

Imperial Valley College

Academic Senate

Agenda

Wednesday, May 4, 2016, 12:50 PM

Board Room

Mission: The mission of this organization shall be to represent the faculty in the formation of college and district policy on academic and professional matters, as mandated by Title 5, Section 53200 (b) and AB-1725, Shared Governance.

MEMBERSHIP

Michael Heumann, Senate President

Mary Lofgren, Senate President-Elect

Arts, Letters, and Learning Services

Olivia Garcia (Secretary)

Diane Harris

Frank Hoppe

Xochitl Tirado

Math and Sciences Division

Caroline Bennett (Treasurer)

Suzanne Gretz

Mardjan Shokoufi

Alex Voldman

Health and Public Safety

Rick Goldsberry

Roberta Webster

CTE-EWD

Frank Miranda

Jose Velasquez

Student Services

Ralph Marquez

Norma Nunez

Part-Time Faculty

Michael Capeci

Mike Palacio, Jr.

At-Large Senators (Nine)

Stella Orfanos-Woo

Jesus Esqueda

Cathy Zazueta

Gilbert Campos

Allyn Leon

Lorraine Mazeroll

Daniel Gilison (Vice President)

Ed Wells

Dave Drury

Ex-Officio

Eric Lehtonen (Past President)

Nicholas Akinkuoye (Chief Instruction Officer)

Edalaine Joy Tangoan (ASG President)

A. Call to Order by the President

Roll call by Secretary

B. Visitor's Comments

At this time persons may speak to the Academic Senate either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Academic Senate. However, please note that this is an open meeting, and anyone may speak to an agenda item during discussion or debate. (Only Senators may move or second any motion, and only Senators may vote.) If you wish to be heard at this time, please stand and identify yourself to the Academic Senate President.

C. Consent Agenda

1. Academic Senate Minutes of 20 April 2016
2. Curriculum Committee Minutes of 7 April 2016
3. Recommendations to the President for 7 April 2016

D. President's Report

E. Treasurer Report

F. Action Items

1. Resolution on Change to College Hour (first reading)

G. Discussion Items (limited to 10 minutes each)

1. IEPI Year 2 Goals
2. Academic Senate Plenary Resolutions
3. Canvas Implementation—Gaylla Finnell
4. Prison Project—Gaylla Finnell
5. Chapter 3 Administrative Procedures

H. Information Items (limited to 3 minutes each)

1. Senate Fundraiser Update
2. Honors Committee Chair
3. ESL Program Ad Hoc Committee Update
4. Rafael Santos Award Update

I. Reports

J. For the Good of the Order

K. Adjournment

A. Call to Order by the President: 12:52 pm

Present: Michael Heumann, Mary Lofgren, Olivia Garcia, Diane Harris, Frank Hoppe, Xochitl Tirado, Caroline Bennett, Suzanne Gretz, Mardjan Shokoufi, Alex Voldman, Roberta Webster, Ralph Marquez, Michael Capeci, Stella Orfanos-Woo, Jesus Esqueda, Gilbert Campos, Allyn Leon, Daniel Gilison, Ed Wells, Dave Drury, Edalaine Joy Tangoan

Absent: Rick Goldsberry, Frank Miranda, Jose Velasquez, Norma Nunez, Mike Palacio, Jr., Cathy Zazueta, Lorraine Mazeroll, Eric Lehtonen, Nicholas Akinkuoye

Visitors: Sheila Dorsey-Freeman, Dr. Ash, Jill Nelipovich, Mary-Jo Wainwright, Efrain Silva, Jill Nelipovich

B. Visitor's Comments

1. no comments

C. Consent Agenda

1. Academic Senate Minutes of 6 April 2016
2. Curriculum Committee Minutes of 17 March 2016
3. Recommendations to the President for 17 March 2016
 1. (M/S/C: Dave Drury/Allyn Leon)

D. President's Report

1. President Heumann headed to Plenary today and will report at next Senate meeting

E. Treasurer Report

1. travel expenses for Area D meeting: \$269.08; balance: \$3631.66

F. Action Items

1. Resolution on AB 1690 (Second Reading)
 1. M/S/C: Dave Drury/Allyn Leon
 2. No apparent issues with current part-time contract
 3. IVC already has collective bargaining with its part-time instructors
 4. All IVC faculty should be treated the same way; but part-time evaluation isn't same as full time; not fault of faculty, part or full time
 5. IVC does have minimum standards for fair and equitable treatment for part-time, but many districts don't provide the same standards for part-time; therefore, support for resolution would actually be for state-wide inclusion
2. Instructional Faculty Priority List
 1. (M/S/C: Dave Drury/Daniel Gilison)
 2. New faculty positions, not replacement faculty
 3. A list, not THE list: this includes faculty input; others are generated, and President's council is authority for ultimate outcome
 4. President's council will see rankings across multiple committees and have full view of overall circumstances relating to priority

G. Discussion Items (limited to 10 minutes each)

1. IEPI Visit on April 27, 2016
 1. Dr. Jaime sent out email about the visit; meetings all day long
 2. Coming in with specific areas to look over; not just an overall inspection
2. TALCAS Grant

1. Mostly faculty-run program; more of a facilitator role; data collection, research of technology to best benefit student success
 2. Enhance student success, faculty development, tutoring and supplemental instruction
 3. Written with broad leeway for professional development and tutoring
 4. IVC district doesn't fund professional development, so this grant would fund it
 5. Faculty collaboration on various programs could be funded
 6. Embedded tutoring and supplemental instruction also funded
 7. Research of tracking software, advancing toward a need to centralize tutoring (not into a building)
 8. Faculty mentoring (not mandatory): new faculty could have a mentor faculty member who is not evaluating them guide them along the evaluation process
3. Academic Senate Plenary Resolutions
1. Some changes to equivalency wording that have much more clear descriptions; nothing has changed, just has been clarified

H. Information Items (limited to 3 minutes each)

1. Senate Fundraiser Update
 1. Friday, May 20, 2016; contract given to Foundation and will send contract and payment to Casino Del Sol
 2. Will have food/drinks; sign-up sheets
 3. Tickets/flyers will be printed: Senators must sell number of tickets (or buy)
2. Online Educational Resources Update
 1. Email sent out earlier this week
 2. Plan has to have Senate approval by last meeting
3. ESL Program Ad Hoc Committee Update
 1. Meeting Monday
 2. Hopefully by next Senate meeting, plan will be solidified

I. Reports

1. SLO Coordinator position coming out soon
 1. Email will be sent out about any help needed with SLO data input
 2. Template for PLO will also be emailed
2. Basic Skills coordinator position also coming out soon

K. Adjournment: 1:43 pm



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, April 7, 2016
 12:50 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Nicholas Akinkuoye	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> David Drury
	<input checked="" type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Gaylla Finnell	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty
	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Norma Nava	<input type="checkbox"/> Trinidad Argüelles
	<input type="checkbox"/> Frank Rapp	<input checked="" type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Veronica Soto
	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input checked="" type="checkbox"/> ASG Representative Victor Alcantar	
Consultants:	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Gloria Hoisington	<input checked="" type="checkbox"/> Ashok Naimpally
	<input checked="" type="checkbox"/> David Zielinski	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Efrain Silva
Ex-officio	<input checked="" type="checkbox"/> Michael Heumann			
Visitors:	Lorraine Mazeroll			
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Frank Rapp called the regular meeting of the Imperial Valley College Curriculum Committee to order at 12:56 pm on Thursday, April 7, 2016.

B. Approval of the Minutes

1. Regular Meeting of March 17, 2016

M/S/C (Drury/Leon) to approve the minutes of the March 17, 2016, regular meeting of the Curriculum Committee, as presented.

II. Action Items

A. Credit Courses

1. Revised Courses

a. COMM 125 – Interpersonal Communication (3)

M/S (Ruiz/Drury) to approve the renumbering of COMM 120 to COMM 125, effective 2016-2017. The motion carried.

B. Catalog Textual Items

1. IVC Graduation Requirements (2015-2016 Catalog, pp. 46 & 49)

M/S (Soto/Leon) to approve the revision to the Certificate of Achievement and IVC Associate Degree Graduation Requirements catalog statements (2015-2016 Catalog, pp. 46 and 49), effective 2016-2017, as presented. The motion carried.

2. Military and Veteran Success Center (MVSC)

M/S (Soto/Gilison) to approve the addition of the Military and Veteran Success Center statement to the 2016-2017 Catalog page 25, effective 2016-2017, as presented. The motion carried.

III. Discussion Items

1. Course Outline of Record (COR) and Large Quota designation

Dr. Nick will be discussing this at the next instructional council meeting. This affects courses that are offered at or above double the current class size. Departments will discuss which courses can be offered as large quota and designate them as such on the COR and submit through the normal curriculum approval process in CurricUNET. The option should be available in CurricUNET by April 21st for departments to submit requested large quota designation for approval at the May 5th meeting.

IV. Information Items

Michael sent out the Academic Senate for California Community Colleges resolution packet.

Most of the resolutions are curriculum related

- Open Educational Resources and Z degree pathways require zero textbook cost.
- AAT issues – Music is an example – creating two TOP codes for those transferring and those not. CSUs do not like the current ADT, guaranteed access to a program that must be auditioned for is problematic.
- Academic Senate is pushing to transcribe low unit certificates (less than 12 units)

Regarding Credit by Exam –

Frank reminded the department chairs that in addition to the list of courses to be offered credit by exam they should provide the list of potential instructors.

V. Other Items

VI. Next Regular Meeting: April 21, 2016, 12:50pm in the Board Room

VII. The meeting adjourned at 1:15 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

=====

NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2016-2017

ACTION REQUESTED: Catalog Revision

JUSTIFICATION: To revise Certificate of Achievement and IVC Associate Degree Graduation Requirements.

CURRENT LOCATION: Page 46 & 49 General Catalog Page(s): Page(s) 46 & 49

Page 46

Certificate of Achievement

Certificate of Achievement are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for a certificate, a student must:

1. Complete all courses listed for a particular certificate;
2. Achieve a "C" grade or better in all courses used to complete the certificate;
3. Complete a minimum of 6 units in residence;
4. Responsibility for filing a petition to receive a certificate rests with the student. This petition is to be filed with the Admissions and Records Office (see petition form for deadlines).

Page 49

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS FOR IMPERIAL VALLEY COLLEGE
2016-2017 ACADEMIC YEAR**

- II. UNITS, G.P.A., FINANCIAL OBLIGATIONS, AND RESIDENCE REQUIREMENTS
- A. Sixty (60) degree-applicable units
 - B. G.P.A. of 2.0 or better for all degree-applicable college work
 - C. Settlement of all financial obligations to the college
 - D. ~~Forty-five (45) degree-applicable units in residence or last fifteen (15)~~ **Twelve (12)** degree-applicable units **in residence** at IVC.

CATALOG CHANGES
IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE

Action of Curriculum Committee
(MSC Approved) _____
(MSC Denied/Tabled) _____
Date of Meeting: _____

=====

NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2016-2017

ACTION REQUESTED: Catalog Revision

JUSTIFICATION: To add the Military & Veteran Success Center location.

CURRENT LOCATION: N/A General Catalog Page(s): Page(s) 25

Military and Veteran Success Center (MVSC)

**Location: College Center
Building 600, Office 624, (760) 355-6141**

The mission of Imperial Valley College's Military & Veteran Success Center is to provide a holistic approach to serving military/veteran students through focusing on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources that reinforce the concept of **AT EASE (Academic Transition and Employment Access for Student Excellence)**. Our goal is to ensure a seamless transition from military to civilian life.

Website: <http://www.imperial.edu/students/military-and-veterans-success-center/>

15.17 Large Quota Classes

Upon the approval of the Vice President for Academic Services, certain courses may be designated as large quota classes, and the course enrollment limits during the computer pre-registration period shall reflect such large quota designation.

Divisions and departments will determine which, if any, courses within their curriculum are appropriate for potential large quota enrollment based upon academic, practical, and/or legal considerations. They will indicate the appropriateness of a given course for large quota enrollment on the official course outline of record. The approval of this change to the official course outline of record must follow the established practices and procedures of the Curriculum Committee. The Vice President for Academic Services, along with the appropriate Department Chairpersons and Deans, shall be responsible for ensuring that the individual classes designated in any given semester for large quota enrollment are those that have been approved as such on the official course outline of record.

Instructors who agree to teach a large quota class will be entitled to extra financial compensation based upon the following formula:

Quota to 25% over quota	No additional compensation
26% to 50% over quota	Additional compensation equal to one-third of overload pay for the course
51% to 75 % over quota	Additional compensation equal to two-thirds of overload pay for the course
76% to 100% over quota	Additional compensation equal to full overload pay for the course

Under no circumstances will an instructor be allowed to enroll a class at greater than 100% over, or double quota.

The compensation formula will be based upon the verified total enrollment in the course as per the official census count. Any instructor who is found to have intentionally inflated the census count by not eliminating non-attending students will receive no additional compensation.

On or after the first day of the semester, if sufficient student need exists, the Vice President for Academic Services in consultation with the appropriate deans or department chairs and affected unit members, may designate additional courses as large quota classes, and instructors may then initiate over-quota adds to achieve additional compensation.

Under no circumstances will an instructor add students to a course if there is insufficient physical space to accommodate the students, the increased enrollment exceeds the

**APPROVAL OF PROGRAM, CURRICULUM AND COURSE DEVELOPMENT AND MAINTENANCE
AS DELEGATED TO THE SUPERINTENDENT/PRESIDENT BY THE BOARD OF TRUSTEES
(RESOLUTION NO. 14130, 6/18/08)**

WHEREAS, Board Policy BP 4020, Program, Curriculum and Course Development, provides that:

- ◆ all new programs and program deletions, and individual degree applicable credit courses offered as part of a permitted educational course, and nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program (i.e., stand-alone courses) shall be approved by the Board; and

- ◆ the Board delegates the authority for all other actions to the Superintendent/President.

BE IT RESOLVED that the Superintendent/President approves the recommendations of the Curriculum Committee (04/07/16) and the Academic Senate (05/04/16), as follows:

Revised Credit Courses

COMM 125 – Interpersonal Communication (3)

Victor Jaime, Superintendent/President

Date