# **IVC Academic Senate Meeting**

Adopted Minutes Wednesday, March 2, 2011 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 Recorder Dixie Krimm:

Present:	Kevin White	Robert Baukholt	Frank Rapp	Nannette Kelly
	Frank Miranda	Celeste Armenta	Jill Kitzmiller	Terry Norris
	Cathy Zazueta	Stella Orfanos-Woo	<b>Bruce Seivertson</b>	Kathy Berry
	Jesus Gallegos	Cesar Guzman	Barbara Nilson	Eric Lehtonen
	Daniel Gilison	Carol Lee	Caroline Bennett	Jill Nelipovich

Kevin Marty

**Absent:** Jeffrey Beckley Kevin Marty James Patterson

**Excused:** Mary Jo Wainwright Mary Lofgren Elizabeth Treviño Toni Pfister

Norma Scott

Visitors: Trinidad Argüellas Jeff Enz Lisa Solomon Lianna Zhao

Ed Gould

**Recorder:** Dixie Krimm

### **Membership Changes**

None at this time

# **Public Comment**

Carol Lee – sent out an email concerning the upcoming Spring plenary, a resolution will be presented for a study regarding the minimum 18 unit requirement in relation to the 1440 degrees, it is important that she has an idea of whether Academic Senate would support the resolution to have a study done. Example: Psychology major at most CSU's require only 9 units, yet the 1440 requires 18, we are going forward with the 2 degrees that we need but a study needs to be present. Document from region 7 received. Carol reviewed some of the bullets of the document. Carol would like an idea if we are in support of a study being done by a poll of the committee. All in favor.

# **Approval of Minutes**

M/S/C (Lehtonen/Gilison) to approve the minutes of February 16, 2011, as presented. The motion carried.

### **President's Report**

President White:

- Regarding action items, note inclusion of budget issues would like to know where Academic Senate stands on the issue.
- Will be attending a conference in about a week (see Kevin regarding details) will bring back information, is being paid for by State
- Working with ASG and with CTA on planning and putting together a holiday celebration regarding Cesar Chavez, should have in place by next meeting.
- Would like to wrap up the Tenure Review committee issues by the next meeting.

### **GUEST SPEAKER - Dr. Richard Mahon**

Area D Representative; Chair of Educational Policies Academic Senate for California Community Colleges

- Introduction Roots of CCC presented, overview of CCC Academic Senate, first California Community College was in Fresno in 1912 as an outgrowth of the K-12.
- Presented resource documents for faculty: Rostrum (snapshot of what faculty are thinking about statewide issues), Adopted papers about issues abroad. These can be found on the website at <a href="https://www.asccc.org">www.asccc.org</a>.
- Process of State Academic Senate meetings reviewed.
- Requisite issue discussed.

# **Consent Agenda**

- 1. Curriculum Committee minutes 12-01-10
- 2. Curriculum Committee Recommendations to the President 12-01-10

M/S/C (Lee/Nilson) to approve the above consent agenda items. The motion carried

### **Action Items**

- 1. Professional Development Committee Policy Draft
  - Kevin White Review of document.
  - Barbara Nilson How is membership determined.
  - Michael Heumann 2 faculty (by Senate), 2 staff (by CSEA), 1 administrator (by Dr. Gould)
  - Carol Lee what is the difference between flex and staff development?
  - Kathy Berry flex must follow certain criteria that are provided by the Chancellor's Office.
     Professional Development can be geared more to staff. CTA has negotiated for 2 flex days so they must be established.
  - Carol Lee the board has approved a calendar so we need to determine flex activities.
  - Barbara Nilson are you looking to get this approved today or just reviewing.
  - Kevin White would like a decision today.

*M/S/C (Nilson/Rapp)* to approve the policy as presented. The motion carried.

#### Discussion:

Frank Rapp – should the language include how the positions are determined so the question does not come up again.

Kevin White – yes that will be included.

- 2. Reductions in Force (RIFs) and Particular Kinds of Service (PKS) Academic Senate Resolution
  - This is a statement to identify the Academic Senate's intent to work with Administration and to minimize the effect of potential cuts and reduction in programs to students, to identify the Senate's intent.

M/S/C (Nilson/Kitzmiller) to approve the RIF's and PKS resolution document as presented.

#### Discussion:

Revisions for grammatical issues presented and corrections made.

- Daniel Gilison should the senate create a statement, to include in the resolution, that the Academic Senate rejects the idea that layoffs of faculty should occur?
- Eric Lehtonen regarding rules of procedure, should we be having a first and second reading?
- Kevin White we would pass this reading, suspend the rules, then pass the second reading.
- Daniel Gilison would the statement mentioned above be appropriate to be included at this time.
- Discussion ensued regarding including a statement as mentioned above.
- Ed Gould provided input on a statement that could be included.

*M/S/C (Lee/Baukholt)* to approve the suspension of the rules. The motion carried.

The following statement was added to the resolution as the fourth paragraph:

"WHEREAS, the Academic Senate opposes the proposed layoffs because of the devastating effects on Imperial Valley College students"

M/S/C (Lehtonen/Rapp) to approve the second reading. 1 – opposed. The motion carried.

### **Discussion and Information Items**

- Spring Academic Senate Election Plan Frank Rapp
  - Action for the President of the Senate and the three at-large senators, whose terms will end on May 31, 2014. Will be sending out the notice of vacancy to all faculty on Monday, March 7, 2010, the declaration of candidacy deadline will be Monday, March 14, 2010, at 5:00pm. Sample ballots will be distributed on Wednesday, March 16, 2010 along with instructions for acquiring an absentee ballot. The election will be on Thursday, March 24, 2010, from 9:00am 3:00pm in the faculty lounge. Frank will be recruiting people to help with the polls, and will be recruiting people to help with the count.
  - According to the record the expiring term positions for the at-large senators are for:
     Mary Lofgren, James Patterson, and Caroline Bennett.
  - Barbara Nilson volunteered to help with elections.

# 2. One year evaluation of the campus reorganization

Kevin White – two areas we would like to evaluate, first to evaluate the results - do faculty
feel the campus runs more efficiently, second to evaluate the cost. Would like to put
together a committee to take a look at these issues. Have in mind survey monkey to
determine if your job experience improved with the new dean structure and has the cost
remained neutral.

#### Discussion:

- Frank Rapp will come up with questions for the survey
- Kevin White any and all faculty input is important, talk to Frank directly if you would like to assist
- Kevin White and Frank Rapp will report to members at each meeting. Hoping to have input when the board meets.

# 3. Superintendent/President evaluation

Discussion ensued regarding the forms to evaluate the Superintendent/President, Vice Presidents, and Deans. Senate President White will try to locate the forms and email to the senators and/or bring them to the next meeting.

- \* Note Dr. Gould mentioned that board policy does not include evaluation of administrators and president so it may need to be looked at for validity.
- Kevin White request for volunteers for the Evaluation Committee: Frank Rapp, Eric Lehtonen, Kevin White

### 4. By-laws Committee to update changes

• Kevin White – plan is to revise the by laws by the end of the semester. There have been many changes that would require the by-laws to be revised. Requesting volunteers for the By-laws Committee: Robert Baukholt

# 5. Diversity Committee – needs faculty members

- Kevin White Dr. Cuellar will be heading up this committee. Volunteers: *None*
- Alfredo Cuellar the committee should consist of 7 to 9 members to meet once a month and report to the Vice President of Academic Services.
- Carol Lee questioned why are we looking at this committee only for volunteers, it should be put out to the entire campus faculty.
- Frank Rapp will send out a message to faculty but would suggest that members bring this to their meetings as well
- Robert Baukholt asked if volunteers should be recruited at their meetings for the Diversity Committee only or for the by-laws committee as well
- Kevin White asked that senate members please mention both at their meetings.

### **Reports**

### Past President Bruce Seivertson:

No report at this time

#### Treasurer Norma Nunez:

No report at this time

# VP of Instruction Kathy Berry:

- Just returned from the League of Innovations Conference funded by VTEA. As bad as the budget is, we are not the worst; Arizona is talking about defunding higher education. There were a lot of strategies on how to be innovative. Looking at enrollment management and what would happen with courses if we must have reductions. It is time that the college creates an enrollment management task force. This group would look at balancing the curriculum with the core mission of the college: Career Technical, Transfer, and high level Basic Skills. Academic Senate and CIO sent out a query to determine what high level basic skills are. There will be a workload reduction, how do we balance the curriculum and schedule. Tomorrow this will be launched, let Kevin know if you are interested in assisting with this task force. A meeting will begin at 4:00 after the Curriculum Committee.
- Comprehensive Program Review is due March 11, 2010.

# Chief Financial Officer (CFO) John Lau:

No report at this time

### Basic Skills Initiative (BSI) Coordinator Frank Rapp:

• Update on funding, will be getting aprox 18,000 in additional funding.

# Student Learning Outcomes (SLO) Toni Pfister:

No report at this time

# Associated Student Government (ASG) Jesus Gallegos:

Jesus Gallegos – elections for ASG on March 13 and 14. Karaoke will be held March 3<sup>rd</sup> in the college center. Hands Across California will be held Sunday, April 17, 2010 in San Diego, from 7:00am-10:00am – to voice opposition to budget cuts and rising tuition in California Community Colleges.

### Contingent Faculty Representative:

• No report at this time

# Collective Bargaining Units Gaylla Finnell:

• Lisa Solomon – CTA members are discussing RIFs and layoffs, March 15<sup>th</sup> deadline for notices. If you have any questions please contact Lisa Solomon or Gaylla Finnell.

# **COMMITTEES**

# 1. Curriculum Committee

Nothing to report at this time

### 2. Tenure Committee

Nothing to report at this time

# 3. <u>College Council</u>

Michael Heumann – naming of the art gallery is an issue, should be resolved in the next month or two. His term will be ending at the end of March, 2010.

# 4. <u>Equivalency</u>

Nothing to report at this time

# 5. Budget & Fiscal Planning

Nothing to report at this time

# 6. <u>Learning Support Services</u>

Nothing to report at this time

# 7. <u>Distance Education</u>

Nothing to report at this time

# 8. Educational Master Plan Committee/CART

Due March 11<sup>th</sup>.

# 9. Other:

None

# "For the Good of the Order":

# **Adjournment**

The meeting adjourned at 3:05 pm.

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

# PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee (Committee) will promote the mission and goals of Imperial Valley College. The Committee will plan, schedule and present activities on specific days throughout the calendar year. Specific objectives are staff development, student success and instructional excellence.

The membership of the Professional Development Committee shall consist of: 2 faculty, 2 staff and 1 administrator. The Committee Chair will be elected by the committee and receive compensation. The Committee Chair will have the following responsibilities:

- 1. Convene the Professional Development Committee on a regular basis.
- 2. Distribute, collect and maintain sign-in sheets for all institutionally sponsored professional development activities for the purpose of verifying attendance.
- 3. Provide for and maintain event/activity evaluations.
- 4. Develop, maintain, and be accountable for the Professional Development budget.
- 5. Submit all state and institutional reports as required.

The Professional Development Committee and Chair will conduct business in accordance with parliamentary procedures and all other institutional and state requirements governing open meetings.

All such institutionally sponsored activities may be used by faculty to meet their service obligations. In addition, the Committee will review and approve all applications for professional development funds and complete and submit documentation required by the District or state regulations.

# **Procedures**

Requests for Professional Development sponsorship of an activity must be submitted to the Committee at least fifteen working days prior to the date of the activity. All activities are subject to review by the Vice President of Academic Services. The Vice President has the authority to grant or deny final approval. Appeals may be made to the Academic Senate President, who will consult with the Vice President to reach a mutual resolution of the appeal.

Presenters of institutionally sponsored activities will be compensated by a formula to be negotiated by bargaining units and the District.

# **Review & Revision**

This policy is subject to review and revision annually.

Reductions in Force (RIFs) and Particular Kinds of Service (PKS) - Academic Senate Resolution

WHEREAS, these are difficult and troubling economic times for California Community Colleges in general and for Imperial Valley College in particular, and bleak budget projections have resulted in a recent by the Administration decision to release a list of 39 full-time faculty who may be considered for a reduction in Particular Kinds of Service (PKS) and Programs; and

WHEREAS, the Academic Senate represents the faculty of Imperial Valley College in shared governance, and part of its mission is to "promote and preserve the integrity of the education program" and "insure a formal and effective procedure for participating in the formation of policies and procedures on academic and professional matters,"; and

WHEREAS, by previous agreement, the Board of Trustees has elected to *rely primarily* on the advice and judgment of the Academic Senate in matters of curriculum, and since the faculty is instrumental in developing new curricula to meet the needs of the students, the college, and the community, then it should be *integrally* involved in discussing, evaluating, and helping to determine what positions or programs might be scaled back or eliminated by cutbacks;

WHEREAS, the Academic Senate opposes the proposed layoffs because of the devastating effects on Imperial Valley College students;

BE IT RESOLVED, that the Academic Senate calls on the Administration to form a committee that includes faculty to look at the impact of PKS reductions; and the Senate calls upon the Board of Trustees to insure that Board policies concerning shared governance are practiced in good faith; and that any reductions being considered should have as little negative effect on students as possible. We need to work together to solve this crisis.

BE IT FURTHER RESOLVED, that the Academic Senate authorizes the Senate President and his designees to participate in discussions related to curriculum that will impact faculty on campus and preserve the integrity of the educational programs at Imperial Valley College.