactive Courses

ENVT 100 - Introduction to Environmental Technology (4.0) (3/2)
ENVT 103 - Hazardous Waste Generation/Reduction/Treatment (3.0) (3/2)
ENVT 105 - Hazardous Materials Management Applications (3.0) (3/2)
ENVT 107 - Hazardous Waste Management Applications (3.0) (3/2)
ENVT 109 - Health Effects of Hazardous Materials (3.0) (3/2)
ENVT 120 - Hazardous Materials for the first Responder (4.0) (3/2)
ENVT 121 - Safety, Emergency Response, and Spill Control (2.0) (3/2)
HOSP 100 - Introduction to the Hospitality Industry (3.0) (3/2)
HOSP 102 - Safety and Sanitation (3.0) (3/2)
HOSP 104 - Dining Room Services (3.0) (3/2)
REC 100 - Introduction to Leisure (3.0) (3/2)
REC 101 - Social Recreation (3.0) (3/2)
REC 102 - Outdoor Recreation (3.0) (3/2)
REC 103 - Recreation for Special Groups (4.0) (3/2)

8. Recommendations from Curriculum & Instruction – Deleted Courses

ANTH 114 – Prehistoric Ceramics (2/16)
ANTH 214 – Advanced Prehistoric Ceramics (2/16)
BUS 040 – Targeting Customers (2/16)
BUS 041 - Merchandising and Pricing (2/16)
BUS 042 - Communicating with the Customer (2/16)
BUS 043 - Asset Protection (2/16)
BUS 146 - Small Business Management (2/16)
BUS 174 - Document Processing
AHP 110 - Pharmacy Technician I (6.0) (2/16)
AHP 112 - Pharmacy Technician II (6.0) (2/16)
BUS 166 - Machine Calculation (1.0) (2/16)
BUS 168 - Records Management (2.0) (2/16)
BUS 178 - Microsoft Office for the Workplace (4.0) (2/16)
EMTP 240 - Emergency Medical Technician - Paramedic Field 1 (9.5) (2/16)
EMTP 250 - Emergency Medical Technician - Paramedic Field 2 (8.0) (2/16)
CIS 206 – Programming in COBOL (3/30)

9. Recommendations from Curriculum & Instruction – Noncredit / Community Classes

ESL 820 – ESL for Beginning Literacy (3/30)
ESL 821 – ESL for Beginning Literacy (3/30)
ESL 824 – ESL for Survival English (3/30)
ESL 825 – ESL for Survival English (3/30)
LRNA 800 – Supervised Tutoring (3/30)

V. **Academic and Professional Matters**

1. (Bemis/Beckley) M/S/C to approve the positions below as the first installment of the faculty hiring list for Fall 2006 and to make a formal recommendation to the Superintendent/President that these positions be fill. (3 no, 2 abstain)
    a. Exercise Science
    b. Reading
    c. Music
    d. English Composition
    e. Welding
    f. Counselor
2. Approval of Division Chair elections

    (Borchard/Collins) M/S/C to approve the elections of the following individuals to serve as division chairpersons for the 2006-2007 academic year: Krista Byrd, Behavioral/Social Sciences
    Valerie Rodgers, Business
    David Zielinski, English
    Dave Drury, Exercise Science
    Melani Guinn, Humanities
    Lianna Zhao, Science/Math/Engineering
3. Resolution 57 – Limit for Final Grade Challenges

    (Zobell/Carnes) first reading

    (Bemis/Larson) M/S/F to change the length of time available for students to challenge final grades/final marks from 3 years to 1 year. The senate president broke the tie.
4. Zhao/Zobell) M/S/C to approve the Senate President's appointment of Dennis Carnes to serve on the Standards & Practices subcommittee for the purpose of selecting the recipient of the Rafael Santos Outstanding Professor Award.

VI **Committees**

1. Curriculum & Instruction – Jeffcoat – catalogue is nearly perfect
2. Equivalency – no report
3. Planning and Budget – Zhao – discussed 06-07 budget and 07-08 projected budget
4. Standards and Practices – no report
5. Educational Policies – no report
6. Faculty Professional Development – no report
7. College Council – no report
8. Administrative Council – Patterson
9. Other

VII. **Discussion**

1. 2006-2007 Budget – Vogel and Fletes

VIII The meeting was adjourned at 3:31 pm.