

IVC Academic Senate Meeting

Adopted Minutes
Wednesday, December 1, 2010
1:30 p.m. – Board Room

Call to Order

The meeting was called to order at 1:30 p.m. in the Board Room by Senate President White.

Roll Call by Secretary Rapp:

Present:	Kevin White	Robert Baukholt	Frank Rapp	Nannette Kelly
	Mary Jo Wainwright	Jeffrey Beckley	Frank Miranda	Toni Pfister
	Kevin Marty	Terry Norris	Cathy Zazueta	Stella Orfanos-Woo
	Norma Nunez	Elizabeth Trevino	Mary Lofgren	James Patterson
	Cesar Guzman	Barbara Nilson	Eric Lehtonen	Daniel Gilison
	Carol Lee	Caroline Bennett	Jill Nelipovich	Bruce Seivertson
	Kathy Berry	Jesus Gallegos		

Absent: Celeste Armenta Jill Kitzmiller

Excused: Norma Scott

Visitors:	Tim Nakamura	Trini Arguelles	Sheila Dorsey-Freeman	Leonardo Olmeda
	Erik Corona	David Velasco	TJ Julian	Lianna Zhao
	Alfredo Cuellar			

Recorder: Dixie Krimm

Membership Changes

None.

Public Comment

None.

Approval of Minutes

M/S/C (Nilson/Rapp) to approve the minutes of November 17, 2010, as presented.

President's Report

President White:

- Will be holding to time limits in order to move meeting along. Please limit comments to 3 minutes.
- New agenda format all documents combined into one document.
The following comments and suggestions were made:

- Barbara Nilson stated that the header is too dark used too much ink. Caroline Bennett did not receive the email. Cesar Guzman suggested that the title and name of the Senate president should stand out more. Carol Lee suggested including term limits on the agenda. Daniel Gilson noted the correction needed on the top of the second page.
- Thanked administration for providing Dixie Krimm to assist with recording of meetings.
- Introduced Tim Nakamura, Director of Campus Safety and Security. Tim introduced members of his security staff and stated that starting October 1, 2010, Desert Security Services was relieved of the security duties. All security issues are now handled in house. The security staff are individuals who are currently enrolled in POST or graduated from POST academy, so essentially IVC will have peace officers on campus. The staff will be using this opportunity to gain experience and to utilize their experience for campus benefit. There are currently three to five officers from 7am to 11pm, 7 days a week. They are dispatched from the parking control office.

Consent Agenda

1. Curriculum Committee minutes 10-21-10
2. Curriculum Committee minutes 11-04-10
3. Curriculum Committee Recommendations to the Board 10-21-10

M/S/C (Lee/Nunez) to approve the above consent agenda items.

Action Items

1. Professional Development Committee – establishing faculty primacy

M/S/C (Patterson/Nilson) to refer the standing rules of the Professional Development Committee to the Academic Senate Executive Committee.

Mary Lofgren mentioned that this document already existed and Kevin White stated that he would incorporate the existing document with the new one.

2. Approval of the Equivalency Process and Establishment of Local Criteria Policy

M/S/C (Nilson/Nunez) to approve the Equivalency Process and Establishment of Local Criteria Policy document.

Mary Jo Wainwright explained that this is a document that follows the state guidelines. Since the document had not been reviewed in a very long time, decision making process, minimum qualifications have been updated to March 2010 and are updated every 2 years. The document is designed to provide clarity on how to grant equivalency, and what it means. The information was pulled from State mandated documents. One major change is to the makeup of the committee, administrators were not to have a vote. Membership is to include 5 individuals, 3 members appointed by academic senate and 2 from the discipline chosen by the department chair. Reference page 6 – one problem for IVC is finding qualified faculty.

Vice President for Academic Services Kathy Berry mentioned that if there is a lawsuit, the Academic Senate would now be held accountable; instruction office will no longer take responsibility.

The motion carried.

Senate President Kevin White thanked Mary Jo Wainwright for her efforts with the process.

3. Committee appointments:
 - a. Oscar Hernandez – Environmental Health and Safety

Senate President Kevin White nominated Oscar Hernandez to serve on the Environmental Health and Safety committee.

M/S/C (Patterson/Nunez) to approve the appointment of Oscar Hernandez to the Environmental Health and Safety Committee.

Discussion - Bruce Seivertson asked for discussion regarding committee appointments (Academic Senate bylaws) regarding the Brown Act – conflicting duties, 5 and 24 regarding appointment of committee members. Suggested re-examining the by laws to provide clarity. He reminded Academic Senate members of the responsibilities to review bylaws.

Kevin White interpreted the bylaws that as president he could nominate a person for a committee and stated that if the committee did not feel it was proper, then they could vote it down.

The motion carried.

Discussion and Information Items

1. Dennis Carnes Memorial Service – Updates and Planning
 - Senate President White asked for suggestions and/or discussion of forming a committee to honor Dennis Carnes. He stated that he and Bruce Seivertson had a discussion on this subject and asked Dr. Seivertson for his input.
 - Bruce Seivertson: Discussion goes back to August 25th, 2010. At that time he went to IVC President Dr. Gould and asked to set up activity (Bingo function) and was asked to wait until measure J was passed so as not to imply that there was gambling on campus. Would still be interested in having a Bingo function, and asked Kevin White to discuss with Dr. Gould. If it could not be held on campus possibly at the Desert Trails location.
 - Kevin White would like to set up an ad-hoc committee meet in the next week or two to arrange something for the beginning of the Spring 2011 semester.
 - Gaylla Finnell has been contacted by retired faculty to be included in any memorial functions.
 - Carol Lee – are we confusing a memorial service for Dennis Carnes with a fundraiser for the scholarship(s) that have been named for Dennis.
 - Bruce Seivertson was suggesting it as a combination of the two.

- Kevin White commented that this would be good for a committee to work out. He called for volunteers as follows:

Committee: Eric Lehtonen, Mary Lofgren, Carol Lee, Kevin White, and Bruce Seivertson.

2. Campus Security presentation – Tim Nakamura

Covered above under President’s Report

3. Interdivisional Faculty Committee on Diverse Learning Needs – Dr. Cuellar

- Presenting on behalf of the Vice President of Instruction and the Instructional Deans, there is an acknowledged need to strategize to find out learning needs. Action plan presented for committee to review, once suggestions are presented Dr. Cuellar will request an action item at the next Academic Senate meeting. Committee creation to provide recommendations on diverse learners needs. They will meet once per month and meet with a consultant to address the needs of the IVC community. One issue to be addressed is how to involve more faculty in the process. After two or three years recommendations will be provided to the Curriculum Committee and then to the Academic Senate.
- Barbara Nilson requested Dr. Cuellar provide a definition diverse learning.
- Dr. Cuellar - of diverse ethnic background, identification of any peculiar modalities of learning, campus more aware of culture, more receptive to ethnicity, etc.
- Toni Pfister also included disability awareness.
- Kathy Berry - this comes from accreditation standards and is an academic matter. IVC’s success rate is very low for the state. There is a need to look at why our success rates are low as a whole and to look at our curricula and processes, have dialog, and provide suggestions.
- Barbara Nilson requested clarification - are we looking to remarkably change what we have or to document and improve what we have because we already have things in place to address some of those needs.
- Dr. Cuellar – both and more, we need to acknowledge the needs and improve on processes. This will be established by the committee.

Committee: Kevin will send out to faculty for participation in this committee.

4. Academic Senate Committee Membership terms, term limits, and opening update

- Kevin White - Working on putting together a comprehensive list of all of the committees that are under the Academic Senate, who is on the committees, and how long they have been on the committees to publish on the website. We hope to have a list of openings to offer to the faculty by the beginning of spring semester.
- Frank Rapp – asked at large members for their term dates – there was some uncertainty about the dates. We will be researching the dates. He will send a message to committees to get membership information.

Reports

Past President Bruce Seivertson:

- Attended the Fall Plenary – was presenter at two breakout sessions on faculty development particularly focusing on part time individuals. Received favorable comments made at sessions. ASCCC Website posting highlighted. Possibly allowing postings on the ASCCC site.
- Returned to bylaws issue regarding officer duties, and secretary duties – recorder has been assigned to replace the minute duties. Adjustments to bylaws should be made.
- Senate President White also commented that it is an important issue to update the bylaws.

Treasurer Norma Nunez:

- Nothing to report at this time – duties have been assigned to the recorded.
- Senate President White commented that this duty would be reevaluated.

VP of Instruction Kathy Berry:

- Finals – every year people try to give finals early, this must be approved in advanced. Only one faculty member has made a request all others should be in class. If not in class next week it will be a sick day. Noted the change in contract, final grades are due 4 days after the last day of the semester or session. Last day final grades should be submitted is Thursday, December 16, 2010 at 5:00pm.
- Starting next week, December 6th, the staff will be working until 6:30 Monday-Wed. Reminder notices will be sent. On December 15th, the deans will be notified of people who owe grades as a reminder.
- Jesus Gallegos asked when will grades will be available for students.
- Kathy Berry stated that they will not be released until all grades are submitted. As grades are rolled by A&R they will become available.
- Carol Lee asked members to please tell faculty to get grades in, stressing the importance to students who will be transferring needing grades to be admitted.
- Discussion ensued regarding procedures to assist faculty in turning grades in on time.

Chief Financial Officer (CFO) John Lau:

- State is still having problems expecting mid year cuts. Had bond rating conference this morning, optimistic that we will maintain the current rating we have. Discussed importance of bond rating. First project, new creation of Voc Ed/career tech building, budget of \$25 million. Target for construction on the project is next September. Next week will be meeting with budget committee to talk about direction and program review.

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Met last week and were informed that there will be funding next year but was not given a definite amount. The committee prepared an action plan based on the amount awarded from the prior year. Will find out in January if there will be a cut.
- Participated in a conference call with other coordinators in the region San Diego and Imperial Valley, the regional coordinator, Lisa Brewster, was creating a class for professional development. Community Colleges are realizing the need for professional development. Effective practices – in the three areas, professional development is one thing we can work with to improve. Hoping to be able to show support in this area.

- Senator Seivertson commented about professional development, committee at the State level is putting together a list of about 20 Community Colleges in California who have excellent professional development websites which will be posted on the ASCCC which has extensive information on professional development.
- Kevin White mentioned that at the Fall Plenary session there was concern about SB1440 and SB1143 and how is it going to affect schools, they may want to tap into basic skills.

Student Learning Outcomes (SLO) Toni Pfister:

- Next Wed at 1:30 will have last meeting of the semester. The Curriculum Committee approved motion to include SLO's in CurricUNET. There will be changes in the way people submit changes to their SLO's. Will send out a memo with the processes. People will have the freedom to change SLO's and they will not go through the Curriculum Committee for approval.
- Next week will be working on an SLO instructional video for part-time or new faculty, will be working with media people, if you have suggestions please send and email to Toni.

Associated Student Government (ASG) Jesus Gallegos:

- This past Monday had last meeting for the semester, will meet in January to get ready for new semester.

Contingent Faculty Representative:

- No report at this time.

Collective Bargaining Units Gaylla Finnell:

- CTA – faculty general membership meeting tomorrow at 3:00. Completed faculty survey on negotiations. Thanked all faculty, over 74 responses and comments which will help with sunshine letter in time to file for the board meeting in December. This Friday will be meeting with the district to negotiate the academic calendar, appreciate the hard work of Academic Senate Committee. Only difference faculty showed was with the summer sessions. Submitted for review was with the summer session at four days a week and Fridays off. Next week during finals there will be a faculty appreciation day on Tuesday from 11:00am – 2:00pm, light snacks will be served. Members of the Executive Committee will be there to discuss any of the issue and respond to concerns.
- Update regarding variations with December paychecks. Will be sending out a memo to faculty with details and explanation.
- John Lau would like to thank Human Resources and Payroll for their hard work with this issue.
- Kevin White – question regarding negotiations for summer. What is the process if the district wants to put the extended summer.
- GF – go back to table and if it is a concern will go back to faculty. Has input from Academic Senate and from the faculty survey so it will depend on how the negotiations go. Once we have a tentative agreement it will go out to an email vote. Would like to get calendar issue resolved this month.

COMMITTEE

1. Curriculum Committee

- James Patterson deferred to Kathy Berry. Kathy stated that at the last meeting it was voted to approve putting Student Learning Outcomes on the Course Outlines of Record

since this will soon be required. The Technical Review Committee met and felt that they worked very well to cover TOP, SAM and other technical aspects of course revisions. She discussed the memo from the Chancellor's Office which recommended being careful when creating new programs.

2. Tenure Committee

- Revised timeline for the tenure review process, revised committee to 4 persons, clarifications for tenure process and revision of forms. Will have final meeting the Monday after finals, then to collective bargaining, then in Spring to be approved by the Academic Senate.

3. College Council

A number of important things have happened at College Council meetings over the last few months. Highlights as follows:

- Voted to recommend the use of Door Blocks. However, Dr. Gould has given the blocks a qualified approval – to be used only in cases of emergencies (and not to be used on a day-to-day basis).
- Approved email distribution system. Vice President Finnell gave a presentation on the new system at Academic Senate in November. The system should be operational by the end of Fall semester.
- Approved managed print solution, which was also subsequently approved by the Board of Trustees during its November meeting. The replacement of nearly all printers and copiers is currently underway.
- Agreed to add a Measure J report to the Area Reports/Updates section of all subsequent College Council meetings. This was to ensure that the college was fully updated on the spending of Measure J funds and that the college was given a clear voice in the decisions made about those funds.

4. Equivalency

Nothing to report at this time.

5. Budget & Fiscal Planning

Nothing to report at this time.

6. Learning Support Services

Discussed the crowding issues in the 1500 building.

7. Distance Education

Nothing to report at this time.

8. Educational Master Plan Committee/CART

Meets Friday, December 3rd, will be targeting the reviewing and revising of annual and comprehensive program review.

9. Other – Question regarding food in the 2700 building classrooms and study rooms. Kathy Berry mentioned that instructors were requested to have potlucks outside. Will put a memo out not to have food in those classrooms.

“For the Good of the Order”:

- Frank Rapp – Acknowledged the work of David Zielinski for providing a thorough document when requests for ideas were made for Basic Skills.

Adjournment

The meeting adjourned at 3:02 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, February 16, 2011 at 1:30 p.m. in the Board Room.

ACTION PLAN

Imperial Valley College

Person Completing Form: Dr. Alfredo Cuellar	Division or Department Behavioral and Social Science
Position Dean	Date November 9, 2010

ACTION PLAN

Statement of Objective/Goal(s): Develop and implement curricula that respond to diverse student learning needs changes in technology, tra education, the economy, and workplace (EMP Objective 2.1)

Goal: Excellence in Education

Objectives:

- 1.
- 2.
- 3.
- 4.

IMPLEMENTATION		EVALUATION	
What needs to be done?	By whom and When?	What evidence indicates progress?	How and when will evidence be gathered?
Create interdivisional faculty Committee, on Diverse Learners Needs (IFCODIL) to meet monthly during regular semesters	VP of Instruction and Instructional Deans. December 2010	Meetings minutes Recommendations generated by the committee	The chair of this committee will present a report to the VP of instruction with recommendation to meet student learning needs In December and in May
			Priority 1 Yr. 2010-11 c Yr. 2011-12 2010

<p>IFCODIL (Interdivisional Faculty Committee on Diverse Learners Needs) in their first meeting will select a chair, establish a calendar and a program</p>	<p>IFCODIL February</p>	<p>None</p>	<p>Minutes for that meeting and Chair report to VP of instruction</p>	<p>Minutes for that first meeting, and acknowledgment of the VP for the report February 2011 (48 hours after the meeting)</p>	<p>1</p>	<p>2011</p>
<p>IFCODIL continues meeting according to plan, reviews material selects a consultant to come to campus to meet with IFCODIL and recommends courses of action and to offer an open for all presentation</p>	<p>IFCODIL March and April</p>	<p>Assigned funding for consultant (1000 dollars to pay for traveling and small stipend)</p>	<p>Presence of consultant on campus and delivery of his/her presentation</p>	<p>When the presentation takes place either on March or April</p>	<p>1</p>	<p>2011</p>
<p>IFCODIL, invites the Vice-president for Technology to present conclusions and receive feedback concerning technological innovations related to diverse student learning needs</p>	<p>IFCODIL Last meeting in April</p>	<p>None</p>	<p>An improved number of recommendations from VP for Technology</p>	<p>When IFCODIL chair improves the final report</p>	<p>1</p>	<p>2011</p>

Chair of IFCODIL prepares and delivers report to VP of instruction with recommendations	IFCODIL May	None	The report	The VP of instruction receiving the report May	1	2011
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VP of instruction Adjusts report with recommendations for IFCODIL to present report to Curriculum Committee for feedback	IFCODIL members September or October	None	Minutes of Curriculum Committee including this report	During the Curriculum Committee session September or October	1	2011
IFCODIL continues meeting according to plan, review materials select a second consultant to meet with IFCODIL and recommends courses of action and to offer an open presentation for all	IFCODIL September, October	Assigned funding for second consultant (1000 dollars to pay for traveling and small stipend)	Presence of second consultant on campus and delivery of his/her presentation	When the presentation takes place either on October or November	1	2011

<p>IFCODIL, invites the Vice-president for Technology for a session to present conclusions and improve recommendations concerning technological innovations related to diverse student learning needs</p>	<p>IFCODIL Last meeting in November</p>	<p>None</p>	<p>An improved number of recommendations from VP for Technology</p>	<p>When IFCODIL chair improves the final report</p>	<p>1</p>	<p>2011</p>
<p>Chair of IFCODIL prepares and delivers report to VP of instruction with recommendations</p>	<p>IFCODIL December</p>	<p>None</p>	<p>The report</p>	<p>The VP of instruction receiving the report December</p>	<p>1</p>	<p>2011</p>

VP of instruction adjusts yearly report with recommendations for IFCODIL to present yearly report to Curriculum Committee for feedback	IFCODIL members January or February	None	Minutes of Curriculum Committee including this yearly report	During the Curriculum Committee session January or February	2012
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VP of instruction and Instructional Deans approves curriculum change and implementation, including faculty development program to meet student learning needs	IFCODIL members March to July	Depending on the recommendations	Curriculum changes as reflected in courses, faculty instruction, and student learning impacting retention, success and persistence rates	ARCC report and internal data March to July	2012
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