

# Academic Senate of Imperial Valley College

## Adopted Minutes

6 November 2013

I. Call to Order—The meeting was called to order by President Lehtonen at 1:32p.m.

Present—Eric Lehtonen, Laura Mosier, Scott Simpson, David Zielinski, Dave Drury, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Bradford Wright, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Daniel Gilison, Allyn Leon, Mary Lofgren, Barbara Nilson, Frank Rapp, Christina Shaner, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent—Rick Goldsberry, Robert Baukholt, Michael Heumann, Ed Wells.

Excused—Cathy Zazueta.

Visitors—Tina Aguirre, Travis Gregory, Sergio Lopez, Brian McNeece, Mike Nicholas, Mary Jo Wainwright.

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

III. Consent Agenda

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

IV. Reports

1. President—President Lehtonen reported that the IVC Academic Senate had received a formal letter of appreciation for hosting the Area D meeting on Friday, 19 October 2013, and that the letter praised the quality of the facilities and accommodations.

President Lehtonen personally thanked Vice President for Academic Services Kathy Berry; Vice President for Student Services, Technology, and Research Todd Finnell; Director of Enterprise Systems Jeff Enz; Director of Maintenance and Operations Rick Webster; and Department Chair of Humanities and World Languages Carol Hegarty for their assistance with the hosting of the Area D meeting.

President Lehtonen reported that he would be unable to attend the Academic Senate of California Community Colleges' Plenary Session in Anaheim from Thursday, 7 November 2013, through Saturday, 9 November 2013, and requested a volunteer from the IVC Academic Senate to take his place as the voting member from IVC.

2. Past President—There was no Past President report.
3. Treasurer—There was no Treasurer report.
4. Associated Student Government—Associated Student Government President Ricardo Ibarra reported that the IVC Associated Student Government would be hosting a Veterans Day event in the College Center on Thursday, 7 November 2013, during Campus Hour and that the event would include speakers from several branches of the United States military.
5. Part-Time—Part-Time Faculty Representative Mike Palacio, Jr., reported that the Part-Time Faculty Union shall hold a meeting on Wednesday, 6 November 2013.
6. Curriculum Committee—Vice President Berry reported that the Curriculum Committee would hold its next regularly scheduled meeting on Thursday, 7 November 2013.
7. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council had approved standing rules for two subcommittees and was further reviewing committee membership in compliance with accreditation recommendations.
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 requested proposals for Basic Skills projects and provided a form for said proposals. He further stated that the deadline for any such submissions is Thursday, 21 November 2013.
10. CART—CART Committee Co-chairman Brian McNeece reported that the committee had received first drafts of the 2014 Warning Follow-Up documents, and that the drafts had been forwarded to the Executive Committee and the Administrative Council. He further reported that revisions of the drafts, with evidence, shall be presented to the Academic Senate for a first reading at its meeting of 20 November 2013.
11. Calendar—President Lehtonen reported that the Calendar Committee had met during the morning of Wednesday, 6 November 2013, and had approved a draft of the 2015-2016 calendar and begun work on the 2016-2017 calendar. He further stated that the committee shall attempt to attain data on the frequency of classes being held and class attendance during the week of Monday, 25 November 2013, through Wednesday, 27 November 2013, in order to establish a baseline for comparison to attendance and classes being conducted in the week prior to Thanksgiving in Fall 2014.
12. Other—Vice President Berry reported that she had attended a California state level meeting for Chief Instructional Officers and that the focus of the meeting had been on current

legislation affecting California community colleges, in particular AB86 which shall affect adult education, SB440 which shall affect Associate Degrees for Transfer, AB955 which shall affect community colleges' charging of differential fees for intersession classes, and SB490 which shall affect the Early Assessment Program.

Academic Senator Barbara Nilson reported that she had conducted research into the cost of updating the Academic Senate plaques in the Faculty Lounge. Senator Nilson was given approval for proceeding with said updates.

## V. Discussion

### 1. Academic Senate Election Updates—Eric Lehtonen/Frank Rapp

Academic Senate Secretary Frank Rapp reported that he had discussed the process of holding on-line elections with Dean of Student Affairs Sergio Lopez regarding the IVC Associated Student Government elections which had been held on-line. Dean Lopez had assured him that, while there are problems with on-line voting, said problems are not major and may easily be resolved.

President Lehtonen stated that the proposal to hold IVC Academic Senate elections on-line shall be placed on the agenda for the Senate meeting of 20 November 2013 as an action item.

### 2. Administrator Evaluations—Eric Lehtonen

President Lehtonen reminded the Senate that faculty evaluation of IVC administrators is to take place during the Spring semester. He further stated that there is a possibility of conducting said evaluations on-line.

Discussion ensued including concerns regarding the overall evaluation process, the fear of retaliation for negative evaluations as current evaluations must be signed, the need for assurances that administrators will use said evaluations as constructive criticism for the improvement of Imperial Valley College, and controls for the process to retain validity and effectiveness.

President Lehtonen stated that the proposal to revise the process of faculty evaluation of administrators, particularly whether or not to allow for anonymous evaluations, shall be placed on the agenda for the Senate meeting of 20 November 2013 as an action item.

### 3. Standing Committee Requirements—Eric Lehtonen

President Lehtonen stated that the accreditation warning included the need for improvement in regard to the contractual obligation for IVC faculty participation on IVC committees. He further stated that one problem in seeking to generate such improvement is that differential

between the number of IVC faculty and committee openings, with the number of faculty being greater than the number of committee openings.

Discussion ensued, including concerns regarding optimal committee size and the effectiveness of all committees.

Suggestions for meeting the faculty requirement of committee membership were presented, including alternatives to committee membership, such as conducting individual projects for IVC, Campus Hour presentations, and professional development projects.

President Lehtonen stated that further discussion was needed on this issue, and he reminded the Senate and those present that any changes to the contractual obligation would require negotiations between the faculty union and the district.

#### 4. Sabbatical Leave Process and Procedures—Eric Lehtonen

President Lehtonen stated that, due to the potential value of sabbaticals to an institution of higher learning and due to the length of time since such review has been conducted at IVC, the process and procedures for granting IVC faculty sabbaticals is need of review. He further stated that, in his role as IVC Academic Senate president, he would continue to work towards such a review taking place.

#### 5. Measure “J”—Eric Lehtonen

President Lehtonen, by executive decision, stated that discussion of “Measure ‘J’” would be placed as the first “Discussion Item” on the agenda for the Senate meeting of 20 November 2013.

### VI. Information

#### 1. Opening for Academic Senate Treasurer—Eric Lehtonen

President Lehtonen announced the opening for the Treasurer of the IVC Academic Senate beginning with the spring 2013 semester and running through the Spring 2014 semester. He further informed the Senate and all present that the filling of this position shall be placed on the agenda for the Senate meeting of 20 November 2013 as an action item.

#### 2. Marketing Committee Appointment—Eric Lehtonen

President Lehtonen informed the Senate and all those present that he had appointed Mary Lofgren as an alternate faculty member of the Marketing Committee.

### 3. Campus Hour/Professional Development Committee Appointments—Eric Lehtonen

President Lehtonen informed the Senate and all those present that he had appointed Frank Rapp and Carol Hegarty as faculty members of the Campus Hour/Professional Development Committee and that he had appointed Sidne Horton as an alternate faculty member to said committee.

### VII. Adjournment

M/S/C (Rapp/Gilison) to adjourn. The meeting was adjourned at 3:03p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 20 November 2013 at 1:30p.m. in the IVC Board Room.