

Academic Senate of Imperial Valley College

Adopted Minutes

4 September 2013

I. Call to Order—The meeting was called to order by President Lehtonen at 1:31p.m.

Present—Eric Lehtonen, Scott Simpson, Cathy Zazueta, David Zielinski, Dave Drury, David Scott Sheppard, Caroline Bennett, Russell Lavery, Bradford Wright, Ralph Marquez, Norma Nunez, Mike Palacio, Robert Baukholt, Daniel Gilison, Michael Heumann, Allyn Leon, Mary Lofgren, Frank Rapp, Christina Shaner, Ed Wells, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent—Laura Mosier, Frank Miranda, Rick Goldsberry.

Excused—Barbara Nilson.

Visitors—Tina Aguirre, Trinidad Arguelles, Sheila Dorsey-Freeman, Ted Ceasar, Michael Capeci, Travis Gregory, Eric Jacobson, Victor Jaime, Caroline Krejci, John Lau, Sergio Lopez, Brian McNeece, Tim Nakamura, Mary Jo Wainwright.

II. Visitors' Comments—Assistant Librarian Cathy Zazueta distributed a handout entitled “Helping Your Students Succeed at Research” and encouraged all present to make best use of the Spencer Library/Media Center in helping their students to succeed, including taking advantage of library tours to better familiarize students with all that the library has to offer.

III. Consent Agenda

1. M/S/C (Leon/Nunez) to approve the Consent Agenda as corrected.

IV. Reports

1. President—President Lehtonen welcomed all Senators to the 2013-2014 IVC Academic Senate. He further welcomed and acknowledged the following Senators new to the Senate this year: Ralph Marquez (Student Services), Scott Simpson (Arts and Letters), Bradford Wright (Health and Sciences), David Scott Sheppard (Economic Workforce and Development), and in absentia Laura Mosier (Arts and Letters). Additionally, he welcomed Michael Heumann (President-Elect) and Cathy Zazueta (Treasurer) to the IVC Academic Senate Executive Committee.

President Lehtonen reminded the Senate that work needed to be done on accreditation, that work needed to be done on finalizing the Senate’s recommendation for the 2014-2015

academic calendar, and that work needed to be done on the Senate's recommendation for a syllabi template.

President Lehtonen completed his report by reminding the Senate that the Imperial Valley College Academic Senate shall be hosting the Area D meeting on 19 October 2013.

2. Past President—There was no Past President report; however, Past President Kevin White welcomed all to the 2013-2014 IVC Academic Senate and stated that he is looking forward to a challenging but rewarding year for said Senate.

3. Treasurer—Treasurer Cathy Zazueta reported that the Senate's account balance stands at \$8,264.97 following expenses for attendance at the Curriculum Conference.

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

5. Part-Time—Part-Time Faculty representative Mike Palacio welcomed all to the 2013-2014 IVC Academic Senate and reported that the Part-time Faculty Union had reached a tentative agreement which is currently being voted on.

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the Curriculum Committee will hold its first meeting of the 2013-2014 academic year meet on Thursday, 5 September 2013. He further stated focus on revamping of the IVC Nursing Program shall be a priority issue for the Curriculum Committee.

Chairman Heumann further stated that he, Vice-President for Academics Kathy Berry, Curriculum Specialist Dixie Krimm, and Transfer Center Director Veronica Soto had attended the Curriculum Conference.

7. College Council—College Council Co-Chairman Daniel Gilison thanked the Senate for including College Council as a reporting body to the Senate and further stated that he is looking forward to working with the Senate in a spirit of collegiality during his two-year tenure as College Council Co-Chairman.

Co-Chairman Gilison further stated that the College Council had met on Monday, 2 September 2013, at which time discussion of goals and priorities for the Council were discussed.

8. Budget and Fiscal Planning—Co-Chairman of the Budget and Fiscal Planning Committee Kevin White reported that the Budget and Fiscal Planning Committee shall hold its first meeting of the 2013-2014 academic year on Wednesday, 4 September 2013, following the Academic Senate meeting. He further stated that finalizing the budget and looking at key budget and fiscal planning issues, including but not limited to the reserve balance and retirement benefits, shall be the priorities of the committee this year.

9. Equivalency—Equivalency Committee Chairwoman Mary Jo Wainwright reported that the third review of the Equivalency Committee procedures and policies shall be conducted and requested participation of deans, department chairs, and faculty.

10. Other Committee Reports—Vice-President for Business Services John Lau reported that the budget has not been finalized as all negotiations have not been completed. He further stated that the budget would most likely be finalized in November of this year, at which time focus on generating a three-year plan for stabilizing IVC's budget would be undertaken.

Senator Norman Nunez reported that a subcommittee tasked with finalizing guidelines for cross-discipline prerequisites has reached agreement on a process for submitting proposals for such prerequisites and shall notify faculty of those guidelines.

V. Information

1. Part-Time Vacancy—Eric Lehtonen

President Lehtonen announced that there was one opening for a Part-Time Senator for the 2013-2014 IVC Academic Senate. Secretary Frank Rapp informed the Senate that he shall announce the opening to all IVC part-time faculty on Thursday, 5 September 2013; distribute "Declaration of Candidacy" forms on Friday, 6 September 2013; close the time for declaring candidacy at 5:00p.m. on Friday, 13 September 2013; announce the slate of candidates on Monday, 16 September 2013; conduct the election from Saturday, 21 September 2013, through Friday, 27 September 2013; and announce the elected representative on Monday, 30 September 2013.

2. Full-Time Vacancy—Eric Lehtonen

President Lehtonen announced that the opening for a one-year position as a Health and Sciences Representative had been filled by Bradford Wright.

3. Calendar Committee—Eric Lehtonen

President Lehtonen presented the proposed calendar for the 2014-2015 academic year, noting that it included both a Winter Session and a Summer Session, a full week off in November, and a mandatory service day on 30 January 2015. He further stated that the Senate will revisit this issue as an action item, with an up or down vote on Wednesday, 18 September 2013.

Discussion ensued, including concerns regarding census dates, service days for retirees, and whether or not faculty attendance should be mandatory at graduation.

4. Senate Subcommittee Vacancies—Eric Lehtonen.

President Lehtonen informed the Senate that the Executive Committee with assistance from the Superintendent/President's office, is currently inventorying committee vacancies and shall be resolving what positions need to be filled, by appointment or by election, in the very near future.

VI. Discussion

President Lehtonen informed the Senate that "Discussion Item 2. Area D Meeting" shall precede "Discussion Item 1. Hiring Issues."

1. Area D Meeting—Eric Lehtonen

President Lehtonen stated that the IVC Academic Senate shall host the Area D meeting on Saturday, 19 October 2013, that the meeting shall be held in the Juanita Lowe Art Gallery, that food service shall consist of a taco cart, and that volunteers are needed for set up and other tasks.

No discussion followed.

2. Hiring Issues—Eric Lehtonen

President Lehtonen suggested that in lieu of changes made to hiring committees during the summer, the IVC Academic Senate consider creating an ad hoc committee to evaluate hiring committee practices, including policies for formation of hiring committees and hiring committees' policies and procedures.

Discussion ensued including general consensus that formation of said ad hoc committee would best be deliberated, followed by Senate approval or not by vote.

3. IVC Academic Senate Retreat—Eric Lehtonen

President Lehtonen stated that the IVC Academic Senate Retreat shall be held Friday, 25 October 2013 in the Juanita Lowe Art gallery

No discussion followed.

4. Campus Hour—Eric Lehtonen

President Lehtonen presented a tentative schedule for Campus Hour events during the 2013-2014 academic year.

Discussion ensued, including concerns regarding use of Campus Hour for staff development; the need for a Campus Hour committee or clearinghouse to assist with organization and coordination of Campus Hour events as well as communication regarding Campus Hour events with all interested parties; the overuse of Campus Hour for meetings; and the possibility of a campus-wide theme for the academic year, enhanced by relevant Campus Hour events.

5. Senate Facebook Page—Eric Lehtonen

President Lehtonen stated that an IVC Academic Senate Facebook page had the potential to enhance communication between the Senate and the IVC community, further stating that it is his desire to return to this issue at a later date.

6. Student Complaint Form—Sergio Lopez

Dean of Student Affairs Sergio Lopez agreed to postpone discussion of the Student Complaint Form until the Senate meeting of Wednesday, 18 September 2013. President Lehtonen assured Dean Lopez that said discussion would be the initial discussion at that meeting.

VI. *“For the Good of the Order”*

There were no *“For the Good of the Order”* items presented.

VIII. Adjournment

President Lehtonen adjourned the meeting at 2:58 p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 18 September 2013 at 1:30p.m. in the IVC Board Room.