



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, April 14, 2008 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative (Vice Chair)
Bruce Seivertson, Faculty Representative
Armando Mendez, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

David Lopez, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative
Chantilee Mendenhall, Alternate Student Representative

Gary Rodgers, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Paula Saldana

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, MARCH 10, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Business Services/Bond Projects Update – John Lau
Student Services (Attachment) – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Technology Services – Dr. Robin Ying
Associated Student Government – David Lopez
President’s Update – Gary Rodgers

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Senate, 03/05/08, 03/19/08
2. Curriculum and Instruction, 12/06/07, 01/17/08, 02/21/08, 03/06/08
3. Environmental Health & Safety, 03/13/08
4. Planning and Budget, 02/27/08

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS

1. Recommendation from Environmental Health & Safety Committee Meeting (March 13, 2008 minutes) for approval to purchase an AED machine for the Athletics Department. (Travis Gregory)

ADJOURNMENT

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
April 14 & 28	May 12
	June 9** & 23

** Monday after Graduation Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 10, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:33 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Bruce Seivertson, Faculty Representative
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)
Frances Arce-Gomez, Classified Representative
Carol Cortes-Ramirez, Classified Representative

Carlos Fletes, CMCA Representative

David Lopez, Student Representative
Itzel Bejarano, Student Representative
Sarah Gaddis, Student Representative

Gary Rodgers, Ex Officio

Recording Secretary: Paula Saldana

Council members not in attendance were as follows:

Robin Ying, Administrative Representative
Michael Heumann, Faculty Representative
Armando Mendez, Faculty Representative
Patty Robles, Alternate Classified Representative
Rick Webster, Alternate CMCA Representative
Chantilee Mendenhall, Student Representative
Gene Hill, Ex Officio

Others present:

Marilyn Boyle, Diedre Pollock-Blevins, Dawn Chun, Lianna Zhao

MEMBERSHIP CHANGES

Associated Student Government President David Lopez announced Chantilee Mendenhall would be the alternate student representative and Sarah Gaddis would be the student representative.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 25, 2008

M/S/C Bruce Seivertson/Carol Cortes-Ramirez to approve the minutes dated February 25, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Instructional Services held a Basic Skills Initiative Summit and completed IVC's plan for basic skills services.
- The Basic Skills Committee will now work to develop a budget, which is due to the state on May 15th.
- VTEA budget is also due around the same time (in May).
- Gearing up for Program Review, which includes setting next year's goals and budget development.
- Spring classes are in session and going well.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- She stated responses to four of the Commission's recommendations are due in October. IVC is in the process of developing strategies to address the recommendations.
- The Academic Senate has appointed an SLO Coordinator to work with the entire campus in developing SLO's.
- She stated the Technology Council, Curriculum and Instruction and Academic Senate have written plans and are gearing up for the October due date.

Chair Abarca asked if the SLO Coordinator was a volunteer.

Member Berry stated that the coordinator is not a volunteer, explaining the coordinator is a faculty member with 60% release time as stated in the contract.

Business Services/Bond Projects Update

Vice President for Business Services John Lau was not present. Director of Fiscal Services Carlos Fletes reported the following:

- He and VP Lau are currently holding budget meetings with all the department managers.
- This week he will be sending an email with instructions on how to input each department's budget into Banner.
- He recommended that the departments submit requests for overtime and student wages.
- Categorical programs including salaries must conform to grant amounts.

- Tentative budget is due in June. For this reason, there will be more Planning and Budget meetings.
- He stated the news on the state budget is not good, and we will know the actual impact within the next two weeks. Preliminary reports indicate an impact of \$450,000 to \$500,000, of which 2% will equate to IVC.
- He anticipates giving the college a thorough report by April 25th.

Student Services

Vice President for Student Services, Dr. Victor Jaime, was not present. He provided an attachment with February updates for Student Services.

ACCESO

Project Director Dawn Chun reported the following:

- She reported 119 FTES for Spring 2008 online classes.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- A draft of the state level paperwork for the Associate's Degree was finished and was distributed to Title V and Science, Math & Engineering division staff for revisions.
- The helicopter workshop was held on February 23rd in the library at SDSU-IV. Four out of the five high schools that originally signed up were in attendance, and by the end of the day, all of the schools were able to control their helicopters via the laptop computers, which was a major step in the project.
- The next helicopter meeting will be the competition, and will likely take place in early to mid-April.
- The information regarding the Computer Science scholarships was disseminated in various classes.
- So far, there are eleven applicants for the computer science BA degree program.

Nursing Program

- A presentation was given to all nursing students enrolled in semesters 1-4 at the IVC Nursing Program Orientation on February 11th.
- During a nursing Community Leadership Advisory Board meeting, Title V Nursing staff discussed with Kirkpatrick, Chief Nursing Officer (CNO) at ECRMC and Coldsmith, CNO at Pioneers, the in-kind clinical faculty donations and field experience agreements. Subsequently, meetings were conducted with the nurse practitioner that ECRMC would like to donate as the clinical instructor for N 500 this summer. Both Kirkpatrick and Coldsmith seem ready to go ahead with donation of clinical faculty, as soon as the agreement is approved by the attorneys for the hospitals and SDSU.
- Fourteen students are currently enrolled in BSN program. There are seventeen applicants for Summer 08 and Fall 08 admission.
- IVC and SDSU-IV collaborated and the application to the RN-BS in Nursing Program was simplified.
- Workshops at SDSU-IV have been offered to help nursing students do better at the Writing Proficiency Assessment.

Student Services

- IVC counselors continue the academic advising and assisting students in nursing and computer science with their transfer applications.
- Records have been updated and tracking of the transfer status for computer science students and nursing students at IVC continues.

Learning Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Technology Services

Dean of Technology/Learning Services Robin Ying was not present at the meeting.

Associated Student Government

ASG President David Lopez reported the following:

- A Health Fair will be held on March 18th and 19th, 9:30 a.m. to 1:00 p.m. in front of the College Center. The ASG is partnering with Pioneers Memorial Hospital and 10 other agencies to provide students with health-related information. Students will receive test results by email or telephone.
- He stated the Health Fair is being held early in semester to provide students with important health care information.
- An iPod will be raffled on the second day as an incentive to increase student participation.
- He stated he would be dressing as the Easter Bunny on March 20th for the preschool children.

President's Update

Interim Superintendent/President Gary Rodgers reported the following:

- He announced that Dr. Ed Gould has been appointed Superintendent/President of IVC, with his official start being April 15th. He stated the transition has already started to take place. He stated Dr. Gould is familiarizing himself with the campus community, and stated some staff may receive email from him.
- He suggested if a community member inquires as to Dr. Gould, reassure the person that Dr. Gould has been a community college president on three different occasions, is well experienced, and that IVC looks forward to having him on board.
- An evacuation drill will take place tomorrow, March 11th, at 10:30 a.m. He stated although there is no convenient time to hold a drill, it is necessary. The last drill went very smoothly, lasting a total of 20 minutes. He stated Administration would appreciate input from the campus community regarding the drill.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Academic Senate, 11/21/08, 02/20/08

DISCUSSION AND INFORMATION ITEMS

1. Institutional Planning Goals for 2008-09 – Kathy Berry
 - VP for Academic Services, Kathy Berry, handed out the following material:
 - Institutional Planning Goals for 2008-2009 – The document outlines each of the goals and objectives set for the Instructional Divisions and Business Services. She noted that Student Services had not yet submitted its goals and objectives but stated they would be added to the document. She went over each of the objectives.
 - Template for Development of 2008-2009 Planning Objectives for Goals – This document identifies each area’s objectives, and provides columns for baseline data, as well as target and evaluation timeline information.
 - Planning Strategy to Meet Goal and Objective – This document would give each area an opportunity to suggest a strategy which may help in reaching a goal. She stated Dawn Chun would be supplying data to each of the divisions.
 - She clarified this was not Program Review, noting that Program Review begins in April. She stated these documents were different than those used in the past, and hopes that these documents help implement the process in a simpler, more efficient manner.

ACTION ITEMS

None.

ADJOURNMENT

M/S/C Sergio Lopez/Bruce Seivertson to adjourn the meeting at 2:50 p.m.

**2007-2008 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008	
April 14 & 28	May 12
	June 9** & 23

** Monday after Graduation Overload rate for 177-day members

**IMPERIAL VALLEY COLLEGE
OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

**STUDENT SERVICES UPDATE
March 2008**

District Counseling

During the month of March all district counselor were involved on a one on one counseling outreach with student from our local high schools.

Matriculation

Counselors tested the seniors at the following High Schools

Southwest High School	March 4-5-6, 2008	171 students tested
Calexico High School	March 12-13, 2008	95 students tested (second time testing at Calexico HS this year)
Brawley Union High School	March 18-19-20	<u>148</u> students tested
	Total	394

Director continues to coordinate and implement various Matriculation activities as well as work with the Basic Skills Initiate and chair various committees on campus.

Assessment Center

CELSA	12 students tested
GED	22 students tested
ACCUPLACER	44 students tested

Transfer Center/Articulation Services

March 2008

- Student Appointments – Scheduled Appts/Walk-ins/Emails/Phone
- Attended IVC meetings: Academic Senate, Curriculum & Instruction Committee, Counseling In-Service, Title 5/2+2 Grant Mtgs, District Counselors Meetings, Student Services Counsel, and Training on International Transcripts
- Classroom Presentations – Spanish Classes
- Computer Science Push – Title 5 grant, Scholarship and Admission/Application push for SDSU/IV program (phone contact and application[s] assistance)
- SARS
- Articulation –General Updating and Expansion (History & Biology articulations)

February 2008

- Student Appointments – Scheduled Appts/Walk-ins/Emails/Phone
- Folder Reviews - Transfer Center Students
- Attended Conferences/Training Meetings: HS & ROP/CNA Articulations, Aurora HS Articulations, Statewide Regional Reps Mtg, FCS Advisory Board
- Attended IVC meetings: Academic Senate, Admissions Ad-Hoc, SAP Presentations, Curriculum & Instruction Committee, Counseling In-Service, Title 5/2+2 Grant Mtgs, District Counselors Meetings, Student Services Counsel, Academic Senate, Training on International Transcripts, and Nursing Applicants and 3rd Semester Review, Biology faculty hiring committee

- SARS – Moving to E-SARS with Financial Aid being the starter unit.
- Articulation –General Updating and Expansion (History articulations, USD & SFSU articulations)
- Classroom Presentations – Spanish Classes
- Special Events – NAU Block Party

Student Support Services

- ✚ 44 Students – Applied for Graduation/Transfer for Spring 2008
- ✚ Course Suggestion & Academic Monitoring - for Summer 08 & Fall 08

Disabled Students Programs and Services (DSP&S)

Test Proctoring	40 tests
Reader Services	4 students
Sign Language Interpreter	8 deaf students
Notetakers	36 classes
Scribe	5 students
Tutoring	53 sessions
Adaptive Furniture	11
Counselor Appointments	89
New Student Intakes	10

Workability III

Appointments	5
Student Placements	1

CalWORKs Assessment and Counseling

As for the Academic component, Lilia:

- CalWORKs counselor advised students to apply for financial aid and scholarships for the next academic year
- advised students who are transferring to a university to complete the application for admissions
- referred students transferring to SDSU to take advantage of the Writing Proficiency Workshop
- developed a flyer to inform students of the upcoming Recognition Ceremony scheduled for May to honor students who will graduate

EOPS

- 426 student appointments were completed
- 92 bus passes were distributed
- 727 \$100 book gift cards were distributed from February 11 to March 31st.
- EOPS presentations were provided by staff to 600 Kennedy Middle school students on March 19, 2008
- EOPS staff facilitated Financial Aid probation workshops

Financial Aid

We have provided application workshops for 2008-09 FAFSA submission. We are still taking 07-08 Applications through June 6th.

First Spring Disbursement was March 14th – 750 payments were hold due to SAP 1 probations status. These students must attend a 30 minute probation workshop before their payment will be released. Currently 593 students remain on SAP 1 holds.

Educational Talent Search

- March 4:

Trio Meeting held in Dr. Jaime office.

- March 6:

ETS director and two counselors, Jose Carrera and Martha Singh attended a Motivating the Unmotivated Seminar in Carlsbad, Ca. This was a good session on working with students in general, but more so for at-risk students.

- March 8-12:

ETS director attended the Leader Summit Seminar on March 8 and 9th. This focused on becoming leaders within our communities and state. The goal is to make changes leading to higher education within our communities. Director also attended the Policy Seminar on March 10 and 11th. The purpose of this was to become prepared and involved with your local congressmen and other political personnel, in order to promote higher education. The Director was able to speak to Congressmen Bob Filner. He feels strongly about higher education and supports the Trio Programs. On March 12, Director attended the Relations with the Department of Education. This seminar presented workshops relating to the Department of Education and Trio Programs; expectations of both parties were discussed. These were all held in Washington, DC.

- March 12:

ETS staff was available for a Gear-Up parent meeting held at Wilson Middle School.

- March 19:

ETS Director presented at the Kennedy Middle School Career Day. An ETS resource table was also available for recruiting students into the program.

- March 26:

ETS had a resource table available for the Annual Youth Conference held at the County office on 4th Street.

March 1-31:

ETS staff is actively recruiting students at south side schools; also providing presentations to students.

Admissions and Registrar:

Students Served in the month of February:

Processed 513 requests for official transcripts to be sent to other institutions and employers, averaging 27 requests fulfilled per work day. GE certifications completed totaled 105.

Processed 270 enrollment verifications, 19 degree verifications, and 35 grade changes.

Conducted 30 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status.

Downloaded applications approximately 60 times (3 times/day).

716 applications for admission were processed.

Errors were corrected on approximately 50 applications so the download could be completed.

Evaluated 30 college/university and foreign transcripts, and approximately 45 high school transcripts. Determined course transferability and articulation, and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 37 students.

Processed 103 petitions for exceptions to repeat laws for spring. Made decisions and sent letters to all petitioners.

Processed, evaluated, determined admission status, and sent letters to 28 Special K-12 Students seeking concurrent enrollment for spring.

Registration

Facilitated the registration of 956 students for Spring Semester.

Manually process over 500 problem registrations for students and faculty.

Manually processed 325 requests for late registration for Spring Semester after the deadline to register had passed.

Rosters

Processed 2,200 no-show drops identified on 800 opening-day rosters and subsequent drop cards for spring.

Processed 233 final grade rosters for Winter Intersession, including 50 student adds and over 80 drops identified on final graded rosters.

Graduation

77 degree and 10 certificate evaluations completed, input in Banner, grad database updated.

9 duplicate diplomas printed.

100 graduation petitions input in Banner and grad database updated.

Students Served in the month of March:

Processed 515 requests for official transcripts to be sent to other institutions and employers, averaging 32 requests fulfilled per work day. GE certifications completed totaled 135.

Processed 156 enrollment verifications, 9 degree verifications, and 22 grade changes.

Conducted 15 interviews with students regarding their residency status for tuition and fee purposes. Evaluated records and documents on each for change of status.

Downloaded applications approximately 30 times (2 times/day).

350 applications for admission were processed.

Errors were corrected on approximately 30 applications so the download could be completed.

Evaluated 15 college/university and foreign transcripts, and approximately 25 high school transcripts. Determined course transferability and articulation, and input each into Banner.

Course-by-course academic history completed prior to Fall 1980 was input in computer for 30 students.

Processed 15 petitions for exceptions.

Registration

Manually processed 350 requests for late registration for Spring Semester after the deadline to register had passed.

Rosters

Processed 960 census rosters.

Manually processed 2,000 instructor drops as requested with census rosters.

Graduation

35 degree and 18 certificate evaluations completed, input in Banner, grad database updated.

4 duplicate diplomas printed.

Upward Bound:

- . Director attended the TRIO Alliance Meeting at the University of California, San Diego;
- . Planning for the Senior Awards Banquet;
- . Saturday Session was held at the California Mid Winter Fair;
- . Presentation from a Professional Community Member, Mr. Chris Kowalski, Attorney At Law;
- . Interviewing instructors for the Summer Residential Program in San Diego;

- . Planning the First Annual Luncheon for the San Diego – Imperial County TRIO Alliance, to be held on Friday, April 18, 2008 from 11:30 am – 1:30 pm at the University of San Diego at the Joan B. Kroc Institute for Peace and Justice;
- . Budget projections for closing on May 31, 2008;
- . Staff Meeting held at the Upward Bound Office;
- . Meeting with school Principals on the progress of the Upward Bound Students;
- . Counselor Specialist was hired;

Student Affairs

The following is a list of activities the Student Affairs Office, Associated Students and the Parking Control worked in the month of March 2008:

- ◆ Fridays – Weekly Student Affairs Staff meetings (Student Affairs Conference Room, 9:00 a.m.)
- ◆ Mondays – Weekly Associated Students Government meetings (Board Room, 1:00 p.m.)
- ◆ March 6th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- ◆ March 12 through 14 – Mr. Lopez attended the CCCSAA (California Community Colleges Student Affairs Association) Professional Conference in Anaheim.
- ◆ March 17th – ASG sponsored an IVC Idol/St. Patrick Day event in the College Center. Cash prizes were as follow: 1st place-\$100, 2nd place-\$75 and 3rd place-\$50
- ◆ March 18th and 19th – ASG sponsored a Health Wellness Fair (College Center, 9:30am-1:00pm). Free hamburgers were given away to approximately 220 participating students.
- ◆ March 20th – ASG sponsored their annual Easter Egg Hunt for IVC Preschoolers (Preschool, 10:00am). The Easter Bunny delighted the children with his visit.
- ◆ March 20th – Campus Operations Committee meeting (Board Room, 2:00 p.m.)
- ◆ March 20th – Parking Control Appeal Hearings – Six (6) cases were reviewed.

IVC Academic Senate

Approved Minutes

March 5, 2008

- I. The meeting was called to order at 1:34 pm by President Seivertson.
- II. **Roll Call**

Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Mary Lofgren, John McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Toni Pfister, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes

Excused: Carol Lee, Thomas Paine

Absent: Kathy Berry, David Lopez

Visitors: Travis Gregory, John Lau, Gary Rodgers, Efrain Silva
- III. **Treasurer's Report**

Balance of \$1822.07
- IV. **Visitor Comments**
- V. **Consent Agenda**
 1. Approve the minutes of February 20, 2008 as corrected.
 2. C & I Committee's Latest Recommendations Dated 12-06-07 and 1-17-08 Both consent agenda items were M/S/C (Nilson/Gretz).
- VI. **Reports**
 1. President – Toni Pfister was welcomed as the representative from the Exercise/Health division.
 2. Past President – no report
 3. Secretary - Election is scheduled for March 13. There are 5 candidates for 3 at-large senator positions and one candidate for the president position.
 4. VP of Instruction – On Kathy Berry's behalf, Gary Rodgers stated that the institutional goals for instruction will be unveiled tomorrow, March 5th.
 5. ASG President - absent
- VII. **Academic and Professional Matters**
 1. Budget update: John Lau –
 - \$200,000 better than budget projection at this point
 - Need to connect budget to goals
 - Need to have a budget that balances to revenues
 - Question - How much do we go into the reserves to balance the budget?
 - State property taxes were overstated, \$70-80 million short. By the end of the month we will know how this will affect us.

2. SLO Coordinator Appointment – James Patterson and Toni Pfister expressed interest in this position. Toni Pfister was approved by garnering a majority of the votes from the Academic Senators.
3. Basic Skills Initiative (BSI) - there is a meeting on Friday, March 7, at 1:30 pm in room 2131.
4. Bylaws update: Melani Guinn and Armando Mendez – The senate reviewed the 1st four pages.
5. Title IX Officer Appointment - M/S/C (Zhao/Heumann) to re-advertise for those interested in serving as a Title IX Officer. The advertisement should indicate that there is a stipend associated with this appointment.

VIII. **Discussion**

1. Spring Academic Senate Fundraiser – Spring Fling, April 25th, Deidre Pollock's home
2. Academic Senate Budget for 2008-2009:
 - Travel to SLO/BSI Conferences/Meetings should be included.
 - Please bring additional ideas for travel for next year to the next meeting.
 - Will vote on budget recommendations March 19th.
3. Equivalency Committee –
 - New Minimum Quads book, February 2008, talks about inner disciplinary studies.
 - Supplemental Course List from Ventura CCC was distributed.
 - Krista Byrd explained that there is a process where you can make a request to make some restrictions more or less stringent.
4. STRS Break in Service: John Lau –
 - If we want to conform with STRS we will have to introduce a contract day in January.
 - With the calendar as it is now, STRS will handle each retirement on an individual basis.
 - March 17th, 2:30 pm in room 2131, there is a meeting to discuss the school calendar.
5. Overload Teaching Limits – Suzanne Gretz reminded the senate that the contract provides that an instructor can teach up to 30 units, but should the Academic Senate, for academic reasons, wish to put a limit an overload, we will take that recommendation to negotiation in the future.

IX. **Committees**

1. Budget and Planning –
2. C and I
3. College Council
4. Equivalency
5. Policies and Procedures Review
6. Administrative Council – discussed the email crisis

X. M/S/C (Zhao/Gretz) to adjourn the meeting at 3:25 pm.

IVC Academic Senate

Approved Minutes

March 19, 2008

- I. The meeting was called to order at 1:30 pm.
- II. **Roll Call**

Present: Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Russell Lavery, Carol Lee, Mary Lofgren, John McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Toni Pfister, Thomas Paine, Rosa Pitones, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Dennis Carnes

Excused: Krista Byrd

Absent: David Lopez

Visitors: Francis Beope, Becky Green, Travis Gregory, John Lau, Alicia Ortega, Deidre Pollock
- III. **Treasurer's Report**

Same as last time.
- IV. **Visitor Comments**
- V. **Consent Agenda**
 1. Approve the minutes of March 5, 2008, as corrected.
 2. C&I Committee's Latest Recommendations dated 11/01/07 and 2/21/08 M/S/C(Nilson/Lee)
- VI. **Reports**
 1. President –
 - Distributed planning matrix for Basic Skills Initiative
 - Seivertson will be gone during the week of April 7th. Nilson will cover Academic Senate, the Board meeting and the Plenary meeting. College Council will be covered by senators that are already member of that committee.
 2. Past President –
 - Will not be able to attend meetings in the fall because of his teaching schedule.
 - VP Berry will be asked if he can have a substitute.
 - M/S/C (Nilson/Guinn) to have Carnes contact Eric Jacobson to represent the past president at those meetings he can not attend.
 3. VP of Instruction-
 - Frank Rapp, Dean of Instruction, will begin April 1st.
 - Master planning is in progress.

- Goals in instructional area are student success, retention, and outcome.
 - With budget trouble coming, we will probably only be able to do priority one items.
 - SLO coordinator is not in the contract, needs to be added.
 - C&I making title V changes.
 - Program Review process will begin in April.
 - March 31 at 1:30 super core group will meet to determine what the document will look like.
 - BSI committee has completed the assessment and plan.
 - Need to prepare the budget for research, curriculum development, staff development, instructional equipment supplies, counseling and other.
 - Plan has to go to the state by May 15.
 - John McClain and Bruce Seivertson have indicated their interest in being the coordinator.
4. ASG President – absent

VII. Academic and Professional Matters

1. BSI Appointment – John McClain and Bruce Seivertson have indicated their interest in being the coordinator. M/S/C (Mendez/Heumann) to recommend their names to the BSI committee.
2. By-Laws Continued – Melani Guinn and Armando Mendez – M/S/C (Guinn/Gretz) to table this matter.
3. Becky Green, Director of CFCS – explained to the senate about the alignment project with the other community colleges in the state for students seeking a CFCS credential. The community colleges have decided on the core courses, which will have the same names. The universities and the credentialing committee have stated they will accept this alignment
4. Title IX Officer Appointment – M/S/C (Nilson/Zhao) to appoint Russell Lavery as a Title IX Officer.

VIII. Discussion

1. Emergency Evacuation Statement for All Syllabi – discussed
 - posted in classroom
 - need training for instructors
 - redo map (blue area is too large)
 - need to take this seriously
 - nothing for deaf students
 - decided to table – need more facts to choose pertinent information for the syllabi
2. Academic Senate Awards Committee – Mendez, Nilson, and Guzman volunteered.

3. Election Results – Sherry Zobell – 77 full time faculty voted. Lofgren, Patterson, and Zhao are the 2008-2011 at-large senators. Bruce Seivertson will be the president for 2008-2009.
4. SLO Committee: Pfister will visit with different committees to discuss membership on the SLO committee. Carnes indicated his interest on being a member of this committee.
5. Spring Fling – Tickets will be available at our next meeting. Remember this is a fund raiser for the Academic Senate Transfer Scholarship.
6. Academic Senate Budget - Thursday, March 20th Meeting, Seivertson invited any and all senators to attend with him.
7. Overload Teaching Limit – Alicia Ortega, discussed her position on teaching huge overloads. She is against it. This item will be continued at the next Academic Senate meeting.

IX. Committees

1. Budget and Planning –
2. C and I
3. College Council
4. Equivalency – reviewers were asked to give their rational for their decisions on each packet.
5. Policies and Procedures Review
6. Administrative Council

- X. M/S/C (Lee/Nilson) to adjourn the meeting at 3:00 pm.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, DECEMBER 6, 2007
3:05 p.m. – Board Room**

Present: Kathy Berry David Drury Victor Jaime Val Rodgers
Krista Byrd Melani Guinn Carol Lee Robin Ying
Ted Ceasar Gonzalo Huerta **Diedre Pollock-Blevins** Lianna Zhao
David Zielinski

Consultants: Frances Beope Efrain Silva Kathie Westerfield

Absent: David Lopez David Zielinski Norma Nunez Michael Heumann

Visitors: Bettsie Riehle

Recorder: Linda Amidon

I. Opening of the Meeting

A. Call to Order of Regular C & I Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, December 6, 2007.

B. Approval of the Minutes of November 15, 2007

M/S/C Pollock-Blevins/Guinn to approve the C & I meeting minutes of November 15, 2007, as presented. The motion carried.

II. ACTION ITEMS

A. CREDIT COURSES

1. Deleted Courses

- a. **LEGL 122, CIVIL PROCEDURES AND FAMILY LAW (3.0)**
- b. **LEGL 123, CIVIL DISCOVERY AND TORTS (3.0)**
- c. **LEGL 124, CORPORATIONS AND BANKRUPTCY (3.0)**

M/S/C Rodgers/Drury to approve the deletion of LEGL 122, LEGL 123 and LEGL 124 from the credit curriculum, effective with the 2008 – 2009 academic year, as presented. The motion carried.

2. Revised Courses

- a. **AG 101, SURVEY OF AGRICULTURE IN THE MODERN WORLD (3.0)**

M/S/C Zhao/Drury to approve the correction of the course units from 4.0 to 3.0 units, effective with the 2008 - 2009 academic year, as presented. The motion carried.

- b. **BIOL 202, HUMAN ANATOMY AND PHYSIOLOGY II (4.0)**
- c. **BIOL 206, HUMAN PHYSIOLOGY (4.0)**

M/S/C Drury/Pollock-Blevins to approve the revision of the course prerequisite to reflect the requirement of a current California LVN or RN license, for BIOL 202 and BIOL 206, effective with the 2008 - 2009 academic year, as presented. The motion carried.

- d. **LEGL 121, LEGAL RESEARCH (3.0)**
- e. **LEGL 125, REAL ESTATE LAW FOR LEGAL ASSISTANTS (3.0)**
- f. **LEGL 126, WILLS, TRUSTS, PROBATE & ESTATE ADMINISTRATION (3.0)**

M/S/C Rodgers/Guinn to approve the revision of the course prerequisite, objectives/core content, and updating of textbooks for LEGL 121, 125, and 126, effective with the 2008 - 2009 academic year, as presented. The motion carried.

3. New Courses

- a. **CHEM 160, INTRODUCTION TO GENERAL, ORGANIC AND BIOLOGICAL CHEMISTRY (5.0)**

M/S/C Zhao/Pollock-Blevins to approve the addition of CHEM 160 to the credit curriculum, for spring 2008, as presented. The motion carried.

- b. **LEGL 115, LEGAL PROCEDURES (3.0)**
- c. **LEGL 116, LAW OFFICE MANAGEMENT (3.0)**
- d. **LEGL 117, CRIMINAL LITIGATION AND PROCEDURES (3.0)**
- e. **LEGL 119, PROCEDURES AND DISCOVERY (3.0)**
- f. **LEGL 120, CORPORATIONS (3.0)**
- g. **LEGL 127, FAMILY LAW (3.0)**
- h. **LEGL 128, BANKRUPTCY (3.0)**
- i. **LEGL 129, TORTS (3.0)**

M/S/C Rodgers/Drury to approve the addition of LEGL 115, 116, 117, 119, 120, 127, 128 and 129 to reflect the updating of the Legal Assistant curriculum, for the 2008 – 2009 academic year, as presented. The motion carried.

Kathy Berry and Carol Lee provided a brief summary of Title 5 changes as they relate to programs, stating the new procedures and forms are very cumbersome. It would be necessary to carefully review the new forms to determine which form to use for the new LEGL courses. Brief discussion regarding the need to create new courses, as opposed to renumbering existing courses, also took place. Members related some of the problems that duplicated numbers created in the past.

B. MAJORS AND CERTIFICATES

1. Revised Majors and Certificates

- a. **JOURNALISM MAJOR**

M/S/C Guinn/Rodgers to approve the revision of the JOURNALISM major to move JRN 104, Career Journalism, to the list of acceptable courses, and to add JRN 108, Critical Reasoning and Writing, as a required course for the major, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

- b. **LEGAL ASSISTANT MAJOR AND CERTIFICATE**

M/S/C Rodgers/Guinn to approve the revision of the LEGAL ASSISTANT major and certificate to align course concepts with the legal industry, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

c. MULTIMEDIA CERTIFICATE

M/S/C Guinn/Rodgers to approve the revision of the MULTIMEDIA certificate, commencing with the 2008 – 2009 academic catalog, with corrections (to the units for acceptable courses). The motion carried.

2. New Majors and Certificates

a. MULTIMEDIA MAJOR

M/S/C Rodgers/Guinn to approve the new MULTIMEDIA major, commencing with the 2008 – 2009 academic catalog, with corrections (to the number units for acceptable courses). The motion carried.

Frances Beope noted that the introductory statement, "ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF 'C' OR BETTER," is included for all certificates in the catalog, and she questioned whether the statement should be included for all majors as well.

C. NONCREDIT COURSES

1. New Noncredit Courses

a. ART 800, INTERIOR DESIGN (30 Seat Hours)

M/S/C Guinn/Jaime to approve the addition of ART 800 to the noncredit course curriculum, effective spring 2008, with corrections. The motion carried.

b. DSPS 800, SOCIAL SKILLS (64 Seat Hours)

c. DSPS 802, HORSEBACK RIDING FOR THE DISABLED (48 Seat Hours)

M/S/C Ceasar/Berry to approve the addition of DSPS 800 and 802 to the noncredit course curriculum, commencing with the 2008 – 2009 academic calendar, with corrections. The motion carried.

d. MATH 801, NURSING ASSESSMENT MATH REVIEW (16 Seat Hours)

M/S/C Zhao/Drury to approve the addition of MATH 801 to the noncredit course curriculum, effective spring 2008, with corrections (to the course number from MATH 820 to MATH 801). The motion carried.

Questioning the definition of "may be repeated," which is on the Form 1 for each of the new noncredit courses, Kathie Westerfield related some of the issues with repeats. She noted that Title 5 as revised allows repeats. Kathy recommended that no changes be made until it is determined what the Title 5 revisions mean. She asked Efrain Silva to clarify the repeat definition with Juan Cruz of the Chancellor's Office.

Carol pointed out that the "pass/no pass" option was not officially in effect since the C & I Committee had not authorized this change to Form 1.

III. DISCUSSION ITEMS

A. Title 5 Changes

Kathy Berry provided committee members with a brief report on the Title 5 workshop presented by Stephanie Low of the Chancellor's Office, which she and Carol attended via conference call this morning. Areas impacted by the changes include the liberal studies major, general studies, transfer studies, and

interdisciplinary majors. Carol explained that one of the reasons for the revisions to Title 5 was that too many degrees were being awarded based on GE.

Kathy informed members that the process to bring the college's majors and certificates in compliance with the Title 5 revisions will be an overwhelming task and will require a lot of work. She anticipates the process will first require a whole day meeting and a conference call with the Chancellor's Office to find out exactly what we need to do. Possible deletion of unutilized majors was discussed briefly. Kathy stated the concerns California Community College Districts have with deletion of certificates and majors is that a college's accountability marks will go down, which will have an economic impact on the districts in the future.

IV. INFORMATION ITEMS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

January meeting schedule (primarily to review majors and certificates):

**1:00 p.m. - 4:00 p.m., Thursday, January 17, 2008, Board Room.
MATERIALS DUE: 5:00 P.M., Wednesday, January 9, 2008**

**1:00 p.m. - 4:00 p.m., Thursday, January 31, 2008, Board Room.
MATERIALS DUE: 5:00 P.M., Wednesday, January 23, 2008**

VII. Adjournment

The meeting was adjourned at 4:08 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, JANUARY 17, 2008
1:00 p.m. – Board Room**

Present:	Kathy Berry Krista Byrd Ted Ceasar	David Drury Melani Guinn Gonzalo Huerta	Victor Jaime Carol Lee Diedre Pollock-Blevins	Val Rodgers Lianna Zhao
Consultants:	Frances Beope	Efrain Silva	Michael Heumann	Kathie Westerfield
Absent:	David Lopez	David Zielinski	Robin Ying	Norma Nunez
Visitors:	Jessica Waddell Trini Arguelles	Janeen Kalin	Stella Orfanos-Woo	Beatriz Avila
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 1:12 p.m. on Thursday, January 17, 2008.

B. Approval of the Minutes of December 6, 2007

M/S/C Jaime/Zhao to approve the C & I meeting minutes of December 6, 2007, as presented. The motion carried.

II. ACTION ITEMS

A. CREDIT COURSES

1. Revised Courses

a. AG 138, Computer Applications in Agriculture (3.0)

M/S/C Zhao/Dury to approve the revision of the lab hours for AG 138, effective with the spring 2008 semester, as presented. The motion carried.

B. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION

1. ART 100, History and Appreciation of Art I (3)

M/S/C Guinn/Drury to approve the Distance Education Addendum for ART 100, commencing spring 2008, to provide greater access, as presented. The motion carried.

C. CATALOG CHANGES (IN BANNER)

1. Equivalent Courses

a. BUS 010, Practical Accounting (3) – Deletion of BUS 10A as Equivalent Course

- b. **BUS 164, Office Technology & Procedures I (3) – Deletion of BUS 22A as Equivalent Course**
- c. **CIS 101, Introduction to Information Systems (3) – Deletion of BUS 40 and BUS 50 as Equivalent Courses**
- d. **CIS 102, Computer Applications Laboratory (1) – Deletion of BUS 56AC as Equivalent Course**
- e. **CIS 108, Computer Accounting (3) – Deletion of BUS 58 as Equivalent Course**

M/S/C Rodgers/Drury to approve the deletion of the equivalent courses identified in items a – e, from BUS 010, BUS 164, CIS 101, CIS 102 and CIS 108, effective with the spring 2008 semester, as presented. The motion carried.

D. REVIEW OF MAJORS AND CERTIFICATES

Prior to the committee's review of majors and certificates, Kathy Berry asked to share information regarding the ten replacement positions which the committee had previously prioritized. This information is reflected under agenda item III below.

Committee members each received a packet containing all active major and certificate sheets, and Carol Lee briefly explained the process to review them and make changes as needed. She noted that the major and certificate sheets did not match the program inventory currently posted on the Chancellor's Office website. She reported that Stephanie Low of the Chancellor's Office is a year behind on updating program inventories but she will update IVC's inventory as soon as possible.

Kathy informed the committee that the accreditation report reflected the need to develop policies that clearly evidence that the college is updating its majors and certificates on a regular basis.

Frances Beope stated she had invited several counselors to attend today's meeting to provide their perspectives on the majors and certificates.

The committee reviewed each of the majors and certificates, except those for English and ESL. In the absence of David Zielinski, English Division Chair, review of the English and ESL majors and certificates was postponed to January 31, 2008. The review process included brief discussion about each major and certificate, direction regarding the changes needed, and assignment to the appropriate division chair of the task of reviewing the majors and certificates with division faculty and revising them as appropriate. Carol instructed the committee to submit corrections to any majors for the February C & I Committee meeting, including the applicable forms for submission to the Chancellor's Office. Carol Lee also provided direction to committee members regarding the numerous stand-alone courses.

III. INFORMATION ITEMS

Kathy informed committee members that due to the current situation with the state budget, chances of filling the ten prioritized replacement positions are slim. She urged that serious discussion regarding positions which are absolutely essential take place by the committee at its meeting in February. She stated that temporary replacements due to resignations and retirements would not be included, but the committee could consider new compelling positions.

IV. OTHER ITEMS

V. NEXT REGULAR MEETING

Next meeting 1:00 p.m., Thursday, January 31, 2008, Board Room.
MATERIALS DUE: 5:00 P.M., Wednesday, January 23, 2008

VII. ADJOURNMENT

The meeting was adjourned at 4:03 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
UNADOPTED MINUTES
REGULAR MEETING
THURSDAY, FEBRUARY 21, 2008
3:00 p.m. – Board Room**

Present:	Kathy Berry	David Drury	Jan Magno (<i>for V. Jaime</i>)	Val Rodgers
	Krista Byrd	Melani Guinn	Carol Lee	Lianna Zhao
	Ted Ceasar	Gonzalo Huerta	David Lopez	David Zielinski
Consultants:	Frances Beope	Efrain Silva	Michael Heumann	Kathie Westerfield
Absent:	Diedre Pollock-Blevins	Robin Ying	Norma Nunez	
Visitors:	Jessica Waddell	Dawn Chun	Jose Lopez	
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:08 p.m. on Thursday, February 21, 2008.

B. Approval of the Minutes of January 17, 2008

M/S/C Zhao/Rodgers to approve the C & I meeting minutes of January 17, 2008, with corrections (to date in page footer). The motion carried.

II. ACTION ITEMS

A. Courses

1. New Courses

a. CIS 210 – Programming in C++ (3.0)

M/S/C Rodgers/Guinn to approve the addition of CIS 210, Programming in C++, to the credit curriculum, effective with the 2008 – 2009 academic catalog, with corrections. The motion carried.

Corrections included the addition of CIS 101 and CIS 102 as recommended preparation for the course. Business Division Chair, Val Rodgers, stated that the new course would be added to the CIS Certificate.

2. Deleted Courses

a. BUS 062 – Intercultural Business Communications (3.0)

b. BUS 138 – Human Resources Management (2.0)

c. ENVT 100 – Introduction to Environmental Technology (4.0)

- d. ENVT 103 – Hazardous Waste Generation/Reduction/Treatment (3.0)
- e. ENVT 105 – Hazardous Materials Management Applications (3.0)
- f. ENVT 107 – Hazardous Waste Management Applications (3.0)
- g. ENVT 109 – Health Effects of Hazardous Materials (3.0)
- h. ENVT 120 – Hazardous Materials for the First Responder (3.0)
- i. ENVT 121 – Safety, Emergency Response and Spill Control (3.0)
- j. HOSP 100 – Introduction to the Hospitality Industry (3.0)
- k. HOSP 102 – Safety and Sanitation (3.0)
- l. HOSP 104 – Dining Room Services (3.0)
- m. REC 100 – Introduction to Leisure (3.0)
- n. REC 101 – Social Recreation (3.0)
- o. REC 102 – Outdoor Recreation (3.0)
- p. REC 103 – Recreation for Special Groups (3.0)

M/S/C Huerta/Zhao to approve the deletion of the courses identified above as items a – p from the credit curriculum, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Krista asked whether the description for item IV on the course outline of record form, currently “Measurable Course Objectives and Minimum Standards for Grade of ‘C’,” would be revised to address SLO’s. Carol Lee stated that the description had been revised in the online version of the course outline of record form.

B. MAJORS AND CERTIFICATES

1. Revised Certificates and Majors

a. Building Construction Project Management Certificate

M/S/C Huerta/Zhao to approve the revision of the Building Construction Project Management Certificate to add BLDC 110 as a required course for the certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

b. Business Administration Major

M/S/C Rodgers/Berry to approve the revision of the Business Administration Major to add MATH 140, 150, 190 and 192 as acceptable courses for the major, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

c. Computer Information Systems Major and Certificate

M/S/C Rodgers/Guinn to approve the revision of the Computer Information Systems Major and Certificate to (1) delete CIS 132; and, (2) add to Section II BUS 152 or BUS 156, CIS 050, CIS 131, CIS 134, CIS 135, CIS 136, CIS 146, CIS 147, CIS 148 and CIS 152, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

d. Court Services Specialist Certificate

M/S/C Rodgers/Guinn to approve the revision of the Court Services Specialist Certificate to delete LEGL 122, and add LEGL 119, POLS 100 and POLS 102, to the last section of acceptable courses for the certificate, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

2. Deleted Certificates and Majors

- a. **Automotive Air Conditioning Certificate**
- b. **Automotive Brakes, Suspension and Wheel Alignment Certificate**
- c. **Automotive Electronics Certificate**
- d. **Automotive Engine Machinist Certificate**
- e. **Automotive Engine Performance Certificate**
- f. **Automotive Power Train Certificate**
- g. **Environmental Technology Certificate**
- h. **Hospitality Certificate**
- i. **Recreation Certificate**

M/S/C Huerta/Guinn to approve the deletion of the certificates identified as items a –i above, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

Gonzalo Huerta stated that the automotive courses included in the automotive certificates would not be deleted as the courses were part of other programs.

- j. **Environmental Technology Major**
- k. **Interdisciplinary Major**
- l. **Recreation Major**

M/S/C Lee/Rodgers to approve the deletion of the majors identified as items j - l above, commencing with the 2008 – 2009 academic catalog, as presented. The motion carried.

III. INFORMATION ITEMS

A. Accreditation/SLO's

Krista Byrd distributed copies of a "Program Review Student Survey for Psychology Discipline" for committee review and comment. The survey will be used to develop a campus-wide survey that will be used as a tool to address the Accrediting Commission's recommendation related to program review and master planning, which is due October 15, 2008. Members reviewed the survey questions generally and discussed the purpose of the survey, SLO's, program review and master planning at length. The discussion included the following questions, observations, concerns, comments and suggestions:

- What things are we trying to measure? Kathy stated we want to know what students want, such as tutoring and other services that would help them succeed. Kathie Westerfield noted that the admissions application lists available services. She suggested the committee look at these and possibly include related questions in the survey for comparison with the applicant pool and to check for any changes. Frances Beope noted that question 14, which asks if a student plans to transfer to a four-year college or university, is included in the admissions application. She explained the majority of students initially indicate a wish to transfer but later shift their focus to an associate degree. Krista stated this concern could be addressed by survey question 16, which asks why a student is taking classes at IVC; students could be asked if their initial goal changed, and if so, how.
- How will knowing a respondent's GPA help with the survey? It was suggested that the GPA of the survey respondents would provide a snapshot of the type of student responding to the survey.

- Don't ask questions if we don't know how to apply the data gathered. Kathie Westerfield cited survey question 9 regarding marital status as an example. Why ask such a question if we can't use the data?
- Some of the questions on the survey don't apply for what we need now. It was recommended that all services should be addressed in the survey: "What do you want? Do you know that this service exists? If yes, how did you use the service? Did you find it helpful? What are the obstacles to your success?"
- Why not conduct a survey of winter intersession? It was recommended that students who are no longer here, such fall graduates, be included in the survey of winter intersession. Kathy stated the purpose of the survey is to determine what existing students want in the future. Students could be asked if they attended winter intersession, and if they did they could then be directed to questions specifically related to winter intersession. She explained that although questions regarding winter intersession could be asked, the responses won't decide what changes, if any, would be made for winter. But winter intersession is one component of program review. Kathy cited questions 14 and 16 of the survey as other examples of good program review components.
- Krista questioned the use of Scantron forms for the survey. Dawn Chun indicated that SurveyMonkey was used for the last survey conducted by ACCESO. Val Rodgers stated that several years ago she had a company develop a survey and the corresponding Scantron form, but it was very time intensive and costly and months of lead time is required. Krista expressed concern that entering data in the computer for tabulation of the responses is tedious. Suggestions for ways to conduct the survey and tabulate the responses included the following: Taking students to a computer lab to complete the survey. Using clickers to respond to survey questions, similar to the clickers used on TV game shows. Kathy asked members not to be concerned with how to enter the data at this time; she'll figure out a way to tabulate the responses. She stated she would ask about Scantron surveys at the next CIO meeting and check online for information. Kathy asked the committee to review the survey questions and come back with suggestions, and to try out the clickers, at a special meeting of the C&I Committee next week. (The C&I Committee will meet on Thursday, February 28, 2008, solely for this purpose.)
- Krista stated that a few thousand students must be surveyed in order to obtain a representative sample. She recommended that the survey be conducted the week before or week after spring break. In response to Frances' suggestion that different primetimes be selected, Krista stated that day and evening classes, all disciplines, and different campuses would be included in the survey. She indicated that she had debated whether to conduct a stratified survey, one that would include a specific percentage of female respondents, etc., or a random survey. Kathy directed that a random sampling survey be conducted.
- Frances asked why demographic data could not be obtained from the admissions applications; why duplicate the effort? Jan stated that general institutionalized data should not be confused with program review. Kathy suggested the survey is a good way to spot check the data obtained from the admissions applications. She stressed the importance of looking at the population served, of conducting what she described as an environmental scan. She explained we are attempting to do a sampling of "Who? Why? Are the services provided helpful?" Others viewed the survey as a way to supplement the educational master plan and to address discrepancies.
- Asked whether the survey would be conducted in both English and Spanish, Kathy explained there is not enough time this year, but a survey in both English and Spanish could be conducted next year. She emphasized the need to complete the survey by next week.
- Dave Drury stated he would like to see what other colleges are asking for their program review. Kathy encouraged members to check the Internet for this information. If anyone finds anything of value, she asked that they email the information to the rest of the committee. Kathy referred members to the Cabrillo College website as a starting point.

- Committee members concurred that a question regarding facilities should be included in the survey to get an overall picture. Michael Heumann pointed out that instructors would be administering the survey; therefore, a reasonable number of questions should be included in the survey.
- Kathy provided the following direction to the committee:
 - Review the survey questions and come back next week with suggestions.
 - Kathy will send what she finds via email to committee members.
 - Meet next week to finalize the survey.
- Kathy again stressed the importance of showing evidence that the program review process drives the budget. She explained that it would be impossible to complete a full program review before this year's budget development period, so Business Services, Academic Services and Student Services would conduct a program review of their respective areas. Kathy stated the goals of Academic Services are to: (1) integrate SLO's, (2) develop strategies to improve retention and success, and (3) align curriculum with the high schools and CSU's. The goals of Student Services are to: (1) increase retention, success and recruitment, and (2) develop SLO's.
- Explaining that compilation of data for six goals would be impossible, Kathy stated that one to three major priorities are needed for the budget. She stated that two goals would be sufficient, and she identified (1) SLO's, and (2) retention and success, with the latter being tied to basic skills, as the most egregious issues. The problem, Kathy explained, is that projects are developed but nothing is done and the plans are not tied to anything. We must show evidence that the spending of funds improved a problem or situation. Krista concurred, stating that we've just been putting out fires; we need to do what we say we're going to do and that what we do serves the students. Kathy concurred, but due to the current state of the college's accreditation, she stated we have no choice but to "put the fire out now to save the building." She explained that next year a full-blown program review could be completed. At this time we have to do what the Accrediting Commission is asking for, with the educational master plan as the foundation. A brief description of the educational master plan process was provided: A plan is developed every three to five years. The plan is assessed every year and is used to drive the budget.
- Kathy provided the following examples of integrating SLO's: If we know that training for faculty and staff is needed, then money for staff development activities and for conference travel is required. For this example we would have to show evidence that the use of funds made an improvement. Krista expressed concern regarding how to require faculty to attend such training activities. Kathy stated this should no longer be an issue now that everyone is aware that "we're in over our heads". Dave Drury identified "health and personal responsibility" as the overriding outcome for the Exercise Science/Wellness/Sport division. Using this as an example of SLO's driving the budget, Dave recognized the need for more equipment such as bikes as a way to validate this outcome and to reach that objective. Offered as other examples were funds to conduct the survey and to purchase the curriculum software, CurricuNet, to facilitate development of SLO's at the course level.
- Kathy stated that the two goals must be determined today. As examples, she read aloud the goals established by Dr. Pai, which included integration of SLO's and student success and retention. The committee agreed to the following goals:

M/S/C Huerta/Drury to approve the following goals for the college:

Goal 1: To integrate student learning outcomes (SLO's) across the institution to increase student success.

Goal 2: To develop additional strategies to increase student retention.

The motion carried.

To provide further clarification regarding SLO's, Kathy read aloud the Accrediting Commission's findings:

"The team recommends that college develop student learning outcomes by describing how student learning outcomes will be extended throughout the institution, developing a specific timeline for development that includes establishment of authentic assessment strategies for assessing student learning outcomes in courses, programs, and degrees, how resource allocation will be tied to student learning outcomes, and a plan for how faculty and staff will become fully engaged in student learning outcomes development. The institution must also demonstrate its effectiveness by providing evidence of achievement in student learning outcomes and evidence of institutional and program performance."

Kathy encouraged members to contact her if they still had questions regarding integration of SLO's.

IV. OTHER ITEMS

V. NEXT REGULAR MEETING

Next meeting: Special Meeting, 3:00 p.m., Thursday, February 28, 2008, Board Room (no formal agenda; the purpose of the meeting is to finalize the survey)

Next regularly scheduled meeting: 3:00 p.m., Thursday, March 6, 2008, Board Room.

MATERIALS DUE: 5:00 p.m., Wednesday, February 27, 2008

VI. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, MARCH 6, 2008
3:00 p.m. – Board Room**

Present:	Kathy Berry Krista Byrd Ted Ceasar	David Drury Melani Guinn Gonzalo Huerta	Victor Jaime Val Rodgers Lianna Zhao	Robin Ying David Zielinski
Consultants:	Frances Beope	Efrain Silva	Michael Heumann	
Absent:	Diedre Pollock-Blevins Kathie Westerfield	Carol Lee	David Lopez	Norma Nunez
Visitors:	Jessica Waddell Mardjan Shokoufi	Dawn Chun	Jose Guerrero	Dennis Carnes
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Kathy Berry, Co-Chair

Kathy Berry, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:08 p.m. on Thursday, March 6, 2008.

B. Approval of the Minutes of February 21, 2008

M/S/C Rodgers/Jaime to approve the C & I meeting minutes of February 21, 2008, as presented. The motion carried.

Kathy Berry stated she had requested the inclusion of the detailed discussion regarding accreditation and SLO's in the minutes as evidence for accreditation.

II. ACTION ITEMS

Prior to the committee's review of the following action items, Kathy Berry requested that the committee first discuss item III. A., Program Review Template. A summary of the discussion which took place is reflected below under agenda item III. A.

A. CREDIT COURSES

1. Revised Courses

1. **APEL 105, ELECTRICIAN V (4.0)**
2. **APEL 106, ELECTRICIAN VI (4.0)**
3. **APEL 107, ELECTRICIAN VII (4.0)**
4. **APEL 108, ELECTRICIAN VIII (4.0)**
5. **APGN 105, GENERATION MECHANIC V (4.0)**
6. **APGN 106, GENERATION MECHANIC VI (4.0)**
7. **APGN 107, GENERATION MECHANIC VII (4.0)**
8. **APGN 108, GENERATION MECHANIC VIII (4.0)**
9. **APLN 105, METER TECHNICIAN V (4.0)**
10. **APLN 106, METER TECHNICIAN VI (4.0)**
11. **APLN 107, METER TECHNICIAN VII (4.0)**

12. **APLN 108, METER TECHNICIAN VIII (4.0)**
13. **APMT 105, METER TECHNICIAN V (4.0)**
14. **APMT 106, METER TECHNICIAN VI (4.0)**
15. **APMT 107, METER TECHNICIAN VII (4.0)**
16. **APMT 108, METER TECHNICIAN VIII (4.0)**
17. **APRL 105, RELAYS TECHNICIAN V (4.0)**
18. **APRL 106, RELAYS TECHNICIAN VI (4.0)**
19. **APRL 107, RELAYS TECHNICIAN VII (4.0)**
20. **APRL 108, RELAYS TECHNICIAN VIII (4.0)**
21. **APSB 105, SUBSTATION – ELECTRICIAN V (4.0)**
22. **APSB 106, SUBSTATION – ELECTRICIAN VI (4.0)**
23. **APSB 107, SUBSTATION – ELECTRICIAN VII (4.0)**
24. **APSB 108, SUBSTATION – ELECTRICIAN VIII (4.0)**
25. **APSC 105, SCADA/TELECOMMUNICATIONS V (4.0)**
26. **APSC 106, SCADA/TELECOMMUNICATIONS VI (4.0)**
27. **APSC 107, SCADA/TELECOMMUNICATIONS VII (4.0)**
28. **APSC 108, SCADA/TELECOMMUNICATIONS VIII (4.0)**
29. **ELTT 101, ELECTRICAL TRADES I (4.0)**
30. **ELTT 102, ELECTRICAL TRADES II (4.0)**
31. **ELTT 103, ELECTRICAL TRADES III (4.0)**
32. **ELTT 104, ELECTRICAL TRADES IV (4.0)**

M/S/C Huerta/Drury to approve the revision of the lecture and lab hours from 3.0 lecture and 3.0 lab hours, to 4.0 lecture hours, for APEL 105, APEL 106, APEL 107, APEL 108, APGN 105, APGN 106, APGN 107, APGN 108, APLN 105, APLN 106, APLN 107, APLN 108, APMT 105, APMT 106, APMT 107, APMT 108, APRL 105, APRL 106, APRL 107, APRL 108, APSB 105, APSB 106, APSB 107, APSB 108, APSC 105, APSC 106, APSC 107, APSC 108, ELTT 101, ELTT 102, ELTT 103 and ELTT 104, effective with the 2008 - 2009 academic year, as presented. The motion carried.

Gonzalo Huerta explained there was never a lab component for the courses, the lab hours were inadvertently included in the curriculum documentation.

33. **BLDC 110, CONSTRUCTION BLUEPRINTS, SPECIFICATIONS, MEASUREMENTS AND CODES (3.0)**
34. **BLDC 130, CARPENTRY LAYOUT AND FRAMING (4.0)**
35. **BLDC 140, BUILDING CONSTRUCTION METHODS AND MATERIALS (3.0)**
36. **BLDC 145, CONCRETE FRAMEWORK, LAYOUT, AND SETTING (3.0)**
37. **BLDC 150, CARPENTRY METHODS, MATERIALS AND TOOLS (4.0)**
38. **BLDC 160, CONSTRUCTION TECHNICAL AND CONTRACT DOCUMENTS (3.0)**
39. **BLDC 165, CONCRETE MATERIALS, METHODS AND TOOLS (4.0)**
40. **BLDC 180, BUILDING PLANNING AND COST ESTIMATION (3.0)**
41. **BLDC 185, CONCRETE FOOTING, FLATWORK, AND DETAIL WORK (4.0)**
42. **BLDC 190, CARPENTRY TRIM AND DETAIL WORK (3.0)**
43. **BLDC 201, BUILDING CONSTRUCTION PROJECT MANAGEMENT (3.0)**
44. **BLDC 210, CONSTRUCTION MANAGEMENT AND ORGANIZATIONS (3.0)**

M/S/C Drury/Guinn to approve the reduction in the class size limit from 20 students to 16 students, due to safety issues related to class space limitations, for BLDC 110, BLDC 130, BLDC 140, BLDC 145, BLDC 150, BLDC 160, BLDC 165, BLDC 180, BLDC 185, BLDC 190, BLDC 201 and BLDC 210, effective with the 2008 – 2009 academic year, as presented. The motion carried.

2. Deleted Courses

- a. **CIS 204, PROGRAMMING IN C (3.0)**

M/S/C Rodgers/Jaime to approve the deletion of CIS 204 from the credit curriculum, effective with the 2008 - 2009 academic year, as presented. The motion carried.

III. DISCUSSION ITEMS

A. Program Review Template

Kathy referred members to the documents, "Planning Goals for 2008 – 2009" (Goals and Template) and "Example: Development of 2008 – 2009 Planning Objectives for Goals" (Example), which were included in the packet of meeting materials. She explained the goals of Student Services were not reflected in the template, but the goals would be defined tomorrow.

She shared with the committee new Superintendent/President Dr. Gould's comments regarding the college's mission statement: The statement is phenomenal but nothing is tied to it. She explained how the goals and objectives reflected in the Goals and Template were tied or linked to the mission statement and to ARCC (Accountability Reporting for Community Colleges). All objectives and strategies must be tied to the institutional goals identified by the committee as they are the basis for the college's master plan. For example, the technology plan must be integrated into the master plan, and the Technology Plan has to tie into the two institutional goals. The objectives must be items that can be measured. Kathy stated that education is moving towards evidence-based accountability, consequently WASC wants to see data.

Kathy reviewed and explained the Example to the committee. The timeline for divisions to develop planning objectives and strategies is short, so it will be impossible to assess all courses by June 9. Kathy recommended 50% of courses as the target; at the least, one SLO should be identified for each course.

Referring to the Template, Kathy indicated that baseline data for 2007 – 08 would be provided by Institutional Researcher Dawn Chun. Data could be based on the ARCC criteria. Members should contact Dawn with their specific data requests. "N/A" should be used if statistics were unavailable. Kathy stressed the importance of the objectives and strategies being data driven. It isn't necessary to complete a Template for every course, only for major areas such as departments or some other category. The first and second columns of the Template would not change; members are to provide only the baseline data and the strategy for meeting the goals and objectives. The objectives and strategies must include new items only. An exception to this would be software license, for example. In order for this type of item to be included in a division's planning objectives and strategies, continuation of the license agreement must be justified with data evidencing the software is beneficial to students success.

Kathy stated that Academic Services will work with Academic Senate, Division Chairs, Instructional Deans and faculty on staff development activities. Members expressed concern regarding the possibility that division travel budgets would be wiped out but recognized that travel expenses must be justified.

Kathy explained that Instruction will prioritize the strategies submitted by the divisions, and Business Services and the President's Office will prioritize its respective strategies. Prioritization would be made according to the following levels of need:

- Level 1 = "need to meet goals"
- Level 2 = "would be nice to have, but not required"
- Level 3 = "wish list"

Following the prioritization process, the Planning & Budget Committee will make allocations of available funds. It is possible that strategies could be further prioritized during this process. Objectives and strategies are to drive next year's budget only, so they are needed in the few weeks when the budget development process begins. In April divisions will be asked to conduct an earnest program review for future long-term planning. Kathy informed the committee of Business Services' plea regarding unused funds: If funds are left over, don't spend the funds unnecessarily. Victor Jaime explained that relinquished funds would be used to

fund items identified in the planning objectives and strategies. Kathy stated it isn't necessary to identify the funding source unless the funds came from a third source, such as a grant.

Since the development process begins March 20, Kathy requested that planning objectives and strategies be submitted by that date. She suggested that travel be addressed in objectives and strategies since this item appears to be an issue. Estimates for travel should be based on the total travel expenses for attending a conference or workshop.

Kathy informed members that the newly appointed SLO Coordinator would begin reviewing division SLO worksheets next week.

IV. INFORMATION ITEMS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

NEXT MEETING: 3:05 p.m., Thursday, March 20, 2008, Board Room

MATERIALS DUE: 5:00 p.m., Wednesday, March 12, 2008

VII. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Unadopted Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, March 13, 2008.

I. Roll Call

Present:

Daniel Gilison, Ted Ceasar, Jose Guerrero, Becky Green, David Lopez and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Jean Stroud, Hope Davis, Jim Fisher, Richard Fitzsimmons, , Russell Lavery, Frank Miranda, Marco Morales, Thomas Morell, James Patterson, Deidre Pollock, Judy Santistevan, Jill Tucker, Jack Williams, Gonzalo Huerta, John Abarca, Becky Green, Deidre Pollock-Blevins and Rick Webster.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

III. Approval of minutes

M/S/C Daniel Gilison/David Lopez to approve minutes of the February 17, 2008 meeting as presented.

IV. Evacuation Drill

A discussion was held regarding the evacuation drill conducted on Tuesday, March 11, 2008 at 10:30 am.

The drill was completed and the "all clear" command was given by the President after eleven (11) minutes.

There were some concerns raised regarding the audible level of the alarm system. Another concern is accommodations for people with disabilities.

The alarm system and the upgrade of the phone system were discussed during Administrative Council meeting. Administrative Council is also proposing to purchase a radio for each Administrator.

Next Evacuation Drill: Tuesday, October 7, 2008. Time to be determined, but it could be scheduled during the evening. If so, adjunct instructors will be informed.

V. Emergency Cards

A revised sample of the Emergency ID cards was distributed.

VI. Emergency Training

In order to comply with the training schedule published by the DRCCC, the Environmental Health and Safety Committee is proposing to schedule some SEMS/NIMS training sessions throughout this academic year.

Jose Guerrero proposed to provide "First Responders" training for Faculty. Mr. Guerrero will email additional information to Travis Gregory, Chairperson.

VII. Active-Shooter Policy

Jose Guerrero presented a draft policy titled, "Active Shooter: Critical Incident Response Procedures and Emergency Preparedness."

The committee reviewed the policy and stated the following:

- Classroom doors lock from outside.
- During an active shooter emergency, it is recommended to barricade the entrance with desks, chairs, etc. Barricading the entrance may deter the shooter from entering the building.
- A discussion was held regarding the meaning of the term "lockdown."
- Training for staff.

VIII. Oath or Affirmation of Allegiance

Human Resources staff is conducting an informal survey regarding the utilization of Oath/ Affirmation of Allegiance forms. HR is asking other community colleges if their employees sign an oath or affirmation. More information will be provided at next meeting.

IX. AED's Machine for the Athletics Department

M/S/C Green/Gilison to recommend the purchase of an AED machine for the Athletics Department. Recommendation will be submitted to College Council for consideration/approval.

IX. Other Issues

A brief discussion was held regarding voluntary CPR training for faculty and staff.

Adjournment

The meeting was adjourned at 10:50 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant



Planning and Budget Committee
Unadopted Minutes
February 27, 2008

Members Present:

√John Lau, Chair
Vice President for Business Services
_Dr. Victor Jaime, Administrative Representative
√Dr. Bruce Seivertson, Academic Senate President
√John Abarca, College Council Chair
√Eric Jacobson, Faculty Representative

Recorder: Mary Carter

√Dr. Lianna Zhao, Faculty Representative
_Carlos Fletes, Director of Fiscal Services
√Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Representative
√Gail Parish, CSEA Representative
_ASG Representative

Visitors: Suzanne Gretz, Jan Magno and Jessica Waddell

Call to Order: The regular meeting of the Planning and Budget Committee was called to order at 1:35 p.m. on Wednesday, February 27, 2008 in the IVC Board Room by John Lau, chair.

1. Approval of Minutes: ***M/S/C Parish/Chun to approve the minutes of the November 28, 2007 meeting, as presented.*** Discussion: Eric Jacobson and Dr. Bruce Seivertson asked about the status of parking issues discussed at the November 28 meeting and other safety issues (bus area needs lighting, shuttle needed for north lot, status of employee only lot, deliveries near 1700 building, status of emergency call boxes). John Lau will follow-up with Sergio Lopez and report back to the committee.
2. State Budget Update: John Lau reported that the College is in a wait-and-see mode, no drastic action will be taken until more information is available on the State budget. It is expected that there will be no COLA and a 1% growth cap next year. The College is fortunate to have a strong reserve, but needs to be ready to deal with cash flow issues if the state budget is not signed on time and there is a delay in apportionment payments being made. The College needs to be prepared for four months of cash flow at approximately \$2 million per month. The College will be looking at three options to address cash flow: 1) a line of credit (\$8 million would cost approximately \$40,000 to \$50,000); 2) TRANS financing of up to \$8 million, with funds being invested until needed, and 3) a loan from the County Office of Education (the County may not have enough funds for the College's needs). Mr. Lau will have more information for the committee on the pros and cons of each option.
3. IVC Budget Snapshot: The committee reviewed a budget snapshot showing year-to-date expenditures and projected expenditures through the end of the year (based on the current rate of expenditure holding steady). Mr. Lau reported that the Business Office will be meeting with all budget managers within the next three weeks. Budget managers should have a game plan for what will be accomplished with their budgets, and if resources are allocated they should be used as intended. Also, departments need to start thinking about developing next year's budget. The snapshot indicates that projected expenditures are \$600,000 less than budgeted. Supplies, services and travel accounts show possible savings.

Revenues are another area that can change during the year. The College uses a conservative approach to budgeting for revenues, because it isn't known until the end of the year if full funding will be received. Property tax revenues can also vary from estimates.

The College will be addressing position control next year in order to be able to budget salaries more closely. Currently, salaries are budgeted for an entire year, and since some positions are not filled until later in the year some savings is created. The agreement with CSEA is included in

the snapshot; the 5% on the schedule increase will cost approximately \$300,000, and the 1.5% off the schedule will be about \$90,000 for a total of \$390,000.

While the snap shot shows that expenditures are currently running under budget, the use of reserve funds to balance the budget is a concern. If the College continues to use \$2 million a year to balance the budget, the reserve will be used up in three years. Reduced state funding is possible, so there are many challenges ahead.

4. Accreditation Report: The committee discussed the recommendations received from the Accreditation Commission. Mr. Lau distributed a handout on "The Importance of Planning" which states that the Master Plan is the most important planning document for a college, in addition to a Facilities Master Plan, Technology Plan and Strategic Plan. The Budget needs to be tied to goals stated in the planning documents. The College should have both an annual and multi-year budget. IVC needs to develop these documents and put greater emphasis on global planning. Dr. Seivertson suggested that the committee discuss its function at the next meeting.
5. Addition of Vice President for Academic Services to Committee Membership: John Lau proposed adding the Vice President for Academic Services to the voting membership of the committee; he stated that her expertise is needed at the table. The committee suggested that the Vice President for Academic Services be adding as a non-voting member, or that the Vice President for Academic Services be appointed as the administrative representative by the President in place of the Vice President for Student Services. Some members favored keeping the current voting composition of the committee. Mr. Lau will bring this item back for action at the next meeting.
6. Construction Update: John Lau reported that the College is out to bid on twelve bid packages for construction elements of the Science Building. The bid opening will be March 12, with the bids to be awarded at the March 19 board meeting. The remainder of the bid packages will go out in May. Mr. Lau will provide an updated construction overview at the next meeting. The Science Building is on track for 18 to 20 months of construction, with construction probably starting in April. The College will have one more bond sale of \$9 million, and is trying to leverage its Bond funds by seeking other types of funding. Dr. Seivertson stated that there are grant opportunities for Hispanic serving institutions. Mr. Lau will look into HSI grants and report back to the committee.
7. Classified 4/10 Work Schedule for Summer 2008: John Abarca requested that this item be tabled until the next meeting. He will e-mail a handout to committee members prior to the next meeting.
8. Meeting schedule: A March meeting was scheduled for Wednesday, March 19 at 3:00 p.m. Mr. Lau suggested that in the future, the committee hold shorter meeting more frequently than once a month and concentrate on specific topics.

Other: Dawn Chun asked for an update on the contract with School Facilities Advisors; John Lau reported that the contract was terminated in mid-January.

Meeting adjourned at 2:40 p.m.