Academic Senate of Imperial Valley College

Adopted Minutes

18 September 2013

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

Present—Eric Lehtonen, Scott Simpson, Cathy Zazueta, David Zielinski, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Bradford Wright, Ralph Marquez, Norma Nunez, Mike Palacio, Robert Baukholt, Daniel Gilison, Michael Heumann, Allyn Leon, Mary Lofgren, Frank Rapp, Ed Wells, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent—Laura Mosier, Dave Drury, Rick Goldsberry, Christina Shaner.

Excused—Barbara Nilson.

Visitors—Tina Aguirre, Michael Capeci, Ted Ceasar, Sheila Dorsey-Freeman, Travis Gregory, Victor Jaime, John Lau, Brian McNeece, Efrain Silva, Mary Jo Wainwright.

II. Visitors' Comments—There were no visitors' comments.

III. Consent Agenda

1. M/S/C (Leon/Zazueta) to approve the Consent Agenda as presented.

IV. Reports

1. President—President Lehtonen reported that agenda items listed as "Information" were not to elicit discussion, though questions regarding the information being presented were allowable.

2. Past President—There was no Past President report.

3. Treasurer—Treasurer Cathy Zazueta reported that the Senate's account balance stands at $5,926.89 following expenses for membership dues.

4. Associated Student Government—Associated Student Government President Ricardo Ibarra reported that the IVC Associated Student Government had recently completed elections of ASG Senators for the 2013-2014 academic year, using on-line voting for the election process.

He further reported that the ASG members had distributed copies of the United States of America Constitution during Constitution Day, Tuesday, 17 September 2013, and that they had additionally encouraged IVC students to register to vote during the constitution distribution.

5. Part-Time—Part-Time Faculty Representative Mike Palacio reported that the Part-Time Faculty Office facility in the 800 building is available to all and that the part-time faculty are in the process of creating a part-time faculty award modeled after the Raphael Santos Award for full-time faculty.

Representative Palacio deferred to part-time faculty member Michael Capeci who reported that the part-time faculty have reached a tentative two-year contractual agreement with the district, pending approval by the IVC Board of Trustees

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the Curriculum Committee had discussed proposed revisions to "AP 5055: Registration Priorities," regarding registration and enrollment priority policies at IVC, during its meeting of Wednesday, 5 September 2013, and that the discussion was scheduled to be continued at its meeting of Wednesday, 19 September 2013.

7. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council was currently working on developing and staffing its subcommittees, including the Campus Hour/Staff Development Committee, and conducting the Community Visioning Process, which shall begin Thursday, 19 September 2013, during Campus Hour in the Board Room.

8. Budget and Fiscal Planning—Co-Chairman of the Budget and Fiscal Planning Committee Kevin White reported that the Budget and Fiscal Planning Committee had approved a tentative 2013-2014 budget with the understanding that said tentative budget would be reviewed for final approval in November due to ongoing contract negotiations.

Co-chairman White further reported that, while reserves had been used to balance the 2012-2013 budget, the amount taken from reserves was significantly less than been taken from reserves to balance the 2011-2012 budget.

9. Bookstore—Bookstore Committee Chairwoman Cathy Zazueta reported that the Bookstore Committee held its first meeting of the academic year on Tuesday, 17 September 2013, and that they are discussing their by-laws and mission statement.

Chairwoman Zazueta encouraged more IVC faculty to attend their meetings as bookstore issues affect all IVC faculty.

She further reported that the next meeting of the committee would be held on Tuesday, 15 October 2013, and that IVC Bookstore manager Alfonso Ruiz would be in attendance at that meeting.

10. Admissions/Registration/Petitions—President Lehtonen reported that concerns regarding the Admissions/Registration/Petitions Committee would be addressed in "Action Item 3: Committee Openings—Admissions/Registration/Petitions."

11. CART—CART Committee Chairman Brian McNeece reported that the accreditation follow up report is due by 4 March 2014.

Chairman McNeece further reported that the CART Committee had formed "teams" for focus on the different accreditation recommendations and that the committee shall be using the Strategic Planning On Line (SPOL) form for planning and record keeping purposes.

10. Other Committee Reports—There were no other committee reports.

V. Action

1. Academic Calendar—2014-2015—Eric Lehtonen

President Lehtonen informed the Senate that he had received and was honoring a request to pull "Action Item 1. Academic Calendar—2014-2015" from the agenda.

2. Creation of Hiring Procedures Ad Hoc Committee—Eric Lehtonen and Travis Gregory

M/S/C (Rapp/Leon) to create an ad hoc committee to review policies and procedures for academic hires, including policies and procedures for creating hiring committees, and to nominate four (4) faculty members, three (3) full-time and one (1) part-time, for the ad hoc committee.

Discussion ensued, including the information that said revisions are necessary due to changes in Equal Opportunity laws and due to no revisions having been written in the past ten years.

President Lehtonen shall announce the creation of the committee and request faculty volunteers to staff said committee.

3. Committee Openings—Admissions/Registration/Petitions—Eric Lehtonen

   M/S/C (Gilison Leon) to approve Russell Lavery and Ed Wells as Senate appointees to the Admissions/Registration/Petition Committee.

4. Committee Openings—Basic Skills—Eric Lehtonen

M/S/C (Rapp/Marquez) to approve Russell Lavery as the Non-Basic Skills Discipline Faculty Representative to the Basic Skills Committee.

5. Committee Openings—College Council (Alternates)—Eric Lehtonen

   M/S/C (Gilison/Wells) to approve Mike Palacio, Jr., and Caroline Bennett as Alternate Faculty Representatives to the College Council.

6. Committee Openings—Distance Education—Eric Lehtonen

No action was taken.

President Lehtonen shall request faculty volunteers for the Distance Education Committee.

7. Committee Openings—Technology and Planning—Eric Lehtonen

M/S/C (Gilison/Heumann) to appoint Van Decker as a Faculty Representative to the Technology and Planning Committee.

VI. Discussion

1. Student Complaint Form—Sergio Lopez.

President Lehtonen announced that Dean of Student Affairs Sergio Lopez had requested that discussion of the "Student Complaint Form" be pulled from the Senate agenda at this time.

2. Senate Website—Eric Lehtonen

President Lehtonen announced that he is looking for volunteers to assist with management of an IVC Senate website. Senator Allyn Leon agreed to manage said website.

3. Campus Hour/Staff Development Activities for Fall 2013—Eric Lehtonen

President Lehtonen reported that the College Council shall oversee a subcommittee for Campus Hour/Staff Development and that said subcommittee shall oversee a calendar of events for Campus Hour and for Staff Development.

Vice-President for Academics Kathy Berry encouraged SPOL training at some time within the next month.

[At this time, the agenda for the Senate was placed on hold in order that a photograph of the 2013-2014 IVC Academic Senate members in attendance could be taken. Said photograph was then taken.]

VII. Information

1. Area D Meeting—Eric Lehtonen

President Lehtonen informed the Senate that the IVC Academic Senate shall host the Area D meeting on Saturday, 19 October 2013, that the meeting shall be held in the Juanita Lowe Art Gallery, that food service shall consist of a taco cart, and that volunteers are needed for set up and other tasks.

2. IVC Academic Senate Retreat—Eric Lehtonen

President Lehtonen informed the Senate that the IVC Academic Senate Retreat shall be held Friday, 25 October 2013, in the Juanita Lowe Art gallery

3. Part-Time Election Update—Frank Rapp

Academic Senate Secretary Frank Rapp informed the Senate that four (4) part-time faculty members had declared candidacy for the one-year vacancy for a part-time faculty representative on the 2013-2014 IVC Academic Senate: Michael Capeci, AJ Gaddis, John Fahim, and Elizabeth Kemp.

He further stated that the election shall run from Saturday, 21 September 2013, through 5:00p.m. Friday, 27 September 2013, at which time he shall announce which candidate has been elected to the vacant poisiton.

4. Senate Facebook Page—Eric Lehtonen

President Lehtonen informed the Senate that an IVC Academic Senate Facebook page, so named, page had been created and that the aforementioned photograph would be posted to that page.

President Lehtonen further stated that the page shall be used for Senate updates and discussions; however he assured the Senate that the page would not be used as a substitute for official business, including Senate minutes.

5. Syllabus Template Ad Hoc Committee Formation—Eric Lehtonen

President Lehtonen informed the Senate that a preliminary committee to explore the possibility of creating a template for IVC faculty syllabi had been formed. Said committee consists of Dean

McNeece, Instructional Dean of Health and Sciences Tina Aguirre, Behavioral Science and Social Science Faculty Member Suzanne Gretz, and President Lehtonen.

He further stated that the focus of the committee is to explore the possibility of said templates in order to facilitate syllabus creation, but not to create absolute standardization.

Vice-President Berry informed the Senate that many four-year universities use class syllabi when determining the adequacy of course work performed by students transferring from IVC.

VI. *"For the Good of the Order"*

There were no *"For the Good of the Order"* items presented.

VIII. Adjournment

President Lehtonen adjourned the meeting at 3:03p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 2 October 2013 at 1:30p.m. in the IVC Board Room.