

# IVC Academic Senate

Approved Minutes

October 7, 2009

I. The meeting was called to order at 3:04 pm by President White.

## II. **Roll Call and Announcements**

Present: Krista Byrd, Suzanne Gretz, Cesar Guzman, Michael Heumann, Rosalba Jepson, Russell Lavery, Mary Lofgren, Jean Montenegro, Norma Nunez, Toni Pfister, Kevin White, Lianna Zhao, Barbara Nilson, Daniel Gilison, David Zielinski, Eric Lehtonen, Frances Beope

Excused: Norma Scott, Thomas Paine, Bruce Seivertson, Steven Sciaky

Absent: James Patterson, Jose Ruiz

Visitors: Frank Rapp, John Lau, Taylor Ruhl, Tina Aguirre, Eric Jacobson, Todd Evangelist, Sheila Dorsey-Freeman, Gordon Bailey, Travis Gregory, Frances Beope

## III. **Visitor Comments**

- No comments

## IV. **Consent Agenda**

1. Minutes of September 16, 2009.  
M/S/C (Nilson/Nunez) to approve the above item.

## V. **Reports**

1. President
  - President White has been meeting with various committees and members, trying to get a feel for how the college operates.
  - There is a “Bucket” committee that is being formed to examine the allocation plan for budgeting. This committee will visit other schools to find out how this model works elsewhere.
2. Past President
  - Not present
3. Treasurer
  - \$6,113.61
  - The latest expenditure was on membership dues for the state Academic Senate.
4. VP of Instruction
  - Dean Aguirre reported that the program review process has begun for 2009-10. The first part, budgeting, will be completed by the end of October. The material in the budgeting plan will be fed to the various plans (technology, staffing, etc). The hope is that we will have this process finished by Spring.
  - Kathy Berry will hopefully be returning to college soon—possibly as early as mid-October. She is feeling much better.

5. Chief Financial Office (CFO)
  - Vice President Lau distributed the final Budget. This was taken to the Budget and Planning; that committee recommended that reserves be used to balance the budget (there is a deficit of \$2.5 million). This budget will be reviewed after it is finalized by the Board to find cost savings.
  - “Soft” areas will be looked at first—including consultants, memberships, and so on. The “zero-based” budgeting model will be the norm.
  - Budgeting for 2010-2011 will begin in November.
  - Next year’s budget will be based on no growth and no COLA. The business office is asking divisions to budget at 90% of last year’s budget.
  - There might be December cuts at the state level; this could lead to more strenuous cost containment.
6. Basic Skills Initiative (BSI) Coordinator
  - Frank Rapp attended a regional BSI conference and attended quite a few good breakout sessions with a lot of good ideas for working with basic skills students and with adjuncts. He asked the other attendees from IVC to develop reports on their experiences at the conference.
  - The expenditure plan and action plan for 09-10 are due on October 30.
  - President White asked about other BSI conferences; Rapp reported that these were regional meetings for other parts of the state.
7. Student Learning Outcomes (SLO) Coordinator
  - Senator Pfister has been working on the accreditation progress report; that is completed. She has added in all the evidence needed for this process.
  - SLO has a budget and now needs to cut it by 10%.
  - The college has been asked to work on Service Area Outcomes for non-instructional areas on campus, and courses need to be assessed at least once this year. The number of outcomes to be identified need to match the number of units for the course (three outcomes for a three-unit course).
  - Pfister and others are also working on program-level outcomes for all degree, certificate, and other programs.
  - Twenty courses were identified as General Education courses.
  - Senator Lehtonen asked whether SLO data collection must to be assessed by the end of the school year (rather than the end of the semester). Pfister said yes.
8. Associated Student Government (ASG) President
  - Not present

## VI. **Academic and Professional Matters**

1. Reappointment and appointment of Committee assignments
  - M/S/C (Nilson/Zazueta) to reappoint Carol Lee as Co-Chair of Curriculum & Instruction Committee, Norma Nunez to Equivalency Committee, Mary Jo Wainwright to Equivalency Committee, Eric Jacobson to Budget and Fiscal Planning Committee, Toni Pfister as SLO Coordinator, and Russell Lavery to the Strategic Planning Committee.
  - M/S/ (Nilson/Nunez) to appoint Lianna Zhao to Technology Planning Committee, Daniel Gilison to Budget and Fiscal Planning Committee, Martha

Garcia to Distance Education Committee, Frank Rapp to SLO Committee, and Eric Lehtonen to the Equivalency Committee

- Senator Byrd asked whether all of these open positions were sent out to all faculty. President White said that he did not, but since these positions need to be filled, we should move forward. We should do that in the future.
  - Senator Heumann agreed with Byrd’s point. Senator Nilson stated that the senate needs to fill these positions as soon as possible.
  - The motion carried with one no vote.
2. IVC Accreditation Progress Report
    - Questions arose regarding the various “plans” attached as evidence for the Progress Report and whether those plans need to be voted on by the Senate.
    - Aguirre explained the “loop” that the Progress Report and the various plans must follow. The Progress Report itself must be approved. The various plans must be reviewed and accepted as viable plans—but not necessarily approved.
    - M/S/C (Zazueta/Zhao) to approve the IVC Accreditation Progress Report
  3. Going “paperless”
    - Senator Patterson was going to address an issue regarding “paperless” Senate meetings, but he was not in attendance. The topic was postponed.
  4. Campus-wide Survey—Committee recommendations
    - M/S (Nilson/Zhao) to approve the Campus-wide Survey recommendations
    - Senator Byrd suggested that the terminology used in the recommendations need to be revised for those who do not know the intricacies of the college administrative structure.
    - Senator Pfister asked about the mention of “Flex” in the survey, since there is no flex at the college at the current time. Senator Lavery suggested removing the term and replacing it with “staff development.”
    - There was a discussion related to the upcoming contract negotiations and the role the Senate plays in those negotiations. Senator Gretz noted that the Senate has a duty to advise and make recommendations on certain topics, such as faculty evaluations and other professional and workload matters.
    - Senator Nilson pointed out that time was of the essence and the Senate should send this out as soon as possible.
    - Senator Zazueta asked if other items needed to be included in the recommendations. No other items were mentioned.
    - President White tabled the item. It would be revised and brought back at the next meeting.

## VII. **Committees**

1. Curriculum and Instruction – The September 17 meeting took place. Physical Education items were tabled due to the absence of a representative to discuss questions/concerns on the items being presented. Discussion ensued concerning:

(1) SLO's for General education; (2) Age Restriction for Non-credit and Community Service Classes; (3) Non-Compliant Degrees; (4) CurricuNet Training; (5) ARCC Report; (6) Credit-By-Exam; (7) Low-unit Certificates; and (8) Distance Education report on courses with laboratories and SPCH 100 presentation concerns. Meeting for October 1 was cancelled due to no items for the agenda. The ext meeting is October 19 at 3:05 pm.

2. College Council –The allusers issue was discussed and forwarded to the Technology Planning Committee.
3. Administrative Council–No report
4. Equivalency–No meetings yet
5. Budget and Fiscal Planning –Vice President Lau discussed this committee's decisions in his report
6. Learning Support Services – No meeting yet this year
7. Distance Education –The committee will be developing position papers to address contract-related issues of concern to distance education
8. Matriculation –Matriculation is not a sub-committee of the Academic Senate and will be taken off future committee reports for the Senate.
9. Other committee reports –At the Strategic Planning Committee, there was a booklet presented that describes IVC's first 50 years and the plans for the future.

#### VIII. **Discussion**

1. Shared Governance “white paper” – authorization to engage
  - President White and President Gould will meet to discuss shared governance and to draft a “white paper” that would be brought back to the Senate for evaluation.
2. Final budget
  - President White asked if anyone had questions or comments regarding the budget. There were none.
3. IVC Accreditation Progress Report
  - a. Technology Plan
  - b. Staffing Plan
  - c. Professional Development Plan
  - d. Marketing Plan
  - e. Student Learning Outcomes (SLO) Plan
  - f. Facilities Plan
  - g. Budget and Fiscal Planning Plan
    - These plans were made available to all senators and President White is asking each senator to personally review each plan.

- Aguirre detailed some of the ideas presented in the plans and urged the senators to examine these carefully as many are brand new and all of them hint at where the college will go in the near future.
4. Resource Allocation Plan & Interest Based Approach (IBA) – Committee report
    - President White reported that the IBA committee is working on a report and will present it at a future Senate meeting.
  5. American Graduation Initiative
    - White noted that this was put on the Board of Trustee’s agenda. White asked whether the senate needs to vote on this. Senator Gretz stated that she wanted to learn more before she could vote in favor of a resolution. White noted that he would send out more information on this matter.
  6. New IVC Foundation Director
    - Todd Evangelist introduced himself as the new IVC Foundation Director. His office is located in the 1700 building. His initial goal is to provide assurance of the financial stability of the Foundation. He also wants to develop a donor management system, among other plans for improvement.
  7. “For the Good of the Order” – suggestions for improvement and compliments
    - The parking by the PE building is finally finished. There was much rejoicing.
    - President Gould praised the college for attaining an amazingly high fill rate for all classes.
    - Senator Gretz announced that there will be a symposium honoring Jay von Wherlof on Saturday, October 24, beginning at 9 AM in Ocotillo at the IVC Desert Museum.
    - Senator Pfister and other faculty and staff members will be participating in the Challenged Athletes Foundation benefit in La Jolla.
    - The AG club is having its Pumpkin Patch on October 24.

**IX. The meeting adjourned at 2:59 pm.**