

Academic Senate of Imperial Valley College

Adopted Minutes

4 December 2013

I. Call to Order—The meeting was called to order by President Lehtonen at 1:35p.m.

Present—Eric Lehtonen, Laura Mosier, Scott Simpson, Frank Hoppe (proxy for Cathy Zazueta), 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, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent— David Zielinski, Rick Goldsberry, Robert Baukholt, Michael Heumann, Christina Shaner, Ed Wells.

Visitors—Tina Aguirre, Trinidad Arguelles, Ted Ceasar, Jeff Enz, Eric Jacobson, Betty Kakiuchi, Brian McNeece, Efrain Silva, Matthew Thale, Mary Jo Wainwright.

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

III. Consent Agenda

President Lehtonen pulled “Consent Agenda Item 1. Academic Senate Minutes of 20 November 2013.”

1. M/S/C (Nilson/Nunez) to approve the Consent Agenda as submitted.

IV. Reports

1. President—President Lehtonen reminded the Senate that this meeting is the final Senate meeting of the Fall 2013 semester and reported that he shall accompany Senator Barbara Nilson to Academy Awards in order to update the Academic Senate for Imperial Valley College plaques for display in the Faculty Lounge.

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

3. Treasurer—Senate Treasure Caroline Bennett reported that the Senate balance stands at \$4,897.29.

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

5. Part-Time—There was no Part-Time Faculty Representative report.

6. Curriculum Committee—Curriculum Committee Co-Chairman Michael Heumann reported that the final meeting of the Fall 2013 semester for the Curriculum Committee shall be Thursday, 5 December 2014, which shall also be the deadline for submitting any new courses or changes to existing courses for this academic year.

7. Basic Skills—Basic Skills Co-Coordinator Frank Rapp reported that the Basic Skills Committee had met on Thursday, 27 November 2013, at which time the committee had approved four of five requests for Basic Skills funding. He further reported that his term as Basic Skills Coordinator and Co-coordinator shall end on 31 December 2013, at which time Basic Skills Co-Coordinator Jill Nelipovich shall become Basic Skills Coordinator for Imperial Valley College.

8. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council shall not meet again until January 2014.

9. Hiring Committee—President Lehtonen reported that the Hiring Committee has held three meetings at which times the committee has reviewed the current hiring process for Imperial Valley College.

9. CART—CART Committee Co-chairman Brian McNeece reported that the committee is currently working on a second draft of the 2014 Accreditation Warning Follow-Up.

11. Learning Services—Dean of Arts, Letters, and Learning Services Brian McNeece reported that the Learning Services Committee was studying statistics on use of the IVC Spencer Library Media Center, reviewing tutor training at the Reading/Writing Lab, and requesting funding from the Basic Skills Committee for embedded tutors in basic skills level classes.

V. Action

1. Syllabus Template—Second Reading—Brian McNeece

M/S/C (Nilson/Leon) to approve the proposed Syllabus Template for use by all Imperial Valley College faculty as presented.

Basic Course Information

Semester		Instructor Name	
Course Title & #		Email	
CRN #		Webpage (optional)	
Room		Office	Part-Timers: Room 809
Class Dates		Office Hours	n/a for part-time faculty
Class Days		Office Phone #	Part-time faculty may use dept. secretary phone number.
Class Times		Office contact if	Department Secretary is an

Units		student will be out or emergency	option
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Course Description

Required language: Use from CurricUNET course outline of record:

<http://www.curricunet.com/Imperial/>

Student Learning Outcomes

Required language: Use from CurricUNET <http://www.curricunet.com/Imperial/>

Course Objectives

Required language: Use from CurricUNET <http://www.curricunet.com/Imperial/>

Textbooks & Other Resources or Links

Required Information—discretionary language

1. Take from CurricUNET or list. Be sure to include ISBN number. Instructors to address which resources they will use and/or supply additional ones
2.

Course Requirements and Instructional Methods

Required Information—discretionary language

This section is where faculty would list detailed information related to types of class activities, assignments, tests, homework, etc.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Required Information—discretionary language

This section is where faculty would list their grading practices and grading scale, including point values and totals. Consider adding: final grade calculation, rubrics, late assignments, and other grading practices.

Attendance

Required language

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may

be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

Required Information --Discretionary language

This is where an instructor explains his/her policy on these matters. Here is some suggested language:

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Required Language

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

The instructor can add the information pertinent to his or her class here. Some suggested language:

- Blackboard support center:
<http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Required Language: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language: Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Required Information –Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. The faculty may find a table format useful for this purpose.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 19 - 21	Syllabus & Introduction Chapter 1-15-Science of Development	Pages 1-502
Week 2 August 28 - 30	Chapter 1-15 continued Chapter 16 -Biology of Mind	Pages 504-505

Week 3 September 4-6	Paper: Distinguishing myth from science during first 2 years of life.	Due 9-16-2013
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Discussion ensued including concerns regarding required content and discretionary content.

VI. Discussion

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

1. Demonstration of Dashboard—Matthew Thale

Systems Analyst Matthew Thale presented the log in procedure and data available through the recently acquired Dashboard software.

2. Academic Senate Election Process—Frank Rapp/Eric Lehtonen

Senator Rapp informed the Senate that interpretation of wording in the Academic Senate for Imperial Valley College By-Laws permitted the Senate to conduct elections through an on-line process and that the Senate elections to be held in the Spring 2014 semester for the 2014-2015 academic year shall be so conducted.

Discussion ensued, including concerns as to the precise method for doing so.

3. Academic Senate By-Laws Review—Eric Lehtonen

President Lehtonen reminded the Senators present that the Academic Senate for Imperial Valley College is to conduct an annual review of the Senate By-Laws and that said review shall take place during the Spring 2014 semester.

4. Alternatives to Committee Requirements—Frank Rapp

Secretary Rapp reminded the Senate that the issue of alternatives to faculty committee requirements is as yet an unresolved disuse.

Discussion ensued, including questions of approving tutor training as one alternative, the current practice of numerous faculty holding positions on multiple committees, revitalization of the Orientation Committee, the actuality that faculty committee requirements is a negotiable issue, and President Lehtonen’s intent to resolve this issue during the Spring 2014 semester prior to the hiring of a new Vice-President for Academics.

VII. Information

1. Special Senate Meeting re: 2014 Accreditation Warning Follow-Up—Eric Lehtonen

President Lehtonen informed the Senate that a special meeting to consider the 2014 Accreditation Warning Follow-Up for approval would most likely be called in January 2014.

2. Registration Update—Eric Lehtonen

President Lehtonen provided the Senate with data for the current registration process for the Spring 2014 semester.

3. Sabbatical Leave Process and Procedures Committee Appointments—Eric Lehtonen

President Lehtonen informed the Senate that he had appointed Roberta Webster, Allyn Leon, Eric Lehtonen, Krista Byrd, and Allison Brock to the Sabbatical Leave Process and Procedures Committee and that Mary Jo Wainwright would be the union representative to the aforementioned committee.

4. New Faculty Orientation Committee Appointment—Eric Lehtonen

President Lehtonen informed the Senate that he had appointed Ricardo Pradis as an alternate to the New Faculty Orientation Committee.

5. Facility and Environmental Improvement Committee Appointments—Eric Lehtonen

President Lehtonen informed the Senate that he had not appointed a faculty representative to the Facility and Environmental Improvement Committee.

6. Environmental and Health and Safety Committee—Eric Lehtonen

President Lehtonen deferred to College Council Co-Chairman Daniel Gilison who informed the Senate that while the Environmental and Health and Safety Committee is a subcommittee of the College Council, the faculty appointment is to be made by the Academic Senate. He further informed the Senate that no faculty member had yet been appointed to the aforementioned subcommittee.

7. IVC Foundation Account for Math Tutors—Caroline Bennett

Math Lab Tutorial Specialist Caroline Bennett informed the Senate that IVC faculty may donate funds from their paychecks to be designated to a fund specifically for math lab tutoring and that this particular fund had been established by the Executive Director of the IVC Foundation Todd Evangelist working in conjunction with Tutorial Specialist Bennett.

VIII. *“For the Good of the Order”*

President Lehtonen proposed that discussion forums be established with the intent of allowing teaching faculty and nonteaching faculty opportunities to facilitate greater understanding of the roles of each.

IX. Adjournment

President Lehtonen adjourned the meeting. The meeting was adjourned at 3:05p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 5 February 2014 at 1:30p.m. in the IVC Board Room.