

# IVC Academic Senate Meeting

## DRAFT Agenda

March 3, 2009

1:30 p.m. – Board Room, Building 10

### I. Call to Order by the President

Roll Call by Secretary

### II. Visitor Comments

At this time persons may speak to the Academic Senate either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Academic Senate. However, please note that this is an open meeting, and anyone may speak to an agenda item during discussion or debate. (Only Senators may move or second any motion, and only Senators may vote.) If you wish to be heard at this time, please stand and identify yourself to the Academic Senate President.

### III. Consent Agenda

1. Academic Senate minutes of 2-17-10
2. C & 1 recommendation of 02-04-10: Adopted 02-18-10 – Inactive Certificate & Major
3. Distance Education Updated Purpose Statement

### IV. Reports – please limit your reports to **3 minutes**

1. President
2. Past President
3. Treasurer
4. VP of Instruction
5. Chief Financial Officer (CFO)
6. Basic Skills Initiative (BSI) Coordinator
7. Student Learning Outcomes (SLO) Coordinator
8. Associated Student Government (ASG) President

### V. Action Items: Academic and Professional Matters

1. Accreditation Midterm Progress Report Approval
2. Academic Reorganization – 6 Dean structure job descriptions & support details
3. Appointment of Committee assignments
4. Cesar Chavez Resolution – 2<sup>nd</sup> Reading (adding it as official holiday or “teaching day”)
5. Contingent Faculty Resolution – 2<sup>nd</sup> Reading (creating a comprehensive program for IVC part-timers)

6. Credit by Exam Policy Revision – 1<sup>st</sup> Reading
7. AS Committees/Subcommittees Webpage Updating Resolution

**VI. Committees**

1. Written summaries
2. Curriculum and Instruction
3. College Council
4. Equivalency
5. Budget and Fiscal Planning
6. Learning Support Services
7. Distance Education
8. Other committee reports

**VII. Discussion**

- 1) C & I Reorganization as consequence of 6 Dean structure
- 2) District Budget variances – clarifying the differences between Chancellor’s office and IVC
- 3) SLO – documenting success through Academic Senate processes
- 4) Recording of Public Board of Trustee Meetings
- 5) AS Spring Fundraiser – tentative dates and activities
- 6) **“For the Good of The Order”** - suggestions for improvements *and* achievements

**VIII. Adjournment**

**Academic Senate Meetings for Spring 2010**

2010	2010
March 3 <sup>rd</sup> & 17 <sup>th</sup>	May 5 <sup>th</sup> & 19 <sup>th</sup>
April 21 <sup>st</sup> ( April 7 <sup>th</sup> - Spring Break)	June 2 <sup>nd</sup>

As you can see, we will only have 6 meeting in the Spring, and elections are included it will be short period.

# IVC Academic Senate

Unapproved Minutes

February 17, 2010

- I. The meeting was called to order at 1:34 pm by President White.
- II. **Roll Call**

Present: Suzanne Gretz, Daniel Gilison, Cesar Guzman, Michael Heumann, Russell Lavery, Eric Lehtonen, Mary Lofgren, Norma Nunez, Thomas Paine, Toni Pfister, Jose Ruiz, Kevin White, Cathy Zazueta, David Zielinski, Lianna Zhao, Kathy Berry, Bruce Seivertson

Excused: James Patterson, Krista Byrd

Absent: Steven Sciaky, Barbara Nilson, Norma Scott, Rosalba Jepson

Visitors: Sheila Dorsey-Freeman, Taylor Ruhl, Romano Sanchez-Dominguez, John Lau, Efrain Silva, Frank Rapp, Gaylla Finnell, Eric Jacobson, Frances Beope, Tina Aguirre, Val Rodgers, Ed Gould
- III. **Visitor Comments**
- V. **Consent Agenda**
  1. Academic Senate minutes of December 2, 2009
  2. C&I recommendations of 10-15-09; adopted 11-05-09
  3. C&I recommendations of 11-05-09; adopted 11-19-09
  4. C&I recommendations of 11-19-09; adopted 02-04-10
    - (Nunez/Lehtonen) M/S/C to approve the above items.
- VI. **Reports**
  1. President
    - President White stated that he attended the winter retreat of the Board of Trustees.
    - He added that he was impressed with the new 2700 building.
  2. Past President
    - No report
  3. Treasurer
    - \$5,418.85
  3. VP of Instruction
    - Vice President Berry announced that the college received its warning status continuation letter from the Accreditation office on February 3. The Instruction office has been very busy dealing with this.
    - The Board must approve the accreditation midterm report by March 8, and the Senate and College Council will need to approve the report prior to that date.

- The comprehensive program reviews were all turned in, and all the vice presidents are reviewing them now. She commends the Music Department for their fine work with program review.
  - The winter session enrollments were down.
  - The division chairs met three times during the winter session to come up with a reorganization plan. That plan was presented later in the meeting.
4. Chief Financial Officer (CFO)
- Vice President Lau announced that issues with the new building are still being addressed, and he thanked everyone for their help in the smooth transition into that building.
  - The bus terminal will be completed by the end of April.
  - Federal money for the new openings to the college was finalized and those openings will be completed by the end of summer.
  - Renovation will go forward during this summer.
  - Lau presented a graph that captured the financial difficulties faced by the college. The college has been using reserve money, but that money is running out.
5. Basic Skills Institute (BSI) Coordinator
- Frank Rapp announced that there were eight Basic Skills Winter Institute classes. The success and retention rates were very strong. The feedback from the faculty, counselors, tutors, and students was universally positive.
6. Student Learning Outcomes (SLO) Coordinator
- Toni Pfister announced that last Wednesday there was a small SLO workshop. There was positive feedback from the participants. Pfister will use the feedback to improve the workshops in the future.
  - Also, Pfister examined the cycle assessments for 2008-09 (about 100 of them). She found many different ways that faculty members used these assessments to improve their course content and their teaching.
  - She is working on program review, and she needs help from faculty. She urged senators to go back to their department and get feedback on the SLOs in their area. She will work closely with division chairs this semester.
  - Associate Dean Aguirre noted that we had only 53% compliance with the SLOs in syllabi requirement.
7. Associate Student Government (ASG) President
- Not present

## VII. **Academic and Professional Matters**

1. Appointment of Committee assignments—appointments to CART and EEO
- M/S/C (Heumann/Gretz) to approve Oscar Hernandez to the Equal Employment Opportunity committee and Alex Cozzani to the Continuous Accreditation Readiness Team (CART)

2. Academic reorganization: review two proposals
  - M/S (Heumann/Nunez) to approve the six-dean structure recommendation from the instructional council on the reorganization of the instructional area at Imperial Valley College
  - Eric Jacobson noted that the accreditation criticized the college for not following through on process.
  - Senator Heumann expressed his desire to push forward on reorganization.
  - Jacobson responded that a dean structure was used in the past but was found impractical. He felt that the focus of the college should be on faculty and not on adding more administrators.
  - Senator Zielinski noted that there has been a lot of faculty input in the reorganization plan. He also noted that the current administrative structure does not allow for a comprehensive evaluation of faculty in the tenure process and the discipline process.
  - Senator Gretz noted that, after the January instructional council meetings, she felt confident that this reorganization is the best road for the college. New deans will allow department chairs and faculty to focus on teaching, curriculum, and program review.
  - Senator Zhao agreed with the comments in support of the reorganization plan.
  - Past President Seivertson asked about the support staff within each of the departments. Berry noted that this would be worked out after the reorganization structure was in place.
  - Rapp asked about the logic of putting the Basic Skills Institute under the English Department, since Math is a key part of the BSI. This issue was noted as something that would need to be addressed as the details are worked out.
  - Senator Lavery noted that there was some confusion among the faculty regarding the new titles of coordinators, division chairs, and so on, and those titles continually changed over time. He also noted the high cost of the six-dean structure. The reorganization was supposed to be cost-neutral, but it seems as though the six-dean structure is not cost neutral. So why should we do it?
  - Jacobson noted that cost-neutrality was based on CTA/CSEA contract negotiations.
  - Pfister asked how many deans Instruction currently has. Berry noted that there is currently one dean and two associated deans.

- Zielinski noted that a dean structure would save money in the English and Languages areas because it would eliminate some coordinator positions.
- President White noted that there seemed to be a consensus on going forward with reorganization. The question then turned to supporting either a five-dean or six-dean structure.
- Berry noted that the cost of the six-dean structure as opposed to the five-dean structure really depends upon who those deans are and what happens with the contract negotiations between the CTA and CSEA.
- Senator Paine asked about the duties of the new deans; would they be able to initiate discipline? Senator Gretz noted that, according to Education Code, only administrators can initiate discipline proceedings, so those deans would be able to initiate discipline.
- Dr Gould acknowledged that the job descriptions for the deans needed to be spelled out more clearly. He also noted that we had four deans as of two weeks ago (when Dean Huerta retired). So adding a sixth dean would really be adding only two deans. Further, it would spread the workload of the current deans across the entire instructional spectrum, rather than just relying on the nursing dean, the applied tech dean, and the library dean to shoulder the bulk of the burden.
- The motion was carried with two no votes and two abstentions.

#### **IX. Committees**

1. Curriculum and Instruction –Carol Lee noted that there would be a meeting tomorrow, February 18. The focus will be on GE (General Education).
2. College Council –The council met twice during the winter session. The focus of the meetings was on shared governance. A resolution to ask the board to post audio recordings of board meetings online was voted down.
3. Equivalency –No report
4. Budget and Fiscal Planning –The next meeting will be at the end of February.
5. Learning Support Services –This committee will meet next week.
6. Distance Education –This committee will be meeting Thursday, February 18.
7. Other committee reports –Gretz noted that information about the possible calendars for 2010-11 was sent out for review to the faculty.

#### **VIII. Discussion**

1. Faculty survey results—consensus and prioritization of concerns

- Senator Zazueta passed out the results of a faculty survey that was conducted in Fall 2009.
  - President White noted that there would be a written summary of the survey available at the next meeting.
2. Accreditation warning status—progress of process
- Berry noted that this is a massive issue. We need to get accreditation “fixed” right away in order to avoid stiff penalties from the Accreditation team.
  - She commended Tina Aguirre for all the hard work she went through over the past week getting the midterm report fixed.
  - She noted that the Academic Senate needs to take the lead in all areas that it has said it would take the lead in (like SLOs, Budget and Planning, and so on).
  - Dr. Gould noted that the issues to deal with right now as far as accreditation is concerned include governance and technology and “closing the cycle” as far as improving the systems after evaluation.

**X. M/S/C (Guzman/Nunez) to adjourn the meeting at 3:15 pm.**

**Resolution No.: Major, Certificate, Course Additions and Deletions**

WHEREAS, new programs, deleted programs, and new courses within the programs have been approved by the Curriculum and Instruction Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum and Instruction Committee (02/04/10) and the Academic Senate (03/03/10), with the consent of the Superintendent/President, as follows:

**Inactive Certificate and Major**

Library Technician Certificate and Major

## **Distance Education Committee Purpose Statement**

### **Purpose**

The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum and Instruction subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining, enhancing, and evaluating high standards of academic quality, at a level appropriate to the students for which the content is developed.

### **Function**

The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College.

### **Composition**

The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative

All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

Terms for all members shall be for two years with the exception of the Distance Education Coordinator and the DSPS representative.

### **Members**

Michael Heumann, Distance Education Coordinator, Co-Chair  
Taylor Ruhl, Dean of Learning Services, Co-Chair (effective July 2010)

### **Voting Members**

Martha Garcia, Faculty Representative (started October 2009)  
Gaylla Finnell, Faculty Representative (started March 2009)  
Allyn Leon, Faculty Representative (started March 2009)  
Andres Martinez, Faculty Representative (started March 2009)  
Mary Jo Wainwright, Faculty Representative (started March 2009)  
Martha Olea, Classified Representative (started March 2009)  
Jeff Cantwell, Technology Representative (started March 2009)  
Paige Lovitt, DSPS Representative (started March 2009)

### **Alternate Representatives**

Deirdre Rowley, Faculty Representative  
Omar Ramos, Technology Representative  
Ralph Marquez, Faculty (non-teaching) Representative

### **Ex-Officio**

Wayne Wright