

**Imperial Valley College  
Learning Support Services Committee Meeting**

**Unadopted Minutes  
May 20, 2009**

**Members present:**

Dr. Taylor Ruhl, Chair

Gloria Carmona, Ron Gage-Mosher, Gordon A. Bailey, Donna Davis,  
Mike Nicholas, Josue Verduzco, Rosa Pitones, Nancy Lay, Mardjan Shokoufi,  
Armand Orensztein, Brian McNeece, Josefina P. Thoresen, Terry Norris.

**Members not present:**

Celeste Armenta, Roberta Bemis (Excused), Judy Cormier, Julie Craven, Hope  
Davis, Romano Dominguez-Sanchez, Alejandro Garcia, Walid Ghanim, Craig  
Luoma, Don Martini, Charles Mason, Tom Paine (Excused), Jose Ruiz,  
Ed Scheuerell, Robin Paine (Excused), Caroline Krejci, Larry Valenzuela (Excused).

**Recording Secretary:** Toni Gamboa

**Call to Order**

The Learning Support Services Committee meeting was called to order at 3:30 p.m.  
by Dr. Taylor Ruhl, Chair.

**Public Comment**

None

**Approval of Minutes**

M/S/C R. Gage-Mosher/G. Carmona to approve the minutes of November 17, 2008  
as presented.

**Library Report**

Dr. Ruhl reported on the following:

- The Library is in the midst this year of a major Sirsi upgrade. Sirsi is the Integrated Automation System that supports not only the on-line catalog,

- but ordering, management of journal subscriptions, AV and class scheduling, in addition to Circulation check-in and check out. The system has not been upgraded for approximately 6 years and has skipped at least 4 generations of the software. The situation was so bad that this time last year, we could no longer add books to the catalog and Sirsi appeared uncertain on other things as well. Fortunately, there was TTIP funds available to invest in the upgrade. Because so many generations had been skipped, the migration could not be completed all at once. Instead, a step by step migration has been taking place. By the middle of June the migration should be completed. It will go live by Fall, and offer some training on the system. It should look very different than what the Library has had in the past. In fact, it will look very similar to a search in Google. It will be much easier and comprehensive. Dr. Ruhl is looking forward to the opportunity to show the new and improved system in the Fall.
- Library Faculty – The Library at one time in addition to the Dean had two and sometimes three other library faculty; the Dean is Administration. We are now down to one person, plus two evening part-timers. This information is being brought to your attention regarding an article written by the President of the Council of Chief Librarians of the California Community Colleges. In essence what is being pointed out in the article is that state education code requires that there be a librarian present in the building when it is open. Additionally, it is not permissible to assign the work of a Reference Librarian to a classified staff. A librarian is no more a luxury than a counselor or faculty member in the classroom. This is the challenge we are facing. In comparison with the other libraries in SDICCLRC, Cuyamaca and MiraCosta often have fewer students than IVC and yet have three and four librarians plus twice the classified staff. This year we have twice as many students per librarian as any other SDICCLRC library. Dr. Ruhl has been advocating for an additional librarian and C & I voted to rank the restoration of the library faculty position as number 2 out of 17. The recommendation was submitted to the Thaw Committee which has recommended that the position be filled. So now the question is given the renewed intensified budget crisis, will we be able to advertise for the position and fill it even if we have a candidate. According to Kathy Berry this is only one of the areas the college is out of compliance.
  - Hope Navarro will be retiring after more than 24 years of service. In the library, Hope has managed all of the hundreds of subscriptions and journals in whatever form they come in. Even if a journal is electronic we have to track it. However, the expectation was made immediately clear that Dr. Ruhl would not ask to replace Hope's position. It appears adjustments will have to be made in order to continue with the work either by reducing hours and/or delegating some of the work to existing staff. However, Dr. Ruhl is requesting that the position not be eliminated.

### Audiovisual

Dr. Ruhl prefaced by informing the members that since Jesus Valenzuela and Wayne Wright were tending to AV requests and filming Mr. McCormick's Memorial Service, he would report for Audiovisual.

Mr. Orensztain inquired about Noe Ibarra's retirement leaving his position vacant and how it would affect service. Dr. Ruhl informed Armand that Noe's retirement had taken place last October. Yet the Thaw Committee was recommending eliminating the part-time 10 month evening position. The recommendation is still under further discussion.

Additionally, Dr. Ruhl explained the difference between Jesus Valenzuela's responsibilities and Wayne Wright's as regards AV. Jesus is the AV full time person who works with a part-time 10 month person who covers evenings. Wayne is the specialist for automation in the library. It really is not a matter of stretching their time out to cover for one another since they have different responsibilities.

Audiovisual is becoming more of a technology support for the smart classrooms. Deliveries to the classroom are fewer and fewer every time. There is some overlap with IT and the support they provide. Some of you may be aware that there have been smart classrooms and podiums designed for the new Science Building and plans to replicate the same in classrooms throughout campus once the Science building is fully occupied. These changes will drive the work of AV even more since AV will provide support for these new smart classrooms. This then supports the reason why Jesus has been reclassified from an Audiovisual Media Technician to a Microcomputer Media Technician. In view of this, Dr. Ruhl will be recommending to change the department name to reflect this change.

Mr. Orensztain inquired if there was any commonality between AV and Reprographics or are the two completely separate? Dr. Ruhl requested input from Mike Nicholas. According to Mike, there may be an opportunity in utilizing the smart classrooms to present tests in order to keep from printing the volumes of copies being printed. On a monthly basis, Xerox has estimated over 150,000 copies printed by the DocuTech not including the number of copies made on the smaller copier. Mike is still in the process of assessing how to incorporate all this new technology to move away from printing so many copies and going in a more green direction. He needs to research to see how it can be done.

Gloria Carmona addressed another option to instructors. This summer ACCESO will offer a technology camp which will offer an ETUDES introduction. This is an option for all instructors so they can post, as all on-line instructors do. All on-line instructors no longer copy or give paper. Everything is posted in the ETUDES

Course Management System. Students refer to it and that is where they obtain a copy of whatever they need. All on-line courses are paperless.

According to Mardjan Shokoufi, in on-line courses students are given two to three days to complete their exam. In a regular class instructors want the students to take the exam all at the same time, so we have to have enough physical lab space for at least 10 individuals to go in at the same time. Open labs are now going to be essential. Dr. Ruhl has been pulling the library in the same direction. The library website is the source of all our information. Handouts do not need to be printed anymore.

At the Town Hall meeting it was announced that there is open discussion regarding reorganization. Every Vice-President was asked to present a plan to reorganize their area. John Lau and Victor Jaime already have their reorganization plans accepted and moving forward. Instruction's reorganization has not yet been completed. Part of the question is can it be completed by this July? If it cannot be completed by July should any of it be done? According to the President, some of the changes could come about soon and others within a year. Our division will be part of the reorganization of Instruction although the details are not yet clear.

There has also been discussion about splitting Reprographics. There is a strong desire to have Mike Nicholas be part of the Communications Department. Yet there are no answers as to how to continue to staff Reprographics since Yolanda Sandoval will be retiring as well.

### **Learning Services**

Josue Verduzco presented a power point presentation and reported on the following:

- This semester the Learning & Tutoring Center is trying to determine which students are coming from which side. District Referred Students are those students send by professors or counselors directly for one-on-one or group tutoring. A total of 94 students with 1077 hours of tutoring.
- Conversation classes taught by Josefina Thoresen continue. So far 61 students have attended with an estimated 452.75 hours. This by far is the best used time. There are approximately 7 students per Tutor.
- The Extended Campus hours are very limited mostly due to the unavailability of Tutors to send and students to attend. So far there are six hours in El Centro and Calexico, and only three hours in Brawley.
- Instructional Support Groups – Collaborating with Dr. Michael Heumann for English 100. Attending the class while receiving regular tutoring for the class is working. Basic Skills is planning to use this same concept during the Summer Basic Skills Institute.

- Walk-In Services – As the budget becomes more limited, students will have to get use to not having one on one tutoring readily available.
- The Learning & Tutoring Center is also providing tutoring for disabled students and EOPS. DSP&S has their own tutoring services but they outsource their students who are in the higher level classes such as English 101, Calculus, and Chemistry. EOPS has always been very supportive with approximately 80 to 100 students per semester. This semester there have been less students seeking tutoring so a study will be conducted to determine the reason for the decline in numbers.
- Test Proctoring – Two years ago when Yolanda Sandoval moved to Reprographics Josue took over test proctoring. So far there have been approximately 157 tests proctored. Since Josue is the only staff member in the Tutoring Center he must now be present during test proctoring. Unless there is a prior arrangement with the professor about a Lead Tutor proctoring the exam. Currently there are 24 pending exams some of which are midterms. Essentially, it is up to the professor as to the time they give students to complete the exam.
- Study Skill Workshops – During Winter Intersession, Kathy Berry requested that the workshops be posted. In February, there were only 2 individuals who attended. However, attendance has increased considerably since all students receiving Financial Aid must attend the workshops.

### **Reprographics**

Besides losing Yolanda to retirement, Reprographics also lost Student Employment. Students working under the program were an integral part of Reprographics in that they assist with printing jobs while Mike and John spend time designing and completing some of the more complex tasks. Losing and not replacing either will undoubtedly create a major problem for Reprographics. The uncertainty of where Mike will be moved is also a concern. In spite of this, Mike was able to design the new Summer schedule keeping in line with previous designs. The schedule cover promotes IVC's school colors which he is incorporating in all projects he undertakes.

### **Technology Training Center Report**

In Larry Valenzuela's absence, Gordon Bailey provided an update. The telephone system has been moved into the Technology Training Center since there is such an integral part of phone business on the Shoretel Call Manager. To date there have been over 60 classroom phones installed and 350 staff, and technical user phones installed.

A few weeks ago, a test on the emergency broadcast system was conducted. 10 Administrators were selected in coordination with Travis Gregory to participate. The announcement was successfully heard on speaker phone; however, there appears to be a problem with one of the units regarding the volume. Apparently, if someone turns the volume down there is no way of controlling the volume from the counsel or servers to send out a command to turn the volume up. Shoretel has been notified and is working on solving the existing problem. The test was successful in spite of the volume glitch. Currently Larry and Human Resources are working on a form to be placed by each of the classroom phones detailing emergency numbers.

The TTC Newsletter will be printed and distributed to all faculty and staff in the next few days. The next couple of weeks Larry will be working exclusively with professors as they try and assimilate their grades using Easy Grade Pro.

The Technology Council is offering VMWare which is a virtual machine through a windows shell which actually runs the PC and the VMWare on top of it. You can have as many operating systems as you wish to have. You can run Windows, LINUX, UNIX, Vista or XP. All five operating systems can run at the same time as long as you have enough RAM.

As far as the smart classrooms are concerned instead of laptop deliveries in the near future, a memory stick is going to be used. It will have a virtual machine on it and everything will be readily available on the stick or on a small hard drive.

Gordon provided clarification on the K Box. The K Box is a mechanism that allows IT to push applications out to the faculty and staff. There are approximately 500 machines on campus which have to be updated. Sending Eldon or Cesar to address this number of machines is bad use of time and resources. The K Box provides information on your computer, location, and what applications you have on it.

IT will be utilizing a new antivirus software system very soon. It has the same sort of capabilities. Instead of each individual machine going out to the symantic website, it will actually be going to a server that is located in Gordon's area and in less than 4 seconds it will get updated on any antivirus.

IT will be obtaining Adobe Acrobat 9 as a site license.

### **Adjournment**

M. Shokoufi to adjourn the meeting at 4:43 p.m.

