

IVC Academic Senate Meeting

Adopted Minutes
Wednesday, April 20, 2011
1:30 p.m. – Board Room

Call to Order

The meeting was called to order at 1:32 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

Present:	Kevin White	Frank Rapp	Nannette Kelly	Jeffrey Beckley
	Robert Baukholt	Toni Pfister	Jill Kitzmiller	Kevin Marty
	Terry Norris	Cathy Zazueta	Norma Nunez	Norma Scott
	Kathy Berry	Mary Lofgren	James Patterson	Barbara Nilson
	Eric Lehtonen	Daniel Gilson	Carol Lee	Caroline Bennett
	Jill Nelipovich	Cesar Guzman	Lisa Solomon	Elizabeth Treviño
	Jesus Gallegos			

Absent:	Frank Miranda	Celeste Armenta	Stella Orfanos-Woo	Bruce Seivertson
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Excused:

Visitors:	Taylor Ruhl	Jan Magno	David Zielinski	Gordon Bailey
	Todd Finnell	Victor Jaime	Sergio Lopez	Alfredo Cuellar
	Frances Beope	Gaylla Finnell	Jessica Waddell	

Recorder: Dixie Krimm

Membership Changes

None to report at this time

Public Comment

None

Approval of Minutes

M/S (Lee/Patterson) to approve the minutes of April 6, 2011, as presented. The motion carried.

President's Report

President White:

- March 2011 Senate Rostrum Newsletter was made available.
- Attended Academic Senate Spring Plenary, will make a more detailed presentation at the next meeting. The resolutions and results of resolutions are available for review on the State Academic Senate website. Resource: (FACCC) Faculty Association for California Community Colleges; advocacy for faculty; visit www.faccc.org to look at current information that is being discussed throughout the state.

Consent Agenda

1. Curriculum Committee minutes 03-17-11

2. Credit-by-Exam revisions
3. AP 5075 – Course Adds and Drops
4. AP 3290 – Institutional Review Board Policies and Procedures
5. BP 3560 – Alcoholic Beverages

James Patterson requested that item #2 be removed from the consent agenda list as it was going to be discussed at the Curriculum Committee meeting tomorrow, April 21, 2011.

M/S (Rapp/Nunez) to approve the above consent agenda items with the exception of item #2 Credit-by-Exam revisions. The motion carried.

Action Items

1. Right of 1st Refusal Policy – revision of Distance Ed policy for campus-wide application

M/S (Nunez/Lehtonen) to support the change to the Right of 1st Refusal Policy as presented. The motion carried.

Discussion:

- Michael Heumann – The current policy is vague and does not put any limit on the right of first refusal. It could be interpreted in different ways. Modifications that are being proposed would give the time limit.
- James Patterson spoke against the right of first refusal – policy gives false assumption, assumes that materials developed by the originating instructor would be used when in actuality the instructor would use materials of they create themselves. Also, the policy promotes a sense of isolationism and competition among faculty, whereas curriculum best practices call for faculty to work collaboratively.
- Gaylla Finnell – to clarify; the policy originally came from the Distance Education committee, but when it was put into the current policy it included all courses. What CTA wanted from Academic Senate was to either support inclusion of the document or not since it was originally recommended by the Academic Senate.
- Members continued discussing and clarifying the changes for approval of the policy. A yes vote would indicate approval of the changes; a no vote would leave the document in its original form.
- In favor of the motion – 14, opposed – 4.

2. Flex Calendar for 2011-12 – Need chair and committee

- Kathy Berry – CTA has developed a calendar that includes flex; this committee will have an important task during the next month as the deadline for submission is June 1, 2011.

Volunteers:

Kevin White (Chair), Lisa Solomon, Frank Rapp, Michael Heumann, Toni Pfister

*Tina Aguirre, Taylor Ruhl, and Travis Gregory (appointed by Kathy Berry as administrative representatives – required by the State)

3. Campus Instructional Structure Reorganization – (formerly Dean Structure Reorganization) revised survey draft
 - Administration looking at numbers; financial information should be available at the next meeting.
 - Frank Rapp reviewed the changes made from the suggestions provided at the last meeting. Survey monkey should be ready early May.
 - One additional revision to section 1, item number 4 – department to replace division.

M/S (Lee/Solomon) to approve the reorganization survey as revised. The motion carried.

4. Tenure Policy
 - a. Counseling form changes (finalizing form today)
 - b. Librarian form changes (no changes)

Discussion:

- Barbara Nilson – reviewed the changes/revisions
- Gaylla Finnell – the final contract will be negotiated, what is needed is the direction of the Academic Senate.

M/S (Lee/Solomon) to approve the Tenure Review Policy as presented. The motion carried.

Discussion and Information Items

1. IVC Professorship policy – review of policy
 - Kevin white – reviewed the board policy regarding faculty titles
 - Discussion ensued regarding the titles; importance of use of titles for correspondence, necessity of updating the titles, and providing update and clarity to terms of titles.
2. Honorary Degrees for 4 individuals of Japanese Ancestry
 - Victor Jaime – provided an overview of the resolution that is included on the Board agenda for this evening.
3. Rafael Santos Award – reminder of deadline
 - Frank Rapp – at this time we have received three nominations
4. Summer School cancellation
 - Kevin White asked for any discussion regarding the issue of summer school cancellation
 - Discussion ensued regarding the impact on students. Other colleges are cancelling summer school as well. Carol Lee provided information that may assist in referring students to alternative options.

5. Contingent faculty (part time) as Division representatives
 - Kevin White – there is a plan to revise the by-laws; there was a question as to whether a part-time instructor could be included in division representation.
 - There are two representatives from each division; the second position could be a part-time individual. This would be a volunteer position.
6. Classified Layoffs – AS support for Classified employees
 - This issue is included in the Board meeting tonight. Kevin White would like to be able to make a comment at the meeting in support of the classified and would like input from the senate.
 - Several members commented on the value of classified staff.
 - Travis Gregory commented about the layoff procedure; even though the district is asking the Board to authorize layoff notices it does not necessarily mean that all of those employees will be laid off. Efficiency issues have been discussed. According to the CSEA contract, in order to negotiate certain changes in specific types of positions a layoff notice must be given and then bargain the impacts and effects of those layoffs. There may be an appearance of more layoffs than may actually occur.
7. Academic Senate for California Community Colleges (ASCCC) Spring Plenary Results
 - Kevin White – will address this at the next meeting.
8. Accreditation Training by ACCJC – April 22nd at Moreno Valley College
 - Kathy Berry – 10 people will be attending the self study training at Moreno Valley College, thanked Michael Heumann and Valerie Rodgers for being the 2 key officers.
9. AS Annual Fundraising – Chair update (Friday, May 27th)
 - Update provided; email will be sent.

Reports

Past President Bruce Seivertson:

- Nothing to report at this time

Treasurer Norma Nunez:

- Balance: \$3,610.00

VP of Instruction Kathy Berry:

- EMPC met last week, comprehensive program reviews have been turned in and are being reviewed by the EMPC committee for prioritization. Fall courses are being planned at a 10% reduction over last fall. Reminded by notice from the Chancellor's Office about the legislation regarding courses (example of a noncredit course given) that are outside of the three core

missions. Beginning the process of reviewing the reorganization; to be completed by the end of the year.

Chief Financial Officer (CFO) John Lau:

- Nothing to report at this time

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Frank Rapp – will be putting together a team that will be taking part in a series of workshops on acceleration to increase out student retention.

Student Learning Outcomes (SLO) Toni Pfister:

- Nothing to report at this time

Associated Student Government (ASG) Jesus Gallegos:

- Hands Across California – full bus of students attended
- May 4th and 5th – voting for next year's 2011-2012 student government. There will be a debate on Tuesday, May 3rd; 13 individuals are running for 8 positions.

Contingent Faculty Representative:

- Nothing to report at this time

Collective Bargaining Units Gaylla Finnell:

- 92 survey responses; reception was successful; general membership meeting tomorrow at 3:30 in room 2131. MOU to add one Saturday to the calendar should easily pass. CTA is involved in starting a campaign to help with all education. State of emergency is called for the week of May 13th and our local CTA is starting to plan an activity; will be hearing more later.

COMMITTEES

1. Curriculum Committee
James Patterson – committee meets tomorrow; hoping to close the book on 11-12 catalog revisions and updates.
2. Tenure Committee
Nothing to report at this time
3. College Council
Jessica Waddell – chaired her first meeting last Monday; Daniel Gilison nominated as Vice Chair, vote to be held at the next meeting.
4. Equivalency
Nothing to report at this time
5. Budget & Fiscal Planning
Senate President White mentioned that he attended the last meeting; no major decisions were made other than the freeze on budget transfers; members learned how to read the budget.

6. Learning Support Services
Taylor Ruhl – next meeting early May
7. Distance Education
David Zielinski – recently finished the survey for the Chancellor’s Office assisted by Carol Lee for the Student Services section. Andres Martinez started Etudes 101 classes to assist instructors.
8. Educational Master Plan Committee/CART
Nothing to report at this time
9. Other:

“For the Good of the Order”:

Adjournment

The meeting adjourned at 2:55 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, May 4, 2011 at 1:30 p.m. in the Board Room.

AP 5075 Course Adds and Drops

Reference:

Title 5, Sections 55024, 58004

Specific procedures for adding and dropping classes are established by the Admissions and Records Office under the guidance of the ad hoc Enrollment Operating Committee. They are consistently adapted to accommodate new technology, student and faculty needs and are published each semester in the Class Schedule.

Adding Classes

Students may add classes through the registration period which will end before census. After the deadline to register, requests for exceptions must be made by the student and include the approval of the instructor. Approval or denial of the request is the responsibility of the Chief Admissions and Records Officer or his/her designee. Procedures and decision-making will be coordinated with the Vice President of Academic Services and may require his/her signature.

Dropping Classes

No notation will be made on students' records for courses dropped prior to census for the course.

Students may drop (withdraw from) full-term courses up to 75% of the term, or short-term courses up to 75% of the length of the course. Symbols of W shall be recorded for courses dropped on census day through the 75% date.

- Deadline to drop without owing fees and/or be eligible for refund – the last instructional day prior to census which is the first instructional day of the 3rd week of the term.
- Deadline to drop without receiving a mark of W – the last day prior to census.
- Deadline to drop with a W – 75% of the length of the course or 12th week.

Actual dates associated with these deadlines will be published each term to insure that instructors and students have ample time to comply with these mandatory deadlines.

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

- (1) Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

OR

- (2) Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as

said procedures are specifically noted in the class syllabus. However there is no responsibility on the part of the instructor to do so.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

Administrative withdrawals/drops after the last day to drop may be requested by students for extenuating circumstances beyond their control which prevented them from dropping on time using the petitioning process available in the Admissions and Records Office.

Short-Term Classes

Enrollment procedures for short-term classes are the same as for regular classes. Deadlines are set in accordance with the California Education Code. Registration will end the day before census. Drop deadlines are as follows:

- Deadline to drop without owing fees and/or be eligible for refund - 10% of the length of the course.
- Deadline to drop without receiving a mark of W - 18% of the length of the course.
- Deadline to drop with a W - 75% of the length of the course.

Maximum Number of W Symbols

Students may not earn more than four symbols of W in any single course. They will be blocked from registering after three Ws have been earned and will be required to petition to take the course a fourth time. If more than 4 W's are earned due to extenuating circumstances, apportionment will not be claimed for attendance.

AP 3290 Institutional Review Board

Purpose

This policy establishes procedural guidelines for the use of human subjects in grant-funded research activities. It is the institution's responsibility to comply with applicable Federal Regulations; protect the rights, well-being and personal privacy of individuals; assure a favorable climate for the conduct of academic-oriented inquiry; and, protect the interests of Imperial Community College District

Procedures

1. Any principal investigator related to Imperial Valley College (as defined below) who engages in scholarly research involving human subjects, either on- or off-campus, must apply to the Institutional Review Board (IRB) for approval of the research. Such approval must be obtained before undertaking the research. Individuals who meet the definition of a "principal investigator" must apply for approval from Imperial Valley College's IRB even if their research has been approved by another institution's or organization's IRB.

Under this policy, the following individuals are considered to be principal investigators:

- Imperial Valley College faculty and staff,
- Imperial Valley College faculty who are on leave, and who are conducting grant-funded research involving human subjects either at Imperial Valley College, with grant funds administered by Imperial Valley College, or with Imperial Valley College Students.
- Researchers not affiliated with Imperial Valley College who are conducting primary research with human subjects on campus. These unaffiliated researchers include visitors to the campus and off-campus scholars engaged in human subjects research on campus. While at Imperial Valley College, these individuals may, through the courtesy of an on-campus liaison, conduct IRB-approved research on human subjects. The liaison should provide the visitor with appropriate institutional forms including this Policy, and assure that the forms are sent to the Board before the research is undertaken.

2. No grant-funded research activity involving human subjects shall be undertaken unless an IRB has reviewed and approved such activity. This review shall determine whether the activity/research design will adequately protect the rights and welfare of such subjects.

3. Renewal petitions

Projects eligible for continued funding beyond the duration of the initial project award are subject to renewal application review. Projects for which scope of work or activities that involve human subjects change substantially during the project are also subject to renewal application review.

4. Minimum Risk Proposals - Expedited Review

Research activities which involve no more than minimal risk and in which the only involvement of human subjects as outlined below may be reviewed and approved by the IRB through its expedited review procedure. Under this procedure, the IRB review may be carried out by the chairperson of the board, or, in the chairperson's absence, by a member of the board designated by the chairperson. In reviewing research under this procedure, the reviewer may not disapprove the research. A research activity can only be disapproved after review by the full Board.

The following activities shall be eligible for expedited review:

- Minor changes in previously authorized research during the period for which approval is authorized.
- Research involving survey or interview procedures where all of the following conditions occur:
 - Responses are recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects.
 - The subject's responses, if they become known outside of the research, would not place the subject at risk of civil or criminal liability or be damaging to the subject's financial standing or employability.
 - The research does not deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol, and is not likely to cause the subject undue stress, fatigue, or any other psychological reactions.
 - The research proposal makes adequate provision for obtaining the informed and voluntary participation of subjects.

If, in the reviewer's judgment, the proposal goes beyond the criteria for expedited review, it shall be subject to full board review and approval. The chair shall provide to the IRB summaries of research proposals certified through expedited review procedures and copies of review disposition letters to investigators.

All other cases require a full board review.

Institutional Review Board

1. The purpose of the IRB is to conduct initial and continuing reviews of projects that involve the use of human subjects in accordance with the policy.
2. The IRB board will be composed of five members: the Vice-President for Student Services, the Dean of Counseling, the Director of Institutional Research, one Instructional Dean, and two members of the faculty from different academic divisions of the college and one member of the greater Imperial County community not affiliated with the college appointed by the Superintendent/President of Imperial Valley College to serve one to three-year terms to insure that the review board is sufficiently qualified through the diversity, maturity, experience, and expertise of its members for its advice and counsel to safeguard the rights and welfare of human subjects. The Vice-President for Student Services will serve as chair.
3. In the event that a conflict of interest arises with a member of the IRB related to a project under review, the member will not participate in the review process for that project.
4. The review board will be guided by and operate in compliance with applicable sections of Title 45, CFR, Part 46, Protection of Human Subjects, June 23, 2005.
5. The IRB will accept petitions for review from principal investigators at any time and will return decisions within twenty (20) working days. Decisions will be in writing. To be eligible for review, petitions for review will contain the following information:
 - Name of Principal Investigator with e-mail address and telephone number with signature and date.
 - Name of Co-Principal Investigators with e-mail addresses and telephone numbers.
 - Administering division or department of project.

- Project duration.
- Project title.
- Funding Agency and Proposal ID number (if applicable).
- Statement addressing real or potential conflict of interest.
- Indication of whether or not the project may be exempt from full board review.
- Brief statement of how human subjects are to be involved in the project.
- Project summary.
- Copy of the grant proposal.

The following types of projects are exempt from IRB review: data gathered for the purposes of fundraising; market research for the purposes of admissions recruiting; recruiting efforts for faculty or staff; and statistical data collected for the management of institutional affairs, including surveys of students, prospective students, and alumni. Please note that a project that does not clearly fall into one of these categories should be brought to the IRB Chair for a determination of whether it is exempt. **The determination as to whether a project is exempt from Board review cannot be made by the principal investigator(s) themselves.**

Adopted on XX-XX-2011

BP 3560 Alcoholic Beverages

Reference:

Business and Professions Code Section 25608

The District is authorized to enact administrative procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations.

It shall be the policy of the Board that, in accordance with Board Policy BP 3550 Drug Free Environment and Drug Prevention Program, alcoholic beverages may not be possessed, sold, and/or consumed on District owned or operated properties except under the following circumstances:

When, with approval of the CEO, the alcoholic beverage is acquired, possessed, or used in connection with a course of credit, non-credit, or not for credit instruction.

When, with the approval of the CEO, the District recognizes the opportunities for the District to host events on campus and authorizes approval of alcoholic beverages on campus.

When, with the approval of the CEO, the alcoholic beverage is acquired, possessed, or used during fundraisers held to benefit a nonprofit corporation that has obtained an appropriate license. Such events shall, through appropriate administrative procedures, be approved in accordance with BP 6700 Civic Center and Other Facilities Use.

All activities and programs shall be conducted in a manner consistent with public peace and safety. Any person under the influence of intoxicating liquor shall be denied access to District owned or operated property and/or subject to enforcement of applicable laws.

Alcoholic beverages shall not be served on campus except in accordance with these administrative procedures.

See AP 3560 (will be created once BP is approved)

CTA Counterproposal March 30, 2011
District Counterproposal March 18, 2011
CTA initial proposal March 2, 2011

15.15 Default Course Assignment Procedure

It is not the intent of this section to change the procedure for assignment of courses where the department or division has established procedures that meet the needs of the majority of the faculty members, the District and the students of Imperial Valley College. Further, it is recognized that in all cases the Vice President for Academic Services has the final say in course assignments during any semester or session in accordance with the sections enumerated above. Finally, the Association recognizes that the best practice in scheduling assignments is one that is reached through the collegial participation of all effected unit members and District administrative representatives. However, the following scheduling procedure shall prevail in cases where all efforts to reach consensus among unit members in the division have failed.

For each fall and spring semester and for the winter intersession and the summer session, the Deans and Department Chairpersons, under the direction of the Vice President for Academic Services and with consultation from Student Services, shall develop the list of projected course offerings, including dates, times, locations, and patterns, in each subject area that best fit the needs of the students.

Department Chairpersons will offer to all qualified unit members in their divisions or departments the opportunity to select a course assignment, utilizing a priority selection system based upon seniority. The procedure shall be as follows:

1. All unit members in a given discipline will be ranked according to seniority, with the most senior person being granted rank 1, the second most senior person being granted rank 2, and so on.
2. Unit members who develop new courses (traditional and/or online) shall have the right of first refusal to teach the course, regardless of the unit member's seniority status. This right of first refusal shall only apply to the courses selected under section 3 below, and shall not apply to overload courses. The unit member may waive their right of first refusal to courses they created for two (2) consecutive academic years, including winter and summer sessions, college years ~~one academic term~~ consecutively before their right of first refusal terminates.

This right of first refusal shall be deemed to have been waived for the current semester if the unit member does not exercise his/her right prior to the finalization of the course schedule.

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District Counterproposal March 18, 2011
CTA initial proposal March 2, 2011

~~Upon development of the course schedule, the author of a new course shall notify the appropriate Dean of their right of first refusal within five (5) working days of the release of the schedule for review. Failure to notify the Dean will result in waiver of this right.~~

3. The list of courses in the discipline to be offered for that semester or session shall be offered first to the rank 1 member. That member will have the opportunity to select a maximum of five (5) courses, or fifteen (15) lecture units or the equivalent, for the fall or spring semesters, or two (2) courses, or six (6) units or the equivalent, for the winter or summer sessions, that s/he would like to teach.
4. The list will then be passed on to all the remaining unit members in order, with each selecting courses as above.
5. Once all the unit members have selected their preferred courses, the list, if any courses are remaining, will return to the member ranked 1, who will then select one additional course as overload if desired.
6. The rounds will continue in order until all courses are selected. If any courses remain unselected, then the Department Chairperson will offer the courses to qualified unit members outside the discipline, if any, and/or part-time instructors as appropriate.

The following steps apply only during the selection process for winter intersession or summer session:

7. Any unit member who is not interested in teaching during a winter or summer session may elect to pass on the selection process. Choosing to pass in one session does not necessarily grant preference to a unit member in selecting courses in subsequent sessions.
8. If during the selection process for winter or summer sessions there are more unit members desiring classes than there are courses to be offered, the member who was the first person to be denied the opportunity to teach shall be ranked first for the next immediate session selection rotation, with all other unit members maintaining their same rankings relative to one another.
9. During the selection process for winter or summer sessions, documentation should be made of the order of selection and

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number of courses selected by each unit member for reference during future sessions.

10. During the preparation for the next summer session or winter intersession, the same selection procedure should be followed. However, the first person to select should now be the person who was originally ranked 2 in the previous selection, with the previously ranked 1 member moving to the last selection position. In cases where some unit members did not have the opportunity to select courses for the previous session, the first ranked person so excluded shall now be the first to select, with all other unit members maintaining their same rankings relative to one another.

~~Unit members who develop new courses (traditional and/or online) shall have the right of first refusal to teach the course, regardless of the unit member's seniority status.~~

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1100 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



February 28, 2011

TO: Chief Instructional Officers

FROM: Barry A. Russell
Vice Chancellor of Academic Affairs

SUBJECT: Flexible Calendar Planning and Certification for 2011-2012

All colleges are required to complete information related to the Flexible Calendar Program and return the attached certification form, whether or not they participate in the Flexible Calendar Program. ***Failure to obtain approval for the Flexible Calendar Program by July 1, 2011, may impact your apportionment in 2011-12.***

The Flexible Calendar Program provides in-lieu-of regular instruction time for faculty who teach apportionment generating courses to participate in development activities that are related to faculty, staff, student, and instructional improvement. Strategies for developing a successful Flexible Calendar Program can be found in the *Guidelines for the Implementation of the Flexible Calendar Program, 2007* located on the Chancellor's Office web page at:

<http://www.cccco.edu/SystemOffice/Divisions/AcademicAffairs/FlexCalendar/Guidelines/tabid/760/Default.aspx>

This year we will be using an online process to collect some of the data we previously had you send to us. The online Flexible Calendar Data Submission Form for the California Community Colleges process replaces forms FC-002, 003, and 004, which will no longer be used. Form FC-001 will continue to be used as the certification form and will need to be mailed with an original signature.

The flexible calendar coordinator for your college has been sent a separate e-mail with a unique link to the Flexible Calendar Data Submission Form for the Academic Year 2011-12. When they click on this link they will be able to enter the information for your college.

For your convenience please find attached the certification form needed to complete the process for the Flexible Calendar Program in 2011-12:

- FC-001 Flexible Calendar Certification Form

This form may also be located at the following URL:

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/ApplicationsandForms/tabid/741/Default.aspx>

Flexible Calendar Planning and Certification for 2011-2012

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Requested Action:

All colleges are required to complete the online survey and submit a certification form with original signature to the Chancellor's Office no later than **June 15, 2011** and send it to:

California Community Colleges Chancellor's Office
Dean LeBaron Woodyard, Academic Affairs Division
Attn: Flex Calendar Certification Processing
1102 Q Street
Sacramento, CA 95811-6549

Please contact Dean Woodyard at 916.445.1780 or by email at lwoodyar@cccco.edu, should you have any questions or need further clarification.

Best wishes for a successful program.

cc: LeBaron Woodyard, Dean, Academic Affairs
Stephanie Low, Dean, Curriculum and Instruction
Elias Regalado, Specialist, Fiscal Services

Reorganization Survey Questions

Response criteria for all questions:

Strongly Agree

Agree

No Opinion

Disagree

Strongly Disagree

These questions refer to the overall reorganization:

1. The reorganization has effectively helped to meet IVC's mission.
2. The role of the deans has been beneficial to the college.
3. The divisions as created for the reorganization have been beneficial to the college.
4. The role of division chairs has been beneficial to the college.
5. The faculty evaluations are being completed in a timely manner.
6. The deans have effectively resolved faculty issues within the divisions.
7. The overall cost of the reorganization has been acceptable.

These questions refer to Deans:

1. Are advocates of the institutional mission and goals.
2. Contribute to a positive institutional climate that enhances the educational process and the academic environment.
3. Demonstrate constructive administrative leadership.
4. Promote community support and involvement.
5. Maintain a total perspective in reaching decisions.
6. Demonstrate organizational and planning skills before taking action.
7. Create a positive work environment which promotes high morale.
8. Create a working environment that encourages others to strive for excellence.
9. Demonstrate resourcefulness, imagination, and communication skills for accomplishing tasks.
10. Are accessible and open for input and/or inquiries.
11. Promote an atmosphere wherein diversity of opinion can exist.
12. Demonstrate effective problem-solving skills.
13. Treat faculty with fairness and respect.

These questions refer to Department Chairs:

1. Are advocates of the institutional mission and goals.
2. Contribute to a positive institutional climate that enhances the educational process and the academic environment.
3. Demonstrate constructive leadership.
4. Promote community support and involvement.
5. Maintain a total perspective in reaching decisions.
6. Demonstrate organizational and planning skills before taking action.
7. Create a positive work environment which promotes high morale.
8. Create a working environment that encourages others to strive for excellence.
9. Demonstrate resourcefulness, imagination, and communication skills for accomplishing tasks.
10. Are accessible and open for input and/or inquiries.
11. Promote an atmosphere wherein diversity of opinion can exist.
12. Demonstrate effective problem-solving skills.
13. Treat faculty with fairness and respect.

SECTION 3.0 ACADEMIC GUIDELINES

3.39 Faculty Ranking (Board Resolution No. 8051)

The procedures to determine full-time tenured faculty rank is determined by the following formula:

<u>POSITION</u>	<u>YEARS OF FULL-TIME ACADEMIC SERVICE</u>
Instructor	0 - 4
Assistant Professor	5 - 8
Associate Professor	9 - 12
Full Professor	13+

WHEREAS, when President Franklin Delano Roosevelt signed Executive Order 9066 in February 1943, over 120,000 Americans of Japanese ancestry were forcibly removed from their homes and communities, sent to remote internment camps, and denied all constitutional rights. Sixty-two percent of these men, women and children were American-born citizens who were Nisei (second generation Japanese Americans) or Sansei (third generation Japanese Americans), and;

WHEREAS, in 1941, 2,567 Japanese American students were enrolled in California's higher education institutions, both public and private, and;

WHEREAS, records from the California Nisei College Diploma Project asserts that more than 1,200 Nisei students attended 44 junior and community colleges during the academic term immediately prior to Executive Order 9066, and;

WHEREAS, California Governor Schwarzenegger signed into law on October 2009, Assembly Bill 37 authored by Assemblymember Warren T. Furutani, which provides for our institutions of higher education in California, including community colleges, to award honorary degrees to Japanese American college students who were forcibly evacuated from their homes in 1942, interned in government camps, and as a result, were unable to complete their education, and;

WHEREAS, the California Community College Chancellor's Office has identified 3 individuals who were enrolled in either Brawley Junior College or Central Junior College during 1941-42 or were planning to attend those institutions when Executive Order 9066 was signed by President Franklin Delano Roosevelt in February, 1942;

NOW THEREFORE BE IT RESOLVED, that the Board approves the recommendation of the Superintendent/President to confer an Honorary Associate Degree to the following individuals:

Saburo Aisawa

Akira (Joe) Aisawa

George Matsumoto

Hiroshi Kawashima