

IVC Academic Senate

Approved Minutes

March 3, 2010

- I. The meeting was called to order at 1:31 pm by President White.
- II. **Roll Call**

Present: Krista Byrd, Suzanne Gretz, Daniel Gilison, Cesar Guzman, Michael Heumann, Rosalba Jepson, Eric Lehtonen, Mary Lofgren, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Jose Ruiz, Norma Scott, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Steven Sciaky

Excused: Bruce Seivertson, Norma Scott, Cathy Zazueta

Absent: Russell Lavery

Visitors: Val Rodgers, Taylor Ruhl, Lisa Solomon, Tina Aguirre, Eric Jacobson, Carlos Fuentes, Gaylla Finnell, Frances Beope
- III. **Visitor Comments**
 - Senator Patterson spoke about concerns expressed by many of his colleagues regarding add authorization codes and problems with the current “crashing” system. He suggests that we begin to discuss this issue to find out whether or not the current system is working. He suggested that Gloria Carmona be invited to a future Senate meeting.
 - Senator Patterson also noted that he attended the statewide Senate conference on noncredit last Friday (February 26, 2010). He learned that the minimum qualifications for noncredit faculty are legislated, and there are rumors going around that the legislator will be changing these qualifications in the near future. There has been a push to change this and move the authorization over the minimum qualifications to Ed code so that the Senate can have input in this process (as they do with all other minimum qualifications).
- IV. **Consent Agenda**
 1. Academic Senate minutes of 2-17-10
 2. C&I recommendations of 02-04-10: Adopted 02-18-10—Inactive certificate and major
 3. Distance Education updated purpose statement
 - M/S/C (Patterson/Nunez) to approve the above items.
- V. **Reports**
 1. President
 - President White met with Dr. Gould last week and discussed shared governance, bringing in both the Senate and the College Council.

- There is an accreditation institute in Newport Beach later in March, and he wondered if the college had plans to send representatives. Vice President Berry noted that no one was attending this year, but reps have attended in the past and will attend in the future. Senator Pfister noted that she may or may not be able to attend.
2. Past President
 - Not present
 3. Treasurer
 - \$5,418.85
 3. VP of Instruction
 - Berry noted that the enrollment for spring is at 3066, which is a bit lower than initial projections.
 - Berry has been evaluating faculty over the past few weeks. She has been very impressed with the quality of our faculty.
 4. Chief Financial Officer (CFO)
 - Carlos Fuentes spoke for Vice President Lau. He reported that workload measures have been reduced, so the lower enrollment in Spring is actually in line with the number of students for which we are getting paid.
 - He also noted that some discussion would take place regarding salaries and expenditures at the college. He handed out two pie charts comparing all the expenditures by category to better explain the financial problems in the college. Our expenditures are exceeding our revenues, he said.
 5. Basic Skills Institute (BSI) Coordinator
 - Not present
 6. Student Learning Outcomes (SLO) Coordinator
 - Senator Pfister stated that she has been working on accreditation. She also sent out emails to the faculty regarding SLOs. She gave a list of all courses to chairs and coordinators to ensure that a person is assigned to each course taught on campus.
 - Note that people need to send her a hard copy of the cycle assessment forms, rather than emailing them to her. They are all going into a binder.
 - She asked whether the cycle assessments should be posted online. Berry noted that the accreditation commission needs to be able to see them before they come to campus. Gaylla Finnell noted that many other colleges make these assessments available online.
 7. Associate Student Government (ASG) President
 - ASG President Sciaky noted that the ASG met last week. Some members resigned or transferred to four-year colleges. They are looking to fill the remaining positions by next week.
 - The student health fair is scheduled for March 17, but it may change due to scheduling conflicts.

- On March 4, there is a statewide day of action by all community college student groups. There will be a voter registration drive scheduled at IVC.
- Senator Heumann announced that the senate election for the 2010-2011 President and the three at-large representatives (terms will go from 2010-2013) would be held on March 31, 2010. The notice of elections will be sent out after the Senate meeting. Nominations will be due on March 24.
- Senator Heumann also announced that there would be a special election for a part-time representative to finish the 2009-10 term vacated by Jean Montenegro.

VI. **Academic and Professional Matters**

1. Accreditation Midterm Progress Report Approval
 - M/S/C (Patterson/Gretz) to approve the report
 - Berry said that she and Dr. Gould spoke to the chair of the commission yesterday (March 2). During this meeting, they learned that we were continued on warning status because the commission needed to come to campus before they removed us from warning status. This visit will take place in March. When they arrive, they will want evidence for recommendation one (planning) and recommendation five (technology).
 - She thanked the writing team for the progress report: Tina Aguirre, Taylor Ruhl, Val Rodgers, Michael Heumann, David Zielinski, James Patterson, all division chairs and division secretaries
2. Academic Reorganization—6 dean structure job descriptions & support details
 - M/S/C (Pfister/Patterson) to move the action item to a discussion item
 - The department chair positions would still be 199-day positions (like the current division chairs)
 - Senator Lehtonen asked who would be in charge of scheduling, the dean or the department chair. Berry noted that it would be a collaborative task (just as it is now). The dean would be accountable for delivering the schedule, but the schedule would be done in collaboration with the faculty and the department chair.
 - Senator Patterson noted that the dean structure would allow for better collaboration (something that is difficult to achieve now).
 - Senator Byrd noted that she felt the job description for a department chair seems very similar to the job description for a division chair. Berry noted that the job description for a department is actually only half the size of the proposed department chair description.

- The question of reassign time for the department chair was then discussed. Berry noted that the “break-even” point for the college as far as cost was concerned was nine units of release time.
 - Berry noted that the dean will be responsible for program review, accreditation, and evaluations for faculty, both tenure-track and adjunct. The dean will also be responsible for getting schedules in on time. The department chairs will function more like current coordinators. The departments are smaller and the workloads should be less.
 - Lisa Solomon asked whether department chairs would be 199-day positions. Berry noted that they would.
 - Senator Gilson asked about evaluating faculty and tenure committees and the roles that the deans would play in these committees. Berry noted that she would designate deans to serve on the committees. She noted that the current tenure system is broken (particularly the timeline) and needs to be evaluated and revised, and that should be a priority of the Senate. She would like to see the tenure committee expanded, possibly to mirror the tenure process used at Riverside Community College.
 - Senator Lehtonen and Senator Patterson inquired about the concept of a “teaching dean.” Berry noted that this is unlikely given the workload of the dean positions. Lehtonen noted that the deans should only teach during off-hours. Frances Beope and Krista Byrd agreed.
3. Appointment of committee assignments
 - M/S/C (Patterson/Nunez) to approve Javier Rangel to be the faculty representative for the EEO committee.
 4. Cesar Chavez resolution—2nd reading (adding it as an official holiday or “teaching day”)
 - The original resolution was revised to indicate support for a teaching day rather than a holiday.
 - The motion was passed unanimously.
 5. Contingent faculty resolution—2nd reading (creating a comprehensive program for IVC part-timers)
 - Byrd asked whether the dean positions would help facilitate this process. Berry noted that it would. Eric Jacobson noted that he was not certain, but this was a serious issue that needed to be addressed. Berry felt this was a phenomenal resolution and we desperately need more training for our part-timers.

- Senator Gretz suggested that some changes be made to the wording within the resolution. The mover and seconder agreed to these changes.
 - The motion was passed unanimously.
6. Credit-by-exam policy revision—1st reading
- M/S (Patterson/Zhao) to approve this resolution.
 - Frances Beope spoke for Carol Lee and stated that the number of units a student can receive through credit by exam is fifteen units per semester and twenty-five total. The average total number is fifteen units. Therefore, she recommends that we change the twenty-five-unit cap to fifteen units.
 - She would also like to point out that, under the business procedures, there is a proposal to change the fee from \$150 per exam. She wondered if this fee was per unit or per exam.
7. AS Committee/Subcommittee Webpage Updating Resolution
- Senator Patterson motioned to authorize the Senate President to direct all committees and subcommittees reporting to the Academic Senate to update their respective web pages. Current/Updated web pages should include (at the least) the Purpose of the committee, the Composition (membership), and Regular meeting dates/times (if appropriate). Heumann seconds. The motion was approved unanimously.

VII. M/S/C (Heumann/Guzman) to adjourn the meeting at 3:10 pm.