



AGENDA

IMPERIAL VALLEY COLLEGE **ACADEMIC SENATE**

April 20, 2011, 1:30 – 3:00 P.M.
Administration Building Board Room

MEMBERSHIP

Kevin White, Senate President
James Patterson, Senate Vice President

Arts and Letters

- Robert Baukholt
- Frank Rapp (Secretary)

Behavioral & Social Sciences

- Nannette Kelly
- Lisa Solomon

Economic and Workforce Development

- Jeffrey Beckley
- Frank Miranda

Health and Public Safety

- Celeste Armenta
- Toni Pfister

Science, Math, and Engineering

- Jill Kitzmiller
- Kevin Marty

Learning Services and Instructional Technology

- Terry Norris
- Cathy Zazueta

Student Services

- Stella Orfanos-Woo
- Norma Nunez (Treasurer)

Contingent Faculty (Part-time)

- Norma Scott
- Elizabeth Trevino

Ex Officio (non-voting members)

- Bruce Seivertson, Past President
- Kathy Berry, Vice President of Academic Services
- ASG President/Representative

At-Large Senators (nine)

- Mary Lofgren
- James Patterson
- Cesar Guzman
- Barbara Nilson
- Eric Lehtonen
- Daniel Gilison
- Carol Lee
- Caroline Bennett
- Jill Nelipovich

Recording Secretary: Dixie Krimm

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED **Wednesday, April 6, 2011**

PRESIDENT'S REPORT

CONSENT AGENDA

1. Curriculum Committee minutes 03-17-11
2. Credit-by-Exam revisions
3. AP 5075 – Course Adds and Drops
4. AP 3290 – Institutional Review Board Policies and Procedures
5. BP 3560 – Alcoholic Beverages

ACTION ITEMS

1. Right of 1st Refusal Policy – revision of Distance Ed policy for campus-wide application
2. Flex Calendar for 2011-12 – Need chair and committee
3. Campus Instructional Structure Reorganization – (formerly Dean Structure Reorganization) revised survey draft
4. Tenure Policy
 - a. Counseling form changes
 - b. Librarian form changes

DISCUSSION AND INFORMATION ITEMS

1. IVC Professorship policy – review of policy
2. Honorary Degrees for 4 individuals of Japanese Ancestry
3. Rafael Santos Award – reminder of deadline
4. Summer School cancellation
5. Contingent faculty (part-time) as Division representatives
6. Classified Layoffs – AS support for Classified employees
7. Academic Senate for California Community Colleges (ASCCC) Spring Plenary results
8. Accreditation Training by ACCJC – April 22nd at Moreno Valley College
9. AS Annual Fundraising – Chair update (Friday, May 27th)

REPORTS – Please limit your reports to 3 minutes

Past President
Treasurer
VP of Instruction
Chief Financial Officer (CFO)
Basic Skills Initiative (BSI) Coordinator
Student Learning Outcomes (SLO)
Associated Student Government (ASG)
Contingent Faculty Representative
Collect Bargaining Units

COMMITTEES

1. Curriculum Committee
2. Tenure Committee
3. College Council
4. Equivalency
5. Budget & Fiscal Planning
6. Learning Support Services
7. Distance Education
8. Educational Master Plan Committee/CART
9. Other:

“For the Good of the Order” – sharing successes and challenges

ADJOURNMENT

**2010-2011 Academic Senate Meeting Schedule
1:30 p.m. – IVC Board Room**

2011	
May 4 th	
May 18 th	
June 1 st	

3 more Senate meetings this semester

IVC Academic Senate Meeting

Unadopted Minutes
Wednesday, April 6, 2011
1:30 p.m. – Board Room

Call to Order

The meeting was called to order at 1:30 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

Present:	Kevin White	Frank Rapp	Nannette Kelly	Jeffrey Beckley
	Robert Baukholt	Toni Pfister	Jill Kitzmiller	Kevin Marty
	Terry Norris	Cathy Zazueta	Norma Nunez	Bruce Seivertson
	Jesus Gallegos	Mary Lofgren	James Patterson	Barbara Nilson
	Eric Lehtonen	Daniel Gilson	Carol Lee	Caroline Bennett
	Jill Nelipovich	Cesar Guzman	Lisa Solomon	
Absent:	Frank Miranda	Celeste Armenta		
Excused:	Norma Scott	Kathy Berry	Elizabeth Treviño	Stella Orfanos-Woo
Visitors:	Eric Lehtonen	Michael Heumann	David Zielinski	Jan Magno
	Taylor Ruhl	Gordon Bailey	Tina Aguirre	Alfredo Cuellar
	John Lau	Gaylla Finnell	Lianna Zhao	
Recorder:	Dixie Krimm			

Membership Changes

Lisa Solomon will replace Mary Jo Wainwright for the remainder of the Spring 2011 semester.

Public Comment

Gaylla Finnell (CTA President) – has had a couple of issue come up that she would like the Academic Senate to take under consideration for possible action at the next meeting. Faculty inquired about a policy regarding professorship and how people obtain full professorship at IVC. Would like the Academic Senate to work on the issue and provide a clear policy. The other issue is the negotiating of the right of first refusal, the policy is not clear. Asking the Academic Senate to discuss the policy and look at it to provide direction as to whether or not Academic Senate is still supporting the policy.

Senate President White – We will bring it up at the Executive Committee meeting and provide information at the next regular meeting in terms of clarification of wording and reference to all faculty.

Approval of Minutes

M/S/C (Nilson/Lehtonen) to approve the minutes of March 16, 2011, as presented.

President's Report

President White:

- Review of Cesar Chavez Day events. Hope to continue to conduct events in years to come. Many campuses have the day off. Instead of a day off, it was decided to provide activities for students on campus to remember the contributions not only to the Valley and California but to the nation overall.
- Attended area D meeting on March 26th; earlier last week he sent out the resolutions that will be considered at the Spring Plenary session April 14-16th. Area D meeting was an opportunity to look at the resolutions that would be presented. If members have suggestions, ideas, questions, amendments, please send to him and he can take ideas to the Spring Plenary session.
- State Academic Senate Membership cards discussed. Visit the Academic Senate website if you have any questions.
- Sent out the by-laws, has received some comments, has put together a small committee to start working on it; a suggestion was to hold off until the fall to work through the changes. He feels that if enough info is received and there is enough time to get it through the Senate, he will try to do so; otherwise it will be worked on in the fall.
- Student success – sent out an email looking at student success matrix, new laws and upcoming bills are trying to define student success, suggestions that you might have should be forwarded to Kevin.
- Carol Lee mentioned that there are several resolution item issues that need feedback provided to Kevin. Be sure to review the resolutions that will be presented at the plenary.
- Deadline to receive information relating to the resolutions will be April 13th.

Consent Agenda

1. Curriculum Committee minutes 03-03-11
2. Curriculum Committee recommendations 03-03-11

M/S/C (Patterson/Nilson) to approve the above consent agenda items.

Action Items

1. Tenure Review – Overhaul of the current policy

Discussion:

- Barbara Nilson provided an update to the revisions of the Tenure Review documents.
 1. In the cover letter: in reference to article 11 which is the part of the contract that deals with Tenure Review, some things were moved to a different place. Wording was worked on, tried to provide more clarification. Kathy came up with a faculty evaluation report; when there was a conflict there was no summary of what happened within the committee.
 2. The classroom observation form was revised, clarity provided for the numbering system. Need to teach observers to provide comments.
 3. Student evaluation form was outdated. Looked at other schools to find a better way to provide a more useful document.

4. Summary report – has major areas where recommendations or commendations can be noted.
5. Syllabus – there was no clear outline for what should be in the syllabus yet there are Education Code guidelines that need to be followed. This was revised to provide a guideline to the elements that were required for the syllabus. If the wording in the catalog is changed, it would be changed on the form.
 - Still waiting for Library and Counseling information.
 - Recommendation made by Frank Rapp: if an instructor up for tenure needed remediation in a particular class then the follow up review should be done in the same class that required the remediation.
 - Michael Heumann – was one of the changes to include an increase in the size of the committee? What would happen to the current reviews?
 - Barbara Nilson – the committee size will be increasing and would implement with new reviews.
 - Taylor – ACCESO is now Distance Education so the ACCESO term should no longer be used.
 - Daniel Gilison – regarding the DE Form the value of the numbering system is reversed.
 - Lisa Solomon – when looking at the forms under Article 11 under C: Evaluation Procedures which expands the committee members from 3 to 4, item #3 states “One tenured faculty member from the contract faculty member’s discipline (or a closely related discipline)”, in disciplines that are small who determines what the closely related discipline is?
 - Carol Lee – it could default to equivalency criteria. (Would need to be included in wording).
 - Timeline for committee selection discussed. During the first three weeks of the semester committee should be chosen.
 - Taylor – clarify that faculty who teach DE courses will be evaluated by their department or dean not by the DE department.
 - On-line courses were a concern for the committee; would like to ensure that on-line courses be included in evaluation process.
 - Gaylla Finnell – regarding CTA it is understood that if the documents were not ready more time would be given.

M/S/C (Nilson/Patterson) to refer to the Executive Committee for further clarification.

2. Credit-by-exam – Policy revisions

- James Patterson – this is currently being worked on by the Curriculum Committee. Recommended withdrawing this item.

ITEM WITHDRAWN

3. Rafael Santos Award – Official selection criteria

Frank Rapp reviewed the letter sent out to faculty:

Dear IVC Faculty,

The IVC Academic Senate is currently accepting nominations for the Rafael Santos Award for Teaching Excellence for the 2010-2011 academic year. Nominations may be for any full-time IVC faculty member. Nominators should submit the name of the faculty member being nominated, along with a statement explaining why that faculty member is deserving of the award in the opinion of the nominator. Evidence for the nominee's excellence as a teacher, including how the nominee has made a significant and positive difference in students' lives, should be provided by the nominator. A committee composed of IVC Academic Senate senators shall evaluate the nomination statement and evidence, as well as any further evidence that the committee solicits, in order to determine who shall be the recipient of the award.

Consideration for teaching excellence may include, but is not limited to, any of the following evidence:

- Helping students become deep and long-term learners, generating positive effects in their students' lives;
- Challenging students perceptions, especially helping students to improve as critical thinkers;
- Using strong knowledge of the subject matter taught to assist students in their learning;
- Providing students with significant learning opportunities through high but realistic expectations;
- Encouraging students to pursue their educational goals regardless of what obstacles or hardships the students face;
- Demonstrating commitment to the college and community through involvement in community service.

Discussion

- Norma Nunez would like to see a bio on Rafael Santos.
- Committee consensus to provide a bio.
- Frank Rapp volunteered to chair the committee.
- Kevin White - appointed Frank Rapp as chair. Anyone wanting to participate should let Frank know of their interest.
- Frank Rapp – will send out email tomorrow, deadline of Friday before Spring break for submissions.

M/S/C (Rapp/Lee) to accept the Rafael Santos Award selection announcement and criteria letter as presented.

Discussion and Information Items

1. Election Results – Frank Rapp

- Election results from last Wednesday, March 30, 2011, for the at-large senators for the terms beginning July 1, 2011 and ending June 30, 2014 are:
 1. Robert Baukholt

- 2. Allyn Leon
 - 3. Mary Lofgren
 - The president elect is Eric Lehtonen
 - Adjunct – only one nominee named, Monica Ketchum is the adjunct senator for the one year term beginning July 1, 2011 and ending June 30, 2012
2. Campus Reorganization – Expanding the discussion
- Kevin White – Academic Senate had the position of supporting the reorganization as long as it was cost effective.
 - Cost is a major factor. Dr. Gould mentioned a \$47,000 savings; the CTA found a deficit of over \$200,000. We need to get some cost figures to help with how it is looked at.
 - Another issue is college size; according to the accreditation process we were moving into being a medium size college; now with the cuts made by the state we may be moving back toward a smaller sized campus. When we are looking at the reorg we need to look at the reorg in terms of cost and effectiveness. Evaluation of faculty is more efficient. If we recommend that there be changes, we need to look at the departments; some of the workload among the deans may not be equitably apportioned. Another item to look at is personalities; it was a consideration as part of the realignment of the divisions.
 - Michael Heumann – not only look at instruction but also at student services.
 - Carol Lee – need to look at the entire campus, a global perspective to make recommendations.
 - Kevin White – will bring back to Executive Committee further refine and then bring back more information to the committee.
 - Bruce Seivertson – what is the timeline?
 - John Lau – will look at how much information can be provided, will be able to get back to the Senate President next week.
 - Kevin White – will make this an urgent issue.
3. Annual Fundraiser – Mark your calendars – Mary Lofgren
- Changed the title of the scholarship to the Dennis Carnes Academic Senate Transfer Scholarship –paperwork has been completed and the foundation will get it today, should go up on the foundation and financial aid website. Need to get students to apply; must be transfer student, 3.0 or higher GPA, must answer 3 questions, and get 2 recommendations from faculty along with general scholarship requirements. Listed 4 scholarships at \$500 to start out with, can offer more if funds are available. Fundraiser will be at Frank Rapp’s house, May 27th, 2011.
 - Senate members discussed donation items, ASG representative will mention at their meeting. Contributions can be requested of outside organizations/agencies, not just from senate. Ideas shared.
4. 11 Month Campus – Exploring this cost saving option
- Kevin White – our campus spends about 3 million dollars per month; by moving to an 11 month campus it is one way to reduce the budget. The Academic Senate wants to be involved to make recommendations regarding cuts and reduction in services.

- John Lau – important that we look at every department to be sure that we are all on the same page; needs to be a campus wide issue.
- Kevin White – What are some of the feelings of the members?
- Jan Magno – if the idea is to close down for one month, for example July, there are many parts of the campus that cannot stop business completely. Financial Aid is extremely busy during that time; admissions must still process documents; maintenance needs to take care of grounds and there is no way to serve the community by closing for an entire month. If the month can be spread over different times without interrupting services that would be something to consider.
- Kevin White – may be scaling it down to just the essential services.
- Norma Nunez – they are closed on Fridays during the summer already, maybe as Jan suggested we can spread out the closing over different times.
- Lisa Solomon – if the calendar is already set, it makes it difficult to determine when you can move to an 11 month calendar; this is something that can be considered but not enacted.
- Discussion ensued.

5. Reduction in Services – Exploring this inevitable reality

- Kevin White – this follows the previous issue; as we look at cutbacks, we will be looking at reduction in services.
- John Lau – when there are service reductions we need to look at our expectations.

6. Hands Across California – Empowering your students to participate

- Kevin White – encouraged members to allow students to attend. (April 17, 2011)
- Discussion ensued. Lisa Solomon mentioned that students had asked if something was going to be done locally. ASG representative will bring up at next meeting. Krista Byrd mentioned that they would be getting a free ride and lunch to attend.

Reports

Past President Bruce Seivertson:

- Dennis's celebration of life was a wonderful activity. Barbara presented comments made on rate your professor .com. Power point was presented as well. Will put the power point on his webpage.
- Will be attending the Association of American Geographers Conference, will share information at the next meeting.
- Relay for life, raised a record amount, (\$105,000)

Treasurer Norma Nunez:

- No report at this time

VP of Instruction Kathy Berry:

- No report at this time

Chief Financial Officer (CFO) John Lau:

- Art gallery opening in May.

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Has received the Basic Skills accountability report for this year. Anyone interested can contact Frank.
- Attended a workshop regarding accelerated courses, to reduce the number of basic skills courses and to increase student success, retention, and persistence. There has been success with programs that have piloted this method of offering basic skills.

Student Learning Outcomes (SLO) Toni Pfister:

- Next Thursday, April 14th, 2011, from 4:00-5:00 pm in room 202, the third annual Outcomes Best Practices Celebration will take place.
- Has reviewed cycle assessment forms, 15% more were turned in than in 2008-2009, will be writing a report. More comments on improved teaching, improvement in their exams process. Need more workshops.
- Thanked Academic Senate for supporting her attendance at the recent Accreditation conference that she attended. Provided update on topics discussed at the conference.
- Two new committee members: Frank Hoppe and Mary Ann Smith.
- 207 completed cycle assessments. The most recent change is that the SLO's and identifications are now to be put into CurricUNET. Will be revising the second page of the SLO document.

Associated Student Government (ASG) Jesus Gallegos:

- Hands Across California – will be leaving for San Diego around 10:00 am.
- Disability Awareness and Cesar Chavez Day had good turnouts.
- Two ASG members and Mr. Lopez attended a general session in Sacramento and brought back information. Focused on Hands Across California.

Contingent Faculty Representative:

- Nothing to report at this time

Collective Bargaining Units Gaylla Finnell:

- Nothing to report at this time

COMMITTEES

1. Curriculum Committee
James Patterson – meets tomorrow; we have a full agenda.
2. Tenure Committee
Nothing to report at this time
3. College Council
Michael Heumann – at the last meeting it was voted to recommend Juanita Lowe's name for the Art Gallery and will go to the next board meeting. Jessica Waddell was elected as the new chair of College Council.

4. Equivalency
Nothing to report at this time
5. Budget & Fiscal Planning
Kevin White – Will be looking at the tentative budget.
6. Learning Support Services
Nothing to report at this time
7. Distance Education
David Zielinski – meeting tomorrow, will talk about committee membership.
8. Educational Master Plan Committee/CART
Last meeting cancelled.
9. Other:

“For the Good of the Order”:

Frank Rapp – has been going through Senate archives, will create a list of publication titles.

Adjournment

The meeting adjourned at 3:05 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, April 20, 2011 at 1:30 p.m. in the Board Room.

**IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE
ADOPTED MINUTES
REGULAR MEETING
THURSDAY MARCH 3, 2011
3:05 p.m. – Board Room**

Present:	Kathy Berry Carol Hegarty Eric Lehtonen	Krista Byrd Michael Heumann James Patterson	David Drury Kseniya Kareva Val Rodgers	Daniel Gilson Carol Lee Bruce Seivertson
Consultants:	Ted Cesar Toni Pfister	Alfredo Cuellar Frank Rapp	Victor Jaime Taylor Ruhl	Brian McNeece
Absent:	Tina Aguirre Jose Ruiz	Jose Lopez Joe Trejo	Norma Nava Cathy Zazueta	Norma Nunez David Zielinski
Visitors:	Trinidad Argüelles	Kevin White	Tyson Aye	
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Kathy Berry called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05 p.m. on Thursday, March 3, 2011.

B. Approval of the Minutes

1. Regular Meeting of February 17, 2011

M/S/C Lee/Seivertson to approve the minutes of the February 17, 2011 regular meeting of the Curriculum Committee, as presented. The motion carried.

C. Student Learning Outcomes – Toni Pfister

Toni – a report has been designed that will generate a list of courses that contain the outcome identifications. Would like to make a motion regarding the way SLO's are included in the course outlines of record. She would like to amend the process to remove the requirement that the SLO document be included as an attachment. (This will be included as an action item at the next meeting)

II. Action Items

A. Credit Courses

1. Deleted Courses

- a. THEA 121 – Intermediate Acting (3)**
- b. THEA 180 – Rehearsal and Performance (1)**

M/S/C Seivertson/Patterson to approve the deletion of THEA 121 and THEA 180, effective 2011 – 2012, as presented. The motion carried.

2. Revised Courses

- a. ENGL 101 – Composition and Rhetoric (3)
- b. ENGL 201 – Advanced Composition (3)
- c. ENGL 226 – Introduction to Mythology (3)
- d. HUM 226 – Introduction to Mythology (3)
- e. THEA 100 – Introduction to Theatre (3)
- f. THEA 120 – Fundamentals of Acting (3)

M/S/C Heumann/Rodgers to approve the update to assignments, and textbooks, and additions of SLO's for ENGL 101, ENGL 201, ENGL 226, HUM 226, THEA 100, and THEA 120, effective 2011 - 2012, as presented. The motion carried.

Discussion:

Daniel Gilison – no problem approving motion, but thought SLO's did not need approval.

Kathy Berry – to clarify, we are just approving the addition of them.

Bruce Seivertson – may need to clarify the motion to say addition.

Discussion continued to clarify how the motion to include SLO's should be written.

Kathy Berry - The above motion is revised to state update to assignments, and textbooks, and addition of SLO's. The motion carried.

3. New Courses

- a. DA 101 – Introduction to Dental Assisting (3)
- b. DA 102 – Beginning Radiology (3)
- c. DA 103 – Dental Materials for the Dental Assistant (3)
- d. DA 104 – Occupational Health for the Dental Assistant (1)
- e. DA 105 – Introduction to Chairside Dental Assisting (2)
- f. DA 106 – Dental Specialties (2)
- g. DA 107 – Advanced Dental Assisting (2)
- h. DA 108 – Practice Management for the Dental Assistant (3)
- i. DA 109 – Clinical Dental Experiences (3)
- j. DA 110 – Ethics and Jurisprudence (1)
- k. DA 111 – Dental Assisting Seminar (2)
- l. DA 112 – Dental Health Education (2)

M/S/C Drury/Heumann to approve the addition of DA 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, and 112 to the credit curriculum, effective 2011 - 2012, as presented. 1 – Abstention. The motion carried.

Discussion:

Carol Lee – where would instruction of this program take place?

Kathy Berry – this is going to be paid for by a grant and will be held in El Centro at a dental office that has been set up for the purposes of dental course instruction. There is a group of dentists who will instruct these courses.

B. Majors and Certificates

1. Revised Majors and Certificates

- a. Automotive Technology Certificate

M/S/C Lee/Lehtonen to approve the deletion of the statement “Student must satisfy the Imperial Valley College mathematics competency requirements for the certificate” from the Automotive Technology Certificate, effective 2011 - 2012, as presented. 1 – Opposed. The motion carried.

2. New Majors and Certificates

a. Dental Assistant (30 units required for the major and certificate)

M/S/C Seivertson/Drury to approve the addition of the Dental Assistant major and certificate to the credit programs, effective 2011 - 2012, as presented. The motion carried.

Discussion:

Brian McNeece – asked what the term of the grant is.

Kathy Berry – approximately 2 years, then it would continue if funds were still available.

Jan Magno – would this be financial aid eligible?

Kathy Berry – clarification could be provided by Efrain Silva. This would need to be grant funded as the district cannot afford to fund this program.

Jan Magno – will prepare to provide financial aid eligibility for the program and can remove it if it is not approved.

C. SB 1440 and Institutional Requirements under General Education

- David Drury – Requested point of clarification prior to motions. Questions – Why are we rushing to change our institutional requirements under GE?
- Krista Byrd – there is not rush but the conversation came up regarding the TMC and the need to move forward with process.
- David Drury – the students on the TMC are on a different track so we should not need to change our overall institutional requirements. Is concerned that this is not an indication of discussion as it is an action item at this meeting. Understands that changes need to be made but should not be rushed.
- James Patterson – set up a virtual dialogue but received little dialogue, therefore it was submitted as an action item.

Members agreed that as an option for motions, they can be tabled.

- David Drury – for the current degrees our institutional requirements are tailored to our community and to best serve our students. Just questioning the rush. Would motion to table these items at this time.
- Carol Lee – if we removed all of our institutional requirements this would impact all the Vocational Education majors on campus. Ex: no RN major would need the American Institutions requirements, those are the 12 units not mandated by Title 5.
- Kathy Berry – we need to have a very involved discussion about the requirements.
- Carol Lee – there may be confusion, IVC’s majors are good, 1440 has been implemented and students will need to complete the CSU GE certification or IGETC and you cannot hold them to any campus institutional requirements. This is for AA-T and AS-T majors. CSU’s do not require PE, the 3 units are transferable but they are elective units.
- James Patterson – regarding our “pink sheet”, are we going to need a new sheet for the TMC majors.
- Carol Lee – we are waiting for the information from the State. Students will need to complete the CSU GE or the IGETC.
- Suzanne Gretz – regarding the American History under American Institutions, if it is eliminated from Institutional requirements we now are going to have students who have received a degree that is not a transfer degree they would have to come back and take the classes in order to be eligible for transfer, and is it appropriate to have students who receive a degree does not have to take any classes in American History or the Politics of Government in this country. We would create two groups who have different requirements.
- Kathy Berry – suggested Academic Senate also discuss this issue.

M/S/C Seivertson/Heumann to table the following motions. *The motion carried.*

M/S to eliminate the Institutional Requirement for American Institutions, Section A., Political Science 102 AND One course selected from: History 120 OR History 121. **The motion was tabled.**

M/S to approve the addition of POLS 102, HIST 120 and HIST 121 to the Imperial Valley College General Education Section D. Social and Behavioral Sciences, as presented. **The motion was tabled.**

M/S to eliminate the Institutional Requirement for Health Education: Health Education 102 or Health Education 100 (Veterans Only), and to eliminate the Institutional Requirement for Physical Education: Physical Education 100 (2 Units) and One (1) Physical Education Activity Course (1 Unit). **The motion was tabled.**

M/S to establish a definition for IVC GE, Area E: Elective and identify courses appropriate for the definition. **The motion was tabled.**

M/S to entitle Area E: Lifelong Learning and Self-Development. **The motion was tabled.**

M/S to add the following courses as appropriate for Area E/Lifelong Learning and Self-Development: CDEV/PSY 104, HE 102, COUN 100, PE 100, PE Activity (Minimum 1.0), PSY 144, PSY 146, PSY 204, SOC 110. **The motion was tabled.**

D. SLO and Assignment Documentation Deadlines

M/S/C Seivertson/Lehtonen to approve the addition of Assignments to the course outlines of record for new and revised courses, effective March 3, 2011. *The motion carried.*

M/S/C Rodgers/Drury to approve the addition of SLO's and Assignments to all course outlines of record by December 31, 2011. *The motion carried.*

Kathy Berry mentioned that this is important for accreditation.

III. Discussion Items

A. Prerequisites Webinar

- Bruce Seivertson – has started gathering information from his department.
- James Patterson – statement was made that even if a discipline is going with content review to establish prerequisites the establishment of need for the prerequisite still needs to be statistical.

B. SAM Code (CB09)

- Kathy Berry will be meeting with the Enrollment Management team. There is a problem with some of the SAM codes for some of our courses. Work with Dixie to correct discrepancies.

IV. Information Items

None

V. Other Items

None

VI. Next Regular Meeting: THURSDAY, MARCH 17, 2011, 3:05 P.M.

VII. The meeting adjourned at 3:50 p.m.

**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 (04/07/11) and the Academic Senate (04/20/11), as follows:

Deleted Credit Courses

ART 282 – Art Fundamental for Education (3.0)
HUM 212 – The History and Appreciation of Dance (3.0)
MATH 130 – Programming in FORTRAN (3.0)
PE 101 – Exercise Lab (1.0)
PE 114 – Dance Theater (2.0)
PE 115 – Dance-Jazz (1.0)
PE 116 – Dance-Modern (1.0)
PE 117 – Golf (1.0)
PE 118 – Golf-Advanced (1.0)
PE 119 – Self-Defense (1.0)
PE 124 – Team Sports (1.0)
PE 125 – Sports Activity-Advanced (2.0)
PE 212 – The History and Appreciation of Dance (3.0)
SGOV 066 – Student Government and Leadership (2.0)

Revised Credit Courses

AJ 100 – Introduction to the Administration of Justice
AJ 108 – Public Safety Report Writing
AJ 110 – Law Enforcement Community Relations
AJ 160 – Regular Basic Course Modular Format Level III
AJ 162 – Regular Basic Course Modular Format Level II
AJ 180 – Basic Traffic Accident Investigations
AJ 190 – Advanced Officers Course
AJ 220 – Law Enforcement Field Operations
AJ 222 – Criminal Investigation
AJ 226 – Juvenile Control
ART 120 – Drawing I
ART 122 – Drawing II
ART 124 – Painting I
ART 126 – Painting II
ART 220 – Drawing III
ART 222 – Drawing IV

ART 224 – Painting III
ART 226 – Painting IV
BUS 260 – Business Communications
CHEM 100 – Introduction to Chemistry
CHEM 200 – General Inorganic Chemistry I
CIS 137 – Web Development Tools
ENGL 270 – Introduction to Linguistics
FREN 201 – Intermediate French I
FREN 211 – Intermediate French II
GEOG 102 – Cultural Geography
GEOG 108 – World Regional Geography
MATH 119 – Elementary Statistics
MATH 190 – Pre-Calculus
MATH 220 – Elementary Differential Equations
NURS 240 – Intravenous Therapy Techniques
PE 106 – Walking/Jogging Fitness
PE 121 – Beginning to Intermediate Swimming
PE 122 – Lifeguard Training
PE 123 – Water Safety Instructor Training
PE 130 – Adapted Physical Exercise
PE 131 – Adapted Sports
PE 142 – Advanced Swimming
VN 240 – Intravenous Therapy Techniques

Distance Education Courses

BUS 260 – Business Communications
GEOG 102 – Cultural Geography
GEOG 108 – World Regional Geography

Revised Certificates and Majors

Computer Information Systems Major
English Major

Ed Gould, Superintendent/President

Date

AP 5075 Course Adds and Drops

Reference:

Title 5, Sections 55024, 58004

Specific procedures for adding and dropping classes are established by the Admissions and Records Office under the guidance of the ad hoc Enrollment Operating Committee. They are consistently adapted to accommodate new technology, student and faculty needs and are published each semester in the Class Schedule.

Adding Classes

Students may add classes through the registration period which will end before census. After the deadline to register, requests for exceptions must be made by the student and include the approval of the instructor. Approval or denial of the request is the responsibility of the Chief Admissions and Records Officer or his/her designee. Procedures and decision-making will be coordinated with the Vice President of Academic Services and may require his/her signature.

Dropping Classes

No notation will be made on students' records for courses dropped prior to census for the course.

Students may drop (withdraw from) full-term courses up to 75% of the term, or short-term courses up to 75% of the length of the course. Symbols of W shall be recorded for courses dropped on census day through the 75% date.

- Deadline to drop without owing fees and/or be eligible for refund – the last instructional day prior to census which is the first instructional day of the 3rd week of the term.
- Deadline to drop without receiving a mark of W – the last day prior to census.
- Deadline to drop with a W – 75% of the length of the course or 12th week.

Actual dates associated with these deadlines will be published each term to insure that instructors and students have ample time to comply with these mandatory deadlines.

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

- (1) Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

OR

- (2) Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as

said procedures are specifically noted in the class syllabus. However there is no responsibility on the part of the instructor to do so.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

Administrative withdrawals/drops after the last day to drop may be requested by students for extenuating circumstances beyond their control which prevented them from dropping on time using the petitioning process available in the Admissions and Records Office.

Short-Term Classes

Enrollment procedures for short-term classes are the same as for regular classes. Deadlines are set in accordance with the California Education Code. Registration will end the day before census. Drop deadlines are as follows:

- Deadline to drop without owing fees and/or be eligible for refund – 10% of the length of the course.
- Deadline to drop without receiving a mark of W – 18% of the length of the course.
- Deadline to drop with a W – 75% of the length of the course.

Maximum Number of W Symbols

Students may not earn more than four symbols of W in any single course. They will be blocked from registering after three Ws have been earned and will be required to petition to take the course a fourth time. If more than 4 W's are earned due to extenuating circumstances, apportionment will not be claimed for attendance.

AP 3290 Institutional Review Board

Purpose

This policy establishes procedural guidelines for the use of human subjects in grant-funded research activities. It is the institution's responsibility to comply with applicable Federal Regulations; protect the rights, well-being and personal privacy of individuals; assure a favorable climate for the conduct of academic-oriented inquiry; and, protect the interests of Imperial Community College District

Procedures

1. Any principal investigator related to Imperial Valley College (as defined below) who engages in scholarly research involving human subjects, either on- or off-campus, must apply to the Institutional Review Board (IRB) for approval of the research. Such approval must be obtained before undertaking the research. Individuals who meet the definition of a "principal investigator" must apply for approval from Imperial Valley College's IRB even if their research has been approved by another institution's or organization's IRB.

Under this policy, the following individuals are considered to be principal investigators:

- Imperial Valley College faculty and staff,
 - Imperial Valley College faculty who are on leave, and who are conducting grant-funded research involving human subjects either at Imperial Valley College, with grant funds administered by Imperial Valley College, or with Imperial Valley College Students.
 - Researchers not affiliated with Imperial Valley College who are conducting primary research with human subjects on campus. These unaffiliated researchers include visitors to the campus and off-campus scholars engaged in human subjects research on campus. While at Imperial Valley College, these individuals may, through the courtesy of an on-campus liaison, conduct IRB-approved research on human subjects. The liaison should provide the visitor with appropriate institutional forms including this Policy, and assure that the forms are sent to the Board before the research is undertaken.
2. No grant-funded research activity involving human subjects shall be undertaken unless an IRB has reviewed and approved such activity. This review shall determine whether the activity/research design will adequately protect the rights and welfare of such subjects.
 3. Renewal petitions
Projects eligible for continued funding beyond the duration of the initial project award are subject to renewal application review. Projects for which scope of work or activities that involve human subjects change substantially during the project are also subject to renewal application review.
 4. Minimum Risk Proposals - Expedited Review
Research activities which involve no more than minimal risk and in which the only involvement of human subjects as outlined below may be reviewed and approved by the IRB through its expedited review procedure. Under this procedure, the IRB review may be carried out by the chairperson of the board, or, in the chairperson's absence, by a member of the board designated by the chairperson. In reviewing research under this procedure, the reviewer may not disapprove the research. A research activity can only be disapproved after review by the full Board.

The following activities shall be eligible for expedited review:

- Minor changes in previously authorized research during the period for which approval is authorized.
- Research involving survey or interview procedures where all of the following conditions occur:
 - Responses are recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects.
 - The subject's responses, if they become known outside of the research, would not place the subject at risk of civil or criminal liability or be damaging to the subject's financial standing or employability.
 - The research does not deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol, and is not likely to cause the subject undue stress, fatigue, or any other psychological reactions.
 - The research proposal makes adequate provision for obtaining the informed and voluntary participation of subjects.

If, in the reviewer's judgment, the proposal goes beyond the criteria for expedited review, it shall be subject to full board review and approval. The chair shall provide to the IRB summaries of research proposals certified through expedited review procedures and copies of review disposition letters to investigators.

All other cases require a full board review.

Institutional Review Board

1. The purpose of the IRB is to conduct initial and continuing reviews of projects that involve the use of human subjects in accordance with the policy.
2. The IRB board will be composed of five members: the Vice-President for Student Services, the Dean of Counseling, the Director of Institutional Research, one Instructional Dean, and two members of the faculty from different academic divisions of the college and one member of the greater Imperial County community not affiliated with the college appointed by the Superintendent/President of Imperial Valley College to serve one to three-year terms to insure that the review board is sufficiently qualified through the diversity, maturity, experience, and expertise of its members for its advice and counsel to safeguard the rights and welfare of human subjects. The Vice-President for Student Services will serve as chair.
3. In the event that a conflict of interest arises with a member of the IRB related to a project under review, the member will not participate in the review process for that project.
4. The review board will be guided by and operate in compliance with applicable sections of Title 45, CFR, Part 46, Protection of Human Subjects, June 23, 2005.
5. The IRB will accept petitions for review from principal investigators at any time and will return decisions within twenty (20) working days. Decisions will be in writing. To be eligible for review, petitions for review will contain the following information:
 - Name of Principal Investigator with e-mail address and telephone number with signature and date.
 - Name of Co-Principal Investigators with e-mail addresses and telephone numbers.
 - Administering division or department of project.

- Project duration.
- Project title.
- Funding Agency and Proposal ID number (if applicable).
- Statement addressing real or potential conflict of interest.
- Indication of whether or not the project may be exempt from full board review.
- Brief statement of how human subjects are to be involved in the project.
- Project summary.
- Copy of the grant proposal.

The following types of projects are exempt from IRB review: data gathered for the purposes of fundraising; market research for the purposes of admissions recruiting; recruiting efforts for faculty or staff; and statistical data collected for the management of institutional affairs, including surveys of students, prospective students, and alumni. Please note that a project that does not clearly fall into one of these categories should be brought to the IRB Chair for a determination of whether it is exempt. **The determination as to whether a project is exempt from Board review cannot be made by the principal investigator(s) themselves.**

Adopted on XX-XX-2011

BP 3560 Alcoholic Beverages

Reference:

Business and Professions Code Section 25608

The District is authorized to enact administrative procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations.

It shall be the policy of the Board that, in accordance with Board Policy BP 3550 Drug Free Environment and Drug Prevention Program, alcoholic beverages may not be possessed, sold, and/or consumed on District owned or operated properties except under the following circumstances:

When, with approval of the CEO, the alcoholic beverage is acquired, possessed, or used in connection with a course of credit, non-credit, or not for credit instruction.

When, with the approval of the CEO, the District recognizes the opportunities for the District to host events on campus and authorizes approval of alcoholic beverages on campus.

When, with the approval of the CEO, the alcoholic beverage is acquired, possessed, or used during fundraisers held to benefit a nonprofit corporation that has obtained an appropriate license. Such events shall, through appropriate administrative procedures, be approved in accordance with BP 6700 Civic Center and Other Facilities Use.

All activities and programs shall be conducted in a manner consistent with public peace and safety. Any person under the influence of intoxicating liquor shall be denied access to District owned or operated property and/or subject to enforcement of applicable laws.

Alcoholic beverages shall not be served on campus except in accordance with these administrative procedures.

See AP 3560 (will be created once BP is approved)

15.15 Default Course Assignment Procedure

It is not the intent of this section to change the procedure for assignment of courses where the department or division has established procedures that meet the needs of the majority of the faculty members, the District and the students of Imperial Valley College. Further, it is recognized that in all cases the Vice President for Academic Services has the final say in course assignments during any semester or session in accordance with the sections enumerated above. Finally, the Association recognizes that the best practice in scheduling assignments is one that is reached through the collegial participation of all effected unit members and District administrative representatives. However, the following scheduling procedure shall prevail in cases where all efforts to reach consensus among unit members in the division have failed.

For each fall and spring semester and for the winter intersession and the summer session, the Deans and Department Chairpersons, under the direction of the Vice President for Academic Services and with consultation from Student Services, shall develop the list of projected course offerings, including dates, times, locations, and patterns, in each subject area that best fit the needs of the students.

Department Chairpersons will offer to all qualified unit members in their divisions or departments the opportunity to select a course assignment, utilizing a priority selection system based upon seniority. The procedure shall be as follows:

1. All unit members in a given discipline will be ranked according to seniority, with the most senior person being granted rank 1, the second most senior person being granted rank 2, and so on.

2. Unit members who develop new courses (traditional and/or online) shall have the right of first refusal to teach the course, regardless of the unit member's seniority status. This right of first refusal shall only apply to the courses selected under section 3 below, and shall not apply to overload courses. The unit member may waive their right of first refusal to courses they created for two (2) consecutive academic years, including winter and summer sessions, ~~college years~~ ~~one academic term~~ consecutively before their right of first refusal terminates.

This right of first refusal shall be deemed to have been waived for the current semester if the unit member does not exercise his/her right prior to the finalization of the course schedule.

CTA Counterproposal March 30, 2011

District Counterproposal March 18, 2011

CTA initial proposal March 2, 2011

Upon development of the course schedule, the author of a new course shall notify the appropriate Dean of their right of first refusal within five (5) working days of the release of the schedule for review. Failure to notify the Dean will result in waiver of this right.

3. The list of courses in the discipline to be offered for that semester or session shall be offered first to the rank 1 member. That member will have the opportunity to select a maximum of five (5) courses, or fifteen (15) lecture units or the equivalent, for the fall or spring semesters, or two (2) courses, or six (6) units or the equivalent, for the winter or summer sessions, that s/he would like to teach.
4. The list will then be passed on to all the remaining unit members in order, with each selecting courses as above.
5. Once all the unit members have selected their preferred courses, the list, if any courses are remaining, will return to the member ranked 1, who will then select one additional course as overload if desired.
6. The rounds will continue in order until all courses are selected. If any courses remain unselected, then the Department Chairperson will offer the courses to qualified unit members outside the discipline, if any, and/or part-time instructors as appropriate.

The following steps apply only during the selection process for winter intersession or summer session:

7. Any unit member who is not interested in teaching during a winter or summer session may elect to pass on the selection process. Choosing to pass in one session does not necessarily grant preference to a unit member in selecting courses in subsequent sessions.
8. If during the selection process for winter or summer sessions there are more unit members desiring classes than there are courses to be offered, the member who was the first person to be denied the opportunity to teach shall be ranked first for the next immediate session selection rotation, with all other unit members maintaining their same rankings relative to one another.
9. During the selection process for winter or summer sessions, documentation should be made of the order of selection and

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number of courses selected by each unit member for reference during future sessions.

10. During the preparation for the next summer session or winter intersession, the same selection procedure should be followed. However, the first person to select should now be the person who was originally ranked 2 in the previous selection, with the previously ranked 1 member moving to the last selection position. In cases where some unit members did not have the opportunity to select courses for the previous session, the first ranked person so excluded shall now be the first to select, with all other unit members maintaining their same rankings relative to one another.

~~Unit members who develop new courses (traditional and/or online) shall have the right of first refusal to teach the course, regardless of the unit member's seniority status.~~

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



February 28, 2011

TO: Chief Instructional Officers

FROM: Barry A. Russell
Vice Chancellor of Academic Affairs

SUBJECT: *Flexible Calendar Planning and Certification for 2011-2012*

All colleges are required to complete information related to the Flexible Calendar Program and return the attached certification form, whether or not they participate in the Flexible Calendar Program. ***Failure to obtain approval for the Flexible Calendar Program by July 1, 2011, may impact your apportionment in 2011-12.***

The Flexible Calendar Program provides in-lieu-of regular instruction time for faculty who teach apportionment generating courses to participate in development activities that are related to faculty, staff, student, and instructional improvement. Strategies for developing a successful Flexible Calendar Program can be found in the *Guidelines for the Implementation of the Flexible Calendar Program, 2007* located on the Chancellor's Office web page at:

<http://www.cccco.edu/SystemOffice/Divisions/AcademicAffairs/FlexCalendar/Guidelines/tabid/760/Default.aspx>

This year we will be using an online process to collect some of the data we previously had you send to us. The online Flexible Calendar Data Submission Form for the California Community Colleges process replaces forms FC-002, 003, and 004, which will no longer be used. Form FC-001 will continue to be used as the certification form and will need to be mailed with an original signature.

The flexible calendar coordinator for your college has been sent a separate e-mail with a unique link to the Flexible Calendar Data Submission Form for the Academic Year 2011-12. When they click on this link they will be able to enter the information for your college.

For your convenience please find attached the certification form needed to complete the process for the Flexible Calendar Program in 2011-12:

- FC-001 Flexible Calendar Certification Form

This form may also be located at the following URL:

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/ApplicationsandForms/tabid/741/Default.aspx>

Flexible Calendar Planning and Certification for 2011-2012

February 28, 2011

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Requested Action:

All colleges are required to complete the online survey and submit a certification form with original signature to the Chancellor's Office no later than **June 15, 2011** and send it to:

California Community Colleges Chancellor's Office
Dean LeBaron Woodyard, Academic Affairs Division
Attn: Flex Calendar Certification Processing
1102 Q Street
Sacramento, CA 95811-6549

Please contact Dean Woodyard at 916.445.1780 or by email at lwoodyar@cccco.edu, should you have any questions or need further clarification.

Best wishes for a successful program.

cc: LeBaron Woodyard, Dean, Academic Affairs
Stephanie Low, Dean, Curriculum and Instruction
Elias Regalado, Specialist, Fiscal Services

Reorganization Survey Questions

Response criteria for all questions:

Strongly Agree

Agree

No Opinion

Disagree

Strongly Disagree

These questions refer to the overall reorganization:

1. The reorganization has effectively helped to meet IVC's mission.
2. The role of the deans has been beneficial to the college.
3. The divisions as created for the reorganization have been beneficial to the college.
4. The role of division chairs has been beneficial to the college.
5. The faculty evaluations are being completed in a timely manner.
6. The deans have effectively resolved faculty issues within the divisions.
7. The overall cost of the reorganization has been acceptable.

These questions refer to Deans:

1. Are advocates of the institutional mission and goals.
2. Contribute to a positive institutional climate that enhances the educational process and the academic environment.
3. Demonstrate constructive administrative leadership.
4. Promote community support and involvement.
5. Maintain a total perspective in reaching decisions.
6. Demonstrate organizational and planning skills before taking action.
7. Create a positive work environment which promotes high morale.
8. Create a working environment that encourages others to strive for excellence.
9. Demonstrate resourcefulness, imagination, and communication skills for accomplishing tasks.
10. Are accessible and open for input and/or inquiries.
11. Promote an atmosphere wherein diversity of opinion can exist.
12. Demonstrate effective problem-solving skills.
13. Treat faculty with fairness and respect.

These questions refer to Department Chairs:

1. Are advocates of the institutional mission and goals.
2. Contribute to a positive institutional climate that enhances the educational process and the academic environment.
3. Demonstrate constructive leadership.
4. Promote community support and involvement.
5. Maintain a total perspective in reaching decisions.
6. Demonstrate organizational and planning skills before taking action.
7. Create a positive work environment which promotes high morale.
8. Create a working environment that encourages others to strive for excellence.
9. Demonstrate resourcefulness, imagination, and communication skills for accomplishing tasks.
10. Are accessible and open for input and/or inquiries.
11. Promote an atmosphere wherein diversity of opinion can exist.
12. Demonstrate effective problem-solving skills.
13. Treat faculty with fairness and respect.

SECTION 3.0 ACADEMIC GUIDELINES

3.39 Faculty Ranking (Board Resolution No. 8051)

The procedures to determine full-time tenured faculty rank is determined by the following formula:

<u>POSITION</u>	<u>YEARS OF FULL-TIME ACADEMIC SERVICE</u>
Instructor	0 - 4
Assistant Professor	5 - 8
Associate Professor	9 - 12
Full Professor	13+

WHEREAS, when President Franklin Delano Roosevelt signed Executive Order 9066 in February 1943, over 120,000 Americans of Japanese ancestry were forcibly removed from their homes and communities, sent to remote internment camps, and denied all constitutional rights. Sixty-two percent of these men, women and children were American-born citizens who were Nisei (second generation Japanese Americans) or Sansei (third generation Japanese Americans), and;

WHEREAS, in 1941, 2,567 Japanese American students were enrolled in California's higher education institutions, both public and private, and;

WHEREAS, records from the California Nisei College Diploma Project asserts that more than 1,200 Nisei students attended 44 junior and community colleges during the academic term immediately prior to Executive Order 9066, and;

WHEREAS, California Governor Schwarzenegger signed into law on October 2009, Assembly Bill 37 authored by Assemblymember Warren T. Furutani , which provides for our institutions of higher education in California, including community colleges, to award honorary degrees to Japanese American college students who were forcibly evacuated from their homes in 1942, interned in government camps, and as a result, were unable to complete their education, and;

WHEREAS, the California Community College Chancellor's Office has identified 3 individuals who were enrolled in either Brawley Junior College or Central Junior College during 1941-42 or were planning to attend those institutions when Executive Order 9066 was signed by President Franklin Delano Roosevelt in February, 1942;

NOW THEREFORE BE IT RESOLVED, that the Board approves the recommendation of the Superintendent/President to confer an Honorary Associate Degree to the following individuals:

Saburo Aisawa

Akira (Joe) Aisawa

George Matsumoto

Hiroshi Kawashima