

# IVC Academic Senate

Approved Minutes

March 7, 2007

- I. The meeting was called to order at 1:35 pm by President Carnes.  
Present: Olga Artech, Dennis Carnes, Suzanne Gretz, Cesar Guzman, Carol Lee, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Steve Pacheco, Thomas Paine, Curt Riesberg, Bruce Seivertson, Mariaelena Thibodeaux, Victor Zazueta, Lianna Zhao, David Zielinski, Sherry Zobell, Frank Fernandez, James Patterson, Gary Rodgers
- Excused: Cathy Zazueta
- Absent: David Drury; Mary Lofgren
- Visitors: Ted Ceasar, Michael Heumann, Eric Jacobson, Victor Jaime, Sergio Lopez, Paul Pai, Rosa Pitones, David Poor, Matthew Thales, Kathy Westerfield, Robin Ying
- II. **Visitor Comments**
- David Z – speaking for English department, thanked Bobbie McClain for the work that she has been doing in regard to English SLOs. There will be a campus wide hands-on workshop on Friday, April 20<sup>th</sup>, 8:30 – 3:00. Norena Badway will be the featured speaker.
- Dennis C – There is lots of work being done on campus related to SLOs
- III. **Information/Correspondence**
1. President's Comments – welcomed Steve Pacheco, representing the Humanities Division
- IV. **Consent Agenda**
- M/S/C (Nilson/Seivertson) to approve the minutes of February 21, 2007 as corrected.
- V. **Academic and Professional Matters**
1. Report from Curriculum and Instruction Committee – Resolutions 137 will be presented to the Board. M/S/C (Nilson/Nunez) to accept the report from the C&I and send it to the Board for their March meeting. All information is in the agenda packet, which includes several course adjustments along with the History Major.
2. Letter to the Instructional staff on status of part timers (Carnes). M/S/C (Nunez/Seivertson) to eliminate bullet #9. M/S/C (Seivertson/McClain) to accept this letter with changes and for it to be sent to divisions chairs.
3. Reminder of Announcement of Elections – Zobell. The election will be held March 20<sup>th</sup>. Election help is needed to man the election table and monitor the ballot box. The following offered their help: Carnes, Nilson, and Zhao.

4. Accountability Reporting for Community Colleges (AB 1417) (Pai) – a huge packet was distributed containing IVC’s 2007 report, peer groups, requirements, and peer grouping methodology.
5. Budget Guidelines (Fragale/Fletes) – M/S/C (Nunez/Seivertson) to accept the budget guidelines as presented.
6. Current statistics on Distant Learning Classes (Heumann) – The current statistics on Distant Learning Classes were distributed.
7. Nomination/Appointment of faculty members for VP of Instruction Com. Krista Byrd and Lianna Zhao were appointed to serve on this committee. Victor Jaime is the committee chair.

**VI. Discussion**

1. Academic Senate Scholarship Fund Raiser (Artechi) – The scholarship fund needs to be replenished. The foundation is willing to find a function to generate these funds. The following volunteered to be on the Funds Replenishment Committee: Cesar Guzman, Mary Lofgren, Norma Nunez and Bruce Seivertson.
2. Submission of grades (Seivertson) – stated that at other schools where he has taught it has been much simpler to submit grades. He asked if attendance is a state requirement and why grades weren’t available to students as soon as the instructor put them into Banner. Westerfield explained that for students to see their grades 2 processes are required; faculty input and then rolling all of courses into the data base. Before grades can be rolled over they need to be proofed, which takes a lot of time. Once the courses are in the data base any changes to those grades now need to be done by hand. A decision was made to roll over the classes after faculty has had a chance to make corrections. Grade history and attendance are referred to on a daily basis because of problems in many areas. Attendance is not technically required, but financial aid needs this information for federal concerns.
3. Calendar problems associated with spring semester (This topic is only peripherally within the realm of the AS; we simply wish to encourage the IVC/CCA/CTA/NEA to consider it.) – Friday off the first week, Monday off the second week, and Saturday classes not starting until the end of the 2<sup>nd</sup> week doesn’t make for a great start to Spring semesters. Gretz said that the union is open to intelligent suggestions on how to remedy this situation.
4. Full Disclosure Policy for Textbook salespeople (Fernandez) - postponed
5. Student Discipline Procedures (Sergio Lopez) – handed out the Ed Code referring to Standards of Student Conduct. He stated a number of faculty were in violation of the Ed Code when it comes to discipline. A faculty member cannot drop a student for disruption or cheating. Students need to have due process. Faculty should send disruptive and cheating students to Sergio. He needs to know about problem students and will keep a data base for reference. Divisions were encouraged to invite Lopez to their meetings to explain in more detail the appropriate process needed.

6. STRS retirement payment calculations – no one to report on this.

AS Meeting Dates	Agenda Closure
March 21, 2007	March 16, 2007
April 4, 2007	March 30, 2007
April 18, 2007	April 6, 2007*
May 3, 2007	April 27, 2007
May 17, 2007	May 11, 2007
May 31, 2007	May 25, 2007

\* Early submission date because of spring break

The meeting was adjourned at 3:40 pm.