

IVC Academic Senate

Approved Minutes

November 18, 2009

- I. The meeting was called to order at 1:30 pm by President White.
- II. **Roll Call**
Present: Krista Byrd, Daniel Gilison, Cesar Guzman, Michael Heumann, Russell Lavery, Eric Lehtonen, Mary Lofgren, Jean Montenegro, Barbara Nilson, Norma Nunez, Thomas Paine, James Patterson, Norma Scott, Kevin White, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson, Steven Sciaky

Excused: Jose Ruiz, Cathy Zazueta, Rosalba Jepson

Absent: Toni Pfister, Suzanne Gretz

Visitors: Taylor Ruhl, Tina Aguirre, Carol Lee, Frank Rapp, Bill Gay
- III. **Visitor Comments**
 - No comments
- V. **Consent Agenda**
 1. Academic Senate minutes of 11-04-2009
M/S/C (Patterson/Nilson) to approve the minutes.
- VI. **Reports**
 1. President
 - President White attended the Fall Plenary session last weekend. He will write up a report highlighting the events and present that at the next meeting.
 - Starting next Monday, he will work with Dr. Gould on shared governance.
 - White also suggested that the Senate employ a part-time secretary for dealing with the many details that go into Senate business.
 - A committee master list of committee positions for faculty is being compiled. When finished, it will be posted on the Senate web site.
 - The survey results are available but have not been formatted properly. They will be formatted and discussed at the next meeting.
 - Senator Paine noted that many people filled out the survey incorrectly, making the results potentially erroneous.
 2. Past President
 - Past President Seivertson noted that senators need to encourage their colleagues to fulfill their obligations in regards to SLOs.
 - Seivertson asked about the status of the Academic Senate plaques and about training part-time faculty for use of the A/V equipment.

- He also mentioned that the support for reorganization was conditioned on better dissemination of information. Most people find it a good idea, but that they need to learn more about the specifics.
3. Treasurer
 - \$6,106.61
 4. VP of Instruction
 - Vice President Berry announced that the college has not yet heard from the accreditation team about a visit during this semester.
 - Berry noted that we are not finished with accreditation. The mid-term accreditation self-study is due in March 2010. More reports are due later in 2010, as well.
 - Wants to develop a continuous accreditation report team (CART). This will become a standing committee, and it will be a very large committee. The committee needs to be large because the key to accreditation is evidence, and evidence takes a long time and a lot of patience to collect.
 - The Title V 2+2 External Evaluation visit took place last Friday. Many students attended and expressed their appreciation for the project and how much it meant to them.
 - Applauded the nursing students for helping with H1N1 flu vaccine distribution.
 5. Chief Financial Officer (CFO)
 - Not present
 6. Basic Skills Institute (BSI) Coordinator
 - Frank Rapp announced that there would be a Winter Success Institute, consisting of eight classes: two writing, two reading, two math, and two ESL classes. The schedule is four days a week for four weeks (which is different from the regular winter session schedule). The instructors, tutors, and counselors are all in place and eager to get started.
 - Met with K-12 instructors regarding CalPass, an initiative to help improve the communication and collaboration between K-12 and college faculty and administrators.
 7. Student Learning Outcomes (SLO) Coordinator
 - SLO Coordinator Pfister was not present at the meeting.
 8. Associate Student Government (ASG) President
 - ASG President Sciaky announced that there would be a rally in San Diego to protest the cuts in community college budgets. The rally would take place on Friday, November 20. Many students from IVC would be attending.

VII. **Academic and Professional Matters**

1. Reappointment and Appointment of Committee Assignments
 - The ballots for committee membership were distributed and voted on during the meeting. The following committee positions were voted on and appointed:

- Marketing Committee
 - Member: Frances Beope
- College Council:
 - Member: Martha Garcia
 - Alternate: John McClain
- Educational Master Plan Committee
 - Member: James Patterson
- Facilities & Environmental Improvement Committee
 - Members: Susan Moss, Jane Higginson, Rick Castrapel
 - Alternates: Laura Mosier, Aaron Edwards, Glenn Swiadon
- Title IX Officers
 - Olga Artech, Russell Lavery
- M/S/C (Patterson/Nilson) to approve the committee appointments as voted upon by the Senate.

IX. **Committees**

1. Written summaries were sent out in advance as part of the minutes/agenda packet.
2. Curriculum and Instruction --Curriculum and Instruction Committee met on November 5, 2009. Action and discussion took place on the following items: (1) Minutes – 10/15/09 and 10/29/09 approved as presented. (2) Discussion – SLO's for General Education. (3) Prioritization of faculty replacement positions – discussion and motion to continue support of 12 positions remaining on list. (4) New course approved – BLDG 101, Safety Standards (OSHA) 30-Hour Card. (5) Distance Education Addendums approved for: AJ 106, PHIL 106 an SPCH 180.
3. College Council –No meeting
4. Equivalency --The Equivalency Committee met on October 22, 2009. They reviewed all 12 applications that were pending. They also reviewed a draft of the document that Mary Jo Wainwright is working on to determine the criteria to be considered in granting equivalency at IVC that everyone will follow regardless of who is in the committee. The guiding principles are preparation of the applicants rather than the personnel needs of the college. Once they complete this project it will be presented to the Academic Senate for adoption.
5. Budget and Fiscal Planning –A discussion of the state budget was held. Main points included the possibility of no mid-year budget cuts, but it may take a few years before the state budget improves, and categorical funds will probably be cut more. A discussion of the IVC budget followed. Main points included examining cutting costs that can be controlled (such as travel expenditures and supplies), discussion of how budgetary items are presented at the previous Town Hall meeting, and concerns about costs

for dealing with new/changed positions on campus. There was also discussion about how budgetary information is presented at Town Hall meetings, and concerns about the information not coming to the committee first.

6. Learning Support Services—No meeting.
7. Distance Education--The DE Committee met on Thursday, November 5. We approved a position paper on expanding the number of online/hybrid courses that faculty could teach as part of their regular load. We also discussed position papers on online office hours and online course caps. All of these position papers will be presented to the Senate at a later date.
8. Resource Allocation & Interest Based Approach (IBA)—This is a committee has been formed from various groups on campus. The goal of the committee is to look at different budget models and to work towards better communication among various groups on campus.

VIII. **Discussion**

1. SDSU (President Weber) to support rescinding admission policy change
 - A resolution addressed to San Diego State President Weber was distributed to the senators for discussion. The resolution calls for Weber to rescind the suspension of the undergraduate policy that guarantees enrollment to students who reside in Imperial County.
 - A discussion ensued regarding the specifics in this resolution.
 - The resolution will be an action item at the next Senate meeting.
2. Credit-by-exam progress update by Senator Patterson
 - Senator Patterson discussed the revised procedures for credit-by-exam, which were distributed to the senate during the meeting.
 - Carol Lee explained that both the existing procedures and the revised procedures were included in the handout. She stressed that credit-by-exam must be determined by faculty in individual departments.
 - She wants to senate (and by extension) to ask the questions: can a student walk in off the street and take an exam to complete an entire course in your area? If so, then what should that exam look like?
 - Senator Patterson asked if there were any Ed Code regulations that would help guide the senate in this area. Lee noted that most of the Ed Code material states that the procedures are largely left up to the local districts.
3. Textbooks (Berry/Lee)—New regulations from the “Higher Education Opportunity Act (HEOA)”
 - Berry noted that that a new law in HEOA states that ISBN numbers for textbooks should be included in class schedules when possible. This also means that, when books are changed after the schedule is

published, these changes need to be sent to the instruction office so the information in WebStar can be changed, as well.

4. Class Size (Berry/Lee/Heumann)—students per class, by room size, discipline, edict, and applications to distance education
 - How are class sizes determined at IVC? The Course Outline of Record determines class size caps. Faculty who develop the curriculum put what they think the class size should be. The cap sizes range from 20-40 students at IVC.
 - Faculty can increase the class size based on how many students can be in a room and on the CTA contract restrictions.
5. Faculty survey results
 - The survey was discussed in the President's report.
6. Academic reorganization—division realignment & fiscal impact (Berry)
 - Berry distributed information about the reorganization of the instruction are on campus.
 - The information included a breakdown of faculty/administrators/staff at various colleges, cost analysis of the proposed reorganization, and a proposed timeline.
 - Senator Byrd asked if job descriptions would be distributed regarding deans and department chairs. Berry said that these would be distributed.
 - Then Berry elaborated. Deans, she said, would evaluate, coordinate, and manage the academic areas. They would establish the goals for that area. They would evaluate purchases and the cost of materials. They would manage and control the budget for that division. They would evaluate faculty and staff. They would be responsible for program review, but faculty would lead the program review effort. They would compile reports. They would resolve or assist in the resolution of problems or complaints. They would work with the instruction office to help plan the use of facilities.
 - Department chairs would work on curriculum and work with the dean on scheduling.
 - Berry emphasized that this is a shared governance issue. The Senate needs to agree with these new positions and these changes, and these things will most likely change and transform through the shared governance process.

X. The meeting was adjourned at 3:12 pm.