

Academic Senate of Imperial Valley College

Adopted Minutes

16 October 2013

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

Present—Eric Lehtonen, Laura Mosier, Cathy Zazueta, David Zielinski, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Bradford Wright, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Robert Baukholt, Daniel Gilison, Michael Heumann, Allyn Leon, Mary Lofgren, Barbara Nilson, Frank Rapp, Christina Shaner, Ed Wells, Kathy Berry.

Absent—Scott Simpson, Dave Drury, Rick Goldsberry, Kevin White, Ricardo Ibarra.

Visitors—Trinidad Arguelles, Tina Aguirre, Victor Jaime, Sergio Lopez, Brian McNeece, Sydney Rice, Efrain Silva, Mary Jo Wainwright.

II. Visitors' Comments—POST Coordinator Ed Wells informed the Senate that the IVC CCA/CTA/NEA has purchased a new microwave oven for the faculty lounge. He further questioned the possibility of having a campus telephone placed in the lounge.

III. Consent Agenda

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

IV. Reports

1. President—President Lehtonen reported that he shall volunteer to pay for and oversee the updating of the Academic Senate plaques in the faculty lounge.

President Lehtonen further informed the Senators present that there are two openings for faculty representatives to the Campus Hour/Professional Development Committee and one opening for an alternate faculty member to said committee. He further requested that interested faculty members submit candidacy for said positions via e-mail.

2. Past President—There was no Past President report.

3. Treasurer—Treasurer Cathy Zazueta reported that the Senate's account balance stands at \$5,926.89.

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

5. Part-Time—Part-Time Faculty Representative Michael Capeci reported that the Part-Time Faculty Union shall conduct an election for the position of secretary to said union, with the possibility of an election for the president position.

Representative Capeci further reported that Norma Scott has been appointed to be the district director for the Part-Time Faculty Union.

He further reported that the Part-Time Faculty Union has named the prospective part-time faculty award as the Part-Time Faculty Award. Said award shall be modeled on the Rafael Santos Award.

He completed his report by informing the Senate that the Part-Time Faculty Union is discussing the possibility of a fund raiser on behalf of the IVC Academic Senate.

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the Curriculum Committee has begun discussion of procedures to modify course enrollment capacity.

Chairman Heumann further reported that the Curriculum Committee has also begun discussion of revisions to IVC general education requirements.

7. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council approved the proposed 2014-2015 IVC academic calendar and that said calendar now shall be reviewed by the IVC Executive Council and by IVC faculty and staff unions.

Co-Chairman Gilison further reported that a disaster drill shall take place on the IVC campus on Thursday, 17 October 2013.

8. Budget and Fiscal Planning—There was no Budget and Fiscal Planning Committee report.

9. Basic Skills Initiative—Basic Skills Initiative Co-Chairman Frank Rapp reported that the Basic Skills Initiative Committee had submitted its annual report to the Chancellor's Office.

10. CART—Vice-President for Academic Services Kathy Berry reported that Wednesday, 30 October 2013, is the deadline for initial drafts of response reports.

Vice-President Berry further requested that the IVC Academic Senate convey to the CART Alpha Team the meeting times of each Senate subcommittee. She further stated that Dr. Martha Garcia is the contact person for such information.

11. Distance Education—Distance Education Committee Chairman Allyn Leon reported that there are several new on-line courses up for approval.

Distance Education Committee Chairman Leon further reported that workshops have continued and shall continue with the purpose of training faculty for teaching online courses and that the committee is working with ATLAS on said workshops with the intent to provide local training beyond Blackboard training as well.

He further reported that an IVC Distance Education newsletter is in the planning stages; that he recently attended a SDICCA distance education meeting; that he shall conduct a survey to acquire feedback on Blackboard use at IVC; and that while Distance Education Committee meeting times may change from semester to semester, such changes are not to be taken as evidence that Distance Education Committee meetings are held sporadically.

12. Equivalency Committee—Equivalency Committee Chairwoman Mary Jo Wainwright reported that, due to numerous full-time faculty positions being offered, numerous faculty from the various disciplines hiring full-time positions will be needed to review applications for equivalency.

Chairwoman Wainwright further stated that the need to effectively follow the criteria and the need for prompt response to requests for equivalency shall require expedient faculty preparation in skillful application of said criteria.

V. Action

1. Student Complaint Policy (Second Reading)—Sergio Lopez

M/S/C (Leon/Rapp) to approve the Student Complaint Policy as presented.

Discussion ensued, including concerns regarding the policies and procedures to be followed in the event of a student complaint found to be unsubstantiated and the resultant possibility of said complaint being placed in a faculty member's permanent file.

Vice-President for Academic Services Berry informed the Senate that the Accrediting Commission for Community and Junior Colleges requires all student complaints which result in disciplinary actions, and only such complaints, to be kept on file for sixteen (16) years at which time all such records are to be destroyed.

Further discussion ensued, including questions regarding previous disciplinary action used against faculty members, tracking of student history of making complaints, availability of complaint forms on line, and the procedure for presenting complaints to the IVC Board.

VI. Discussion

President Lehtonen informed the Senate that, by executive decision, he was moving “Discussion Item 4. Curriculum Mapping” to “Discussion Item 1.” and that all further Discussion Items would be moved to the ensuing Discussion Item positions.

1. Curriculum Mapping—Sydney Rice

Student Learning Outcome Committee Chairwoman Sydney Rice informed the Senate that IVC has written Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs) for all courses and programs and responded to the accreditation requirements regarding SLOs and PLOs. She further stated that the college now needs to improve processes for aligning SLOs with PLOs and PLOs with Institutional Learning Outcomes (ILOs), and that the process for doing so is the Curriculum Mapping process which shall include all instructors entering SLO assessment data into the Strategic Planning On Line (SPOL) form.

Discussion ensued, including concerns regarding common assessments and academic freedom and the need for faculty involvement in all phases of this process.

2. Syllabi Template—Brian McNeece/Eric Lehtonen/Tina Aguirre.

CART Co-chairman Brian McNeece presented a proposed template for all syllabi at IVC.

Discussion ensued including concerns regarding the motive for such a template, possible encroachment on academic freedom, the distinction between what information would be required and what information would be at the discretion of each faculty member, and the question of oversight and responsible parties for reviewing syllabi.

3. +/- Grading—Eric Lehtonen

President Lehtonen, by executive decision, stated that discussion of “+/- Grading” would be placed on the agenda for the IVC Academic Retreat.

4. Sabbatical Process—Eric Lehtonen

President Lehtonen, by executive decision, stated that discussion of “Sabbatical Process” would be placed on the agenda for the IVC Academic Retreat.

VII. Information

President Lehtonen informed the Senate that, by executive decision, he was moving “Information Item 3. AB 86” to “Information Item 1.” and that all further Discussion Items would be moved to the ensuing Discussion Item positions.

1. AB 86—Kathy Berry

Vice-President for Academic Services Berry informed the Senate that California Assembly Bill 86 had been passed into law with the result that all adult education in the state of California shall be the responsibility of California community colleges.

She further stated that IVC shall be designated as the consortium for the Imperial Valley as it is the only community college in the region and that, according to the *AB 86 Home Page*, “The purpose of AB 86 is to provide grant funds to regional consortium to create and implement a plan to better provide adults in its region with all of the following : elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate; classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills; education programs for adults with disabilities; short-term career technical education programs with high employment potential; [and] programs for apprentices.”

2. Area D Meeting—19 October 2013—Eric Lehtonen

President Lehtonen reminded the Senate that IVC shall be hosting the Area D meeting on Saturday, 19 October 2013, in the Juanita Lowe Art Gallery, with breakfast at 9:00a.m. and the meeting to be held from 10:00a.m to 3:00p.m.

3. IVC Academic Retreat—25 October 2013—Eric Lehtonen

President Lehtonen reminded the Senate that the annual IVC Academic Retreat shall be held Friday, 25 October 2013, from 9:00a.m. to 3:00p.m. in the Juanita Lowe Art Gallery.

VIII. Adjournment

M/S/C (Heumann/Wells) to adjourn. The meeting was adjourned at 2:55p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 6 November 2013 at 1:30p.m. in the IVC Board Room.