## Academic Senate of Imperial Valley College

# **Adopted Minutes**

### 7 November 2012

I. Call to Order--The meeting was called to order by President Lehtonen at 1:31 p.m.

Present--Eric Lehtonen, Daniel Gilison, Frank Rapp, Deirdre Rowley, Cathy Zazueta, David Zielinski, Dave Drury, Frank Miranda, Caroline Bennett, Russell Lavery, Mary Jo Wainwright, Norma Nunez, Maribel Garcia, Mike Palacio, Robert Baukholt, Allyn Leon, Mary Lofgren, Barbara Nilson, Christina Shaner, Krysta Byrd, Ed Wells, Kevin White, Kathy Berry, Rudy Robles (proxy for Lisa Tylenda).

Absent—Todd Hansink, Rick Goldsberry, Michael Heumann.

Excused—Lorrainne Mazeroll.

Visitors—Sheila Dorsey-Freeman, Travis Gregory, Victor Jaime, John Lau, Sydney Rice.

II. Visitors' Comments—Deirdre Rowley spoke to concerns she had regarding the effectiveness of the IVC Campus Hour.

#### III. Consent Agenda

1. M/S/C (Leon/Drury) to approve the Academic Senate minutes of 17 October 2012 as corrected, the Curriculum Committee minutes of 4 October 2012, the Curriculum Committee minutes of 18 October 2012, the Recommendations to the President 4 October 2012, and the recommendations to the President 18 October 2012.

#### IV. Reports

1. President—President Lehtonen offered congratulations and thanks to those who worked to help with the passage of Proposition 30 and the defeat of Proposition 32 in the recent general election.

President Lehtonen reported that the Fall 2013 Area D meeting shall be held at Imperial Valley College.

President Lehtonen reported that the Marketing Committee is being revived and that the committee is in need of two faculty members, one teaching and one nonteaching. He further stated that the marketing Committee is a subcommittee of the College Council.

President Lehtonen reported that the IVC Reaffirmation of Accreditation Self Study is being finalized and that it may be necessary to call a special meeting of the Academic Senate on 28 November 2012 to vote on whether or not to provide the Senate's approval of said document.

- 2. Past President—Past President Kevin White reported that the Budget and Fiscal Planning Committee had met on 29 October 2012 and that discussions held during that meeting included impacts of the state budget on Imperial Valley College, the purpose of and best percentage for the IVC budget reserve, zero based budget planning, and what more could be done to better serve IVC through effective budgetary practices. Vice-President for Business John Lau added that the Budget and Fiscal Planning Committee is in the best position to take the lead on the budget matters under discussion.
- 3. Vice-President for Business—Vice-President for Business John Lau congratulated and thanked Krista Byrd and others who worked on the passage of Proposition 30. He further stated that IVC faces serious financial challenges for the rest of the Fall 2012 semester in regard to maximizing revenues over the next two months and that addressing enrollment issues would be important during the Spring 2013 semester and beyond.
- 4. Associate Student Government—Rudy Robles reported that the Associated Student Government had hosted a second forum for Imperial Irrigation District Board member candidates on 25 October 2012, a Halloween Carnival on 31 October 2012, and a Proposition 30 Rally in front of the Imperial County Courthouse on 2 November 2012. He further stated that the Associated Student Government will be holding a Veterans Day Celebration on 8 November 2012 in the IVC Student Center.
- 5. Treasurer—Treasurer Christina Shaner reported that \$186.48 had been spent on travel costs for plenary session. She further stated that the Senate's year to date expenditures amount to \$19,628.46, leaving a balance of \$40,806.97.
- 6. Part Time—There was no Part Time faculty report.
- 7. Curriculum Committee—There was no Curriculum Committee report.
- 8. Distance Education—Distance Education Coordinator David Zielinski reported that the Distance Education Committee reviewed data from the revised Substantive Change Proposal that indicated four of the ten program areas that provide more than 50% of required courses online were eclipsing face-to-face courses in success and retention rates. He further stated that

this information will be shared with Chairs, in preparation for scheduling of classes for the Fall 2013 semester.

Distance Education Coordinator Zielinski also reported that the Distance Education Committee is focusing on developing a revised new course creation process for online courses that will include approval and evaluation components, that the Distance Education Committee is also preparing to work with Chairs on training and assisting faculty in developing online courses for Fall 2013, and that the Distance Education Committee met with the ATLAS principals to discuss ATLAS participation in Blackboard training efforts.

- 9. CART—Vice-President for Instruction Kathy Berry reported that the Continuous Accreditation Readiness Team was working diligently to complete the IVC Reaffirmation of Accreditation Self Study and requested that any requests for information from the CART Committee be responded to with haste.
- 10. Student Learning Outcomes—Student Learning Outcomes Coordinator Sydney Rice reported that the SLO Committee is nearing completion of data collection for the Spring 2012 semester and that the English and World Languages Departments had submitted all of their data on time. She further reported that steps are being taken to develop electronic data housing for SLOs in order to create greater effectiveness.
- 11. Equivalency Committee—Equivalency Committee Chairwoman Mary Jo Wainwright reported that the committee would be meeting on 8 November 2012 to discuss the equivalency process, primarily with the objective of creating instructions for use by discipline faculty to follow when taking part in reviewing equivalency requests. Chairwoman Wainwright encouraged all Department Chairs to attend the aforementioned meeting.

#### V. Action Items

1. Leadership Evaluation—Second Reading

M/S/ (Leon/Lofgren) to approve the "Administrator Appraisal Form for Full-Time Academic Staff" as amended to read "Administrator Appraisal Form by Full-Time Academic Staff."

Rate as follows:

N/A = not applicable

1 = needs considerable improvement

2 = needs improvement

3 = acceptable performance

### 4 = notable performance

- 1. Demonstrates constructive administrative leadership.
- 2. Accepts and provides constructive criticism, and makes appropriate adjustments.
- 3. Communicates effectively with members of the community.
- 4. Considers all relevant perspectives prior to reaching decisions.
- 5. Demonstrates organizational and planning skills.
- 6. Establishes a positive work environment which promotes high morale.
- 7. Encourages others to develop their work-related skills and knowledge.
- 8. Demonstrates resourcefulness and communication skills necessary to accomplish tasks.
- 9. Responds to inquiries in a timely manner.
- 10. Promotes an atmosphere wherein diversity of opinion can exist.
- 11. Demonstrates effective problem-solving skills and sound judgment.
- 12. Interacts with faculty in a fair and ethical manner.
- 13. Implements appropriate disciplinary measures when necessary.

Discussion of the format of the evaluation sheet ensued.

#### VI. Discussion

1. AP 7135Payroll Processing—President Lehtonen reported that he had spoken with Executive Assistant Vikki Carr regarding this matter and that with his authority as Senate President he had given Senate approval to the procedure on 25 October 2012.

Discussion ensued, including concerns over the process and security of distributing payroll documents as delineated by AP 7135.

2. Fall Plenary Resolutions—President Lehtonen presided over discussion of the proposed resolutions to be voted on at the Fall 2012 Plenary Session of the Academic Senate for California Community Colleges. The Senators in attendance gave President Lehtonen instruction on how they wished for him to vote on the resolutions under discussion at the Plenary Session.

## VII. "For the Good of the Order"

There were no "For the Good of the Order" reports.

### VIII. Adjournment

The meeting was adjourned at 3:03p.m. by President Lehtonen. The next regularly scheduled meeting of the IVC Academic Senate shall take place on 7 November 2012 at 1:30p.m. in the IVC Board Room.