

Academic Senate of Imperial Valley College

Adopted Minutes

5 December 2012

I. Call to Order—The meeting was called to order by President Lehtonen at 1:30 p.m.

Present—Eric Lehtonen, Daniel Gilison, Frank Rapp, Deirdre Rowley, Cathy Zazueta, David Zielinski, Dave Drury, Frank Miranda, Caroline Bennett, Russell Lavery, Rick Goldsberry, Mary Jo Wainwright, Norma Nunez, Maribel Garcia, Mike Palacio, Michael Heumann, Allyn Leon, Mary Lofgren, Barbara Nilson, Christina Shaner, Krysta Byrd, Ed Wells, Kevin White, Kathy Berry.

Absent— Todd Hansink, Robert Baukholt, Lisa Tylenda.

Excused— Lorraine Mazeroll.

Visitors—Tina Aguirre, Ted Ceasar, Sheila Dorsey-Freeman, Eric Jacobson, Victor Jaime, Sergio Lopez, Brian McNeece, Tim Nakamura, Jill Nelipovich, Terry Norris, Sydney Rice, Efrain Silva.

II. Visitors' Comments—There were no visitors' comments.

III. Consent Agenda

1. M/S/C (Nunez/Nilson) to approve the Academic Senate minutes of 21 November 2012 as presented.

IV. Reports

1. President—President Lehtonen reported that the Fiscal Crisis Management Action Team (FCMAT) report for Imperial Valley College had been made public and discussed the probable implications of the report including how the focus on the report will, in all probability, remain through the balance of the 2012-2013 academic year. He also placed emphasis on the need to identify the aspects of the report that will fall under the purveyance of the IVC Academic Senate.

2. Past President—Past President Kevin White reported that the Budget Committee had met during the previous week and that the focus of the committee for the remainder of this academic year shall be on the recommendations made in the FCMAT report. He further stated

that he will share all pertinent recommendations that the Budget Committee makes in response to the report.

3. Treasurer—Treasurer Christina Shaner reported that the Senate's year to date expenditures amount to \$25,833.74, leaving a balance of \$34,601.69. She further stated that the following balances were available for the following line items in the Senate's budget: Copying/Printing, &183.63; Office Supplies, \$150.00; Hospitality, \$371.00; Travel/Staff Conference, \$5,089.20; Memberships and Dues, \$42.90; and Potage, \$10.00.

4. Associate Student Government—There was no Associated Student Government report.

5. Part Time—There was no Part Time faculty report.

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the Curriculum Committee had not met since the most recent Academic Senate meeting and that the next regularly scheduled meeting of the Curriculum Committee would be on Thursday, 6 December 2012.

7. Distance Education—Distance Education Coordinator David Zielinski reported that the Distance Education Committee had received a letter from the Chancellor's Office granting conditional approval for reinstating distance education at IVC. He further stated that the condition which must be met is the creation of a report, due no later than February 2013, outlining pedagogical training for distance education instructors. Coordinator Zielinski stated that such a report was already being undertaken by the IVC Distance Education Committee.

He also stated that the Imperial County Office of Education has expressed interest in working with IVC on distance education matters.

He further informed the Senate that he shall be taking part in a webinar on Monday, 10 December 2012, on maintaining quality instruction in distance education classes and that he will be travelling to Grossmont College on Friday, 7 December 2012, and Thursday, 13 December 2012, to discuss creation of a regional, on-line distance education consortium.

8. CART—Continuous Accreditation Readiness team Co-chair Brian McNeece reported that the "IVC Reaffirmation of Accreditation Self Study" has been edited and is currently being published by IVC Reprographics. He further stated that the Self Study is a positive, well-researched document and that all who worked on it may be proud of it.

V. Action Items

1. Administrator Evaluation Implementation

M/S/C (Nilson/Leon) to conduct evaluations of IVC administrators through the process of having forms available in the Faculty Lounge during the designated evaluation period; to conduct evaluations of administrators including the Superintendent/President, Vice Presidents, and Deans; and to use the form approved by the 2012-2013 Academic Senate of Imperial Valley College.

Discussion ensued, including designating 4 February 2013 through 7 February 2013 as the evaluation period and to have Superintendent/President Victor Jaime and Senate President Eric Lehtonen analyze the data generated by the evaluations by no later than the end of February 2013.

VI. Information

1. Student Learning Outcomes—Student Learning Outcome Committee Coordinator Sydney Rice informed the Senate that work was being completed on SLOs for the Fall 2012 semester, including full identification of learning outcomes for all active courses, most Program Learning Outcomes, and major revisions for a number of identified outcomes. She further stated that the committee is assessing several software programs in order to select the best program to be used for collection and analysis of SLOs in order to improve IVC's SLO program.

2. FCMAT—Daniel Gilson, chairman of the Academic Senate AD Hoc Committee on FCMAT, informed the Senate that the committee had met Monday, 3 December 2012, just prior to the public release of the FCMAT report for IVC and that they had identified areas of relevance to be studied in the report, basing their findings on analysis of the City College of San Francisco FCMAT report. The major areas of concern which they identified included fiscal health analysis, administrative structure, and barriers to fiscal solvency.

Discussion ensued, including concerns regarding the lack of the report's attention to negative outcomes on educational quality as possible consequences of the recommendations; past practice of faculty having to make the majority of difficult changes to improve the college's finances; the language of the report reflecting focus on the college as a business model more than as an educational institution; past attitudes by administrators toward the college, generating an adverse environment for making significant improvements; and whether or not the best decisions would not only be made but also carried out.

President Lehtonen reminded the Senators present that we must accept the reality of the college's current fiscal situation and work to assist in improving that situation as best as possible.

VII. Discussion

1. Enrollment Management—President Lehtonen began the discussion by stating that the task of enrollment management is to determine what are the best practices for determining what classes are offered, how many sections of those classes, and what percentage of enrollment in classes be used to determine allowing a class to remain on the schedule, all of which is intended to provide the greatest service to the students and the community at the most equitable costs for doing so.

Discussion ensued, including concerns over the issues which President Lehtonen raised, using data presented by Vice President Gilison and a Power Point presentation by Vice President for Academic Services Kathy Berry as particulars to assist in the discussion.

2. Evacuation Drill—Secretary Rapp stated that he had two concerns regarding the evacuation drill which was held on 21 November 2012: first, that the e-mail previous to and during the drill informing faculty and staff to evacuate whether or not they could hear the alarm prevented campus security from ascertaining the effectiveness of the alarm system, and second, that the failure of campus security to follow through on making certain that all on campus evacuated to the designated evacuation areas could result in improper practices leading to potentially hazardous situations in the case of an actual emergency requiring evacuation of the campus.

President Lehtonen stated that he had concerns regarding the lack of upper management's involvement in scheduling of or presence on the campus during the drill.

Director of Campus Safety and Security Tim Nakamura stated that such drills and budgeting of security systems have traditionally been low priority on the campus.

Following further discussion, including concerns that faculty and staff be provided with post-drill information and judgments, Senator and POST Coordinator Ed Wells volunteered to assist Director Nakamura and his staff with preparation for and execution of future evacuation drills.

3. IVC Tutoring Resources—Senator Caroline Bennett requested that the issue be postponed for discussion during a future Senate meeting when there would be more time for doing so. She added that she did not wish to request more money for tutoring but wished to discuss ways for improving tutoring efficiency at IVC.

Statistician Jill Nelipovich encouraged the Senate to recommend that tutors be provided as soon as possible during each semester as data supports the theory that early intervention through tutoring is most efficient.

There were no "For the Good of the Order" reports.

VIII. Adjournment

The meeting was adjourned at 3:07p.m. by President Lehtonen. The next regularly scheduled meeting of the IVC Academic Senate shall take place on 16 January 2013 at 1:30p.m. in the IVC Board Room.