Academic Senate of Imperial Valley College

Adopted Minutes

19 March 2014

A. Call to Order

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

Present—Eric Lehtonen, Laura Mosier, Frank Hoppe (proxy for Cathy Zazueta), Dave Drury, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Rick Goldsberry, Bradford Wright, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Daniel Gilison, Allyn Leon, Mary Lofgren, Barbara Nilson, Frank Rapp, Ed Wells, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent—Scott Simpson, Robert Baukholt, Michael Heumann, Christina Shaner.

Visitors—Yethel Alonso, Marian Bonheim, Jeff Enz, Sheila Dorsey-Freeman, John Lau, Brian McNeece, Mike Nicholas, Alfonso Ruiz.

B. Visitors' Comments

Part-Time Instructor Michael Capeci reported that he had successfully negotiated that one-third of the funds raised by the Fifth Annual Biggest and Baddest Battle of the Badges, to be held at the Airporter Inn, shall be donated to the IVC Academic Scholarship Fund.

C. Consent Agenda

1. M/S/C (Nunez/Lavery) to approve the Consent Agenda as amended.

Item 1. Academic Senate Minutes of 5 March 2014 was pulled from the Consent Agenda

D. Reports

- 1. President—President Lehtonen reported that he and Instruction Assistant/Curriculum Specialist Dixie Krimm had attended the Southern region Curriculum Conference on Friday, 14 March 2014. He further stated that the problem of students being unable to complete their majors in sixty (60) units or less was discussed at the conference.
- 2. Past President—There was no Past President's report.
- 3. Treasurer—Senate Treasurer Caroline Bennett reported that Senate monies had been spent on travel to the Southern Regional Curriculum Conference and for upcoming travel to the California Academic Senate Plenary Session, and that therefore the Senate balance stands at \$3,076.05.

- 4. Associated Student Government—Associated Student Government President Ricardo Ibarra reported that the ASG is preparing events for Caesar Chavez Day and Women's History Month. He further stated that no dates have yet been determined for these events
- 5. Part-Time—There was no Part-Time Instructor report.
- 6. Curriculum Committee—Vice-President for Academic Services Kathy Berry reported that the problem of students being unable to complete their majors in the minimum number of transfer units allowable was discussed at the most recent Chief Instructional Officers for California Community Colleges meeting.
- 7. College Council—College Council Co-Chairman Daniel Gilison reported that the next College Council meeting shall be held on Monday, 24 March 2014, at which time updated standing committee rules and College Council membership shall be discussed, including whether or not to include the sitting Academic Senate President or designee as a member of the council.
- 8. CART—CART Co-chairman Brian McNeece reported that possible changes to criteria for accreditation may generate focus on quality of instruction, defined as success rates, completion rates, and transfer rates.
- 9. Distance Education—There was no Distance Education Committee report.
- 10. Technology Planning—There was no Technology/Planning Committee report.
- 11. Bookstore—Publications design Coordinator Mike Nicholas reported that no action was taken at the Bookstore Committee meeting of 6 February 2014 and that the next meeting of the Bookstore Committee will be held on Thursday, 20 March 2014.

E. Update on Previous Discussion and Information Items

1. Academic Senate Elections—Frank Rapp

Secretary Frank Rapp reported that the inaugural on-line Academic Senate elections had been held the week of Monday, 10 March 2014, through Friday, 14 March 2014. He further stated that Lorrainne Mazeroll, Gilbert Campos, and Allyn Leon had won election as At-Large Academic Senate Senators for terms beginning 1 July 2014 and ending 30 June 2017 and that Michael Capeci and Michael Palacio, Jr. had won election as Part-time faculty Senators for terms beginning 1 July 204 and ending 30 June 2015.

Secretary Rapp further reported that the division representatives to the 2014-2015 Academic Senate for Imperial Valley College are as follows; From Arts & letters, no division senators have been selected; from Economic Workforce and Development, the senators shall be Dave Drury, Frank Miranda, and David Scott Sheppard; from Health and Sciences, the senators shall be Caroline Bennett, Russell Lavery, Rick Goldsberry, and Bradford Wright.

Secretary Rapp completed his report on the Senate elections by publically thanking Omar Ramos and commending him for his assistance in setting up and running the on-line election.

2. Academic Senate Fund raiser—Eric Lehtonen

Eric Lehtonen began discussion on changes to the IVC Academic Senate Fund raiser in lieu of the report from Part-Time Faculty Senator Michael Capeci regarding donations to the Senate Scholarship fund from the Fifth Annual Biggest and Baddest Battle of the Badges.

No specific decisions regarding how the IVC Academic Senate would proceed were arrived at.

3. Academic Senate Faculty Lounge Plaques—Eric Lehtonen

President Lehtonen reported that Senator Barb Nilson had provided Academy Awards with updated information to be engraved on the Senate plaques and that said plaques should be ready by mid-April of this year.

4. +/- Grading—First Reading—Caroline Bennett

Caroline Bennett presented the following to the IVC Academic Senate:

Imperial Valley College Grading System Faculty Survey

The following questions are proposed survey questions that will be used to gather information regarding the proposal to institute a +/- grading system at Imperial Valley College:

Please note that Title 5 specifically outlines which +/- grades may be adopted. The grade of "C -" is not an option.

1.	I think th	nis grading system should be available as an option at Imperial Valley College.		
		Yes		
		No		
		Undecided		
2.	If this gr	ading system was available, I would probably use it for one or more of my classes.		
		Yes		
		No		
		Undecided		
3. I am okay with my colleagues using +/- grades, even if I choose not to use those grades.				
		Yes		
		No		
		Undecided		
4. I am a:				
		Part-time faculty member		

☐ Full-time faculty member	r	
5. I have taught at Imperial Valley Co	ollege for year(s).	

6. Specific concerns about +/- grading that I wish to have discussed at the Academic Senate:

Senator Bennett stated that said proposed survey would most likely be conducted through Survey Monkey.

Administrator Evaluations—Eric Lehtonen

President Lehtonen reported that no changes had been made to the questions and items used on the Administrator Evaluation form, that the evaluations would be conducted through Survey Monkey, that the evaluations would be conducted anonymously, and that the evaluations would take place no later than Friday, 18 April 2014.

F. Update on Previous Discussion and Information Items

- Distance Education Committee Composition Resolution—First Reading—Gayla Finnell
 This item was pulled from the agenda.
 - 2. Competitive Athletics Committee—Eric Lehtonen

President Lehtonen informed the Senate that the Competitive Athletics Committee reports to the College Council and that the committee is currently in need of two student members and one faculty member.

3. Rafael Santos Award Committee—Mary Lofgren

Senator Mary Lofgren requested volunteers for this year's Rafael Santos Committee and stated that she shall meet with Secretary Rapp, the former committee chairman, to establish procedures and deadlines for this year's committee.

4. Information Technology Approval for Software Purchases—Eric Lehtonen/Daniel Gilison

President Lehtonen stated that complaints have been received regarding the requirement that Information Technology must approve any software purchases and installations.

Discussion ensued, including the inconvenience of acquiring said approval when downloading course material from reputable publisher, particularly when class deadlines need to be met; faculty members not following school policy on school computer use; the possibility of remote installations; the possibility of preapproval for such items as test banks; the legality of purchasing unlicensed software; interface changes to WebSTAR; and the possible problems of infecting IVC computers with malware.

Director of Enterprise Systems Jeff Enz spoke to the issues raised, informing the Senate that steps are being taken to reduce problems caused by the policy without jeopardizing the IVC computer use policy and that the faculty and staff would be informed when the previously mentioned steps are completed. He further reminded those present that Information Technology staff are available until 7:00p.m

G. Action

1. Chair/Coordinator Job Description—Daniel Gilison

M/S/C (Leon/Gilison) to approve the proposed job description for area coordinators as presented for recommendation to the appropriate parties.

Ed Wells—Abstained

IMPERIAL VALLEY COLLEGE

JOB DESCRIPTION: AREA COORDINATOR

INTRODUCTION: The Coordinator is the tenured faculty lead for a division or program. Coordinators are faculty members elected biannually (every 2 years) by area faculty and with mutual approval of the Vice President for Academic Services. The Coordinator must be able to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the area and/or program. The Coordinator must possess knowledge of curriculum development, student learning outcomes, program review, schedule development, FTES, FTEF, and the rules and regulations of the California Community College System.

Major Functions:

Curriculum:

- Facilitate, in collaboration with area faculty, curriculum development, review, and revision, which includes data collection to support curriculum review and revision. Propose new curriculum to the curriculum committee based on analysis of need.
- 2. Serves as area representative of the Curriculum Committee.
- 3. Work with the faculty to facilitate the review of textbooks and/or other material assigned to students that support and/or upgrade the quality of the content and instruction offered to students in the area's programs.
- 4. Facilitate, in collaboration with area faculty and Department Chair, the development, implementation, and assessment of the Student Learning Outcomes at the course, program and institutional levels as appropriate.

Program Review/Accreditation and Planning:

- 5. Facilitates Program Review in collaboration with faculty.
- 6. Participates in accreditation reports as appropriate.
- 7. Provides various reports and/or information to Instructional Deans or Vice President of Academic Services.
- 8. Develops and manages budget. Works to provide data, information on budget development.

Personnel:

- 9. Initiate justification for additional staff and participate in the selection of prospective staff members within the academic area as per district hiring procedures as appropriate.
- 10. Facilitate area level orientation and mentorship of new faculty.
- 11. Serves as a member of the Individual Tenure Committee.
- 12. Orients new faculty and part-time faculty with the help of instructors within the area.
- 13. In collaboration with the Instructional Dean, develops a plan for regular evaluation of part-time faculty, which may include the participation of full-time faculty area members per contract.
- 14. Provide input to the Instructional Dean on the evaluation of area support staff.
- 15. Recommend staff development workshops and/or programs that serve the short term and long range interests of the students.
- 16. Develops class schedule and works on schedule development at the program or area level.

Minimum Qualifications:

- 1. Must be a full-time, tenured faculty member in good standing with the district.
- 2. Ability to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the division and/or program.
- 3. Knowledge of curriculum development, student learning outcomes, and program review. Ability to analyze data for curriculum revision, program review and other reports as needed.
 - Discussion ensued, including concerns regarding the vetting of qualifications for the position of coordinator, the question of processes for removal of an incompetent coordinator, and the specification that this is a negotiable issue.
- 2. Faculty Service Obligation Alternatives—Second Reading—Frank Rapp

M/S/C (Leon/Nilson) to approve the proposed faculty service obligation alternatives as presented for recommendation to the appropriate parties.

Russell Lavery—Abstained

WHEREAS the "Agreement between the Imperial Community College District and the Imperial Valley College Chapter of the Community College Association of the California Teachers Association of the National Education Association (IVC/CCA/CTA/NEA) for Academic Years 2013-2015" states in Article 15.5 "All unit members as part of contract requirements are required to serve on one (1) [sic] recognized campus committee or as the advisor to a recognized, active student club or organization, during each academic year," and

WHEREAS the number of committee positions combined with the number of club or organization advisor positions at Imperial Valley College is less than the number of full-time faculty at Imperial Valley College, and

WHEREAS the following suggestions have been proposed, among others, as alternatives to the requirement for all unit members to serve on a committee or as a club advisor: the possibility of

approved special projects to benefit the college; the possibility of a discipline or division designee of one or two faculty members to establish and provide expertise in equivalency within each discipline in order to better expedite the equivalency review process; the possibility of serving as a tutor in the Reading/Writing Lab or the Math Lab; the possibility of providing new faculty mentoring; and the possibility of providing training for new members to search committees;

THEREFORE BE IT RESOLVED that the Academic Senate of Imperial Valley College recommends that the negotiators for the IVC/CCA/CTA/NEA approach representatives of the Imperial Community College District to enter into a Memorandum of Understanding regarding Article 15.5 to determine acceptable alternatives to the requirement for all unit members to serve on a committee or as a club advisor.

Discussion ensued, including a concern regarding eventual inclusion of minimum time requirement for approved alternatives

For the Good of the Order

Senator David Drury questioned the qualifications developed for applicants for the Vice-President for Academic Services position, stating his concern that the qualifications as stated greatly reduces the number of applicants from IVC who would meet the qualifications and who are thus eliminated from consideration for the position.

I. Adjournment

M/S/C (Gilison/Nunez) to adjourn.

The meeting was adjourned at 2:55p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 2 April 2014 at 1:30p.m. in the IVC Board Room.