

Academic Senate of Imperial Valley College

Adopted Minutes

17 October 2012

I. Call to Order--The meeting was called to order by President Lehtonen at 1:31 p.m.

Present--Eric Lehtonen, Daniel Gilson, Frank Rapp, Deirdre Rowley, Cathy Zazueta, David Zielinski, Dave Drury, Frank Miranda, Caroline Bennett, Russell Lavery, Rick Goldsberry, Mary Jo Wainwright, Norma Nunez, Mike Palacio, Robert Baukholt, Michael Heumann, Allyn Leon, Mary Lofgren, Christina Shaner, Krysta Byrd, Ed Wells, Kevin White, Kathy Berry.

Absent—Todd Hansink, Lisa Tylenda.

Excused—Lorraine Mazeroll, Barbara Nilson, Maribel Garcia.

Visitors—Tina Aguirre, Frances Arce, Sheila Dorsey-Freeman, Sydney Horton, Victor Jaime, John Lau, Sergio Lopez, Silvia Murray, Taylor Ruhl.

II. Visitors' Comments—Russell Lavery informed the Senate that he will be suspending his planetarium events during Campus Hours due to low turnout.

Mary Lofgren informed the Senate that she has fifty copies of the 2012-2013 IVC/CCA/CTA/NEA contract available for interested parties.

III. Consent Agenda

M/S/C (Leon/Zazueta) to approve the Academic Senate minutes of 3 October 2012, the Curriculum Committee minutes of 20 September 2012, the recommendations to the President of 6 September 2012, and the recommendations to the Board of 20 September 2012.

IV. Reports

1. President—President Lehtonen reported that he had met with a representative of Follett Books, Alfonso Ruiz, Francisco Menchaca, and John Lau to discuss issues relevant to the bookstore's service to IVC, including concerns regarding faculty submitting book orders in a timely manner. He further stated that data comparing IVC's faculty book order compliance to other community college's faculty book order compliance was being gathered. He also stated

that renewal of the bookstore's contract would be best served with assessment of appropriate criteria for evaluating the effectiveness of bookstore policies, procedures, and results.

President Lehtonen reported that the Honors Committee has met and discussed the issue of whether or not classes in the Honors Program would necessitate Curriculum Committee approval, specifically in regard to repeatability of the course for a student who failed to complete an honor's course contract.

President Lehtonen reported that the Senate web site needed updating of the Constitution and By-Laws.

President Lehtonen reported that concerns had been raised regarding evening instructors consistently dismissing classes prior to the scheduled class ending time. He further stated that daytime instructors should be held to the same standard.

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

3. Treasurer—Treasurer Christina Shaner reported that \$355.00 had been spent on travel costs for the upcoming plenary session. She further stated that the Senate's year to date expenditures amount to \$12,950.02, leaving a balance of \$47,130.41.

5. Associate Student Government—There was no Associated Student Government report.

6. Part Time—There was no Part Time faculty report.

7. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the committee had met on Thursday, 4 October 2012, and had approved several minor course outline changes. He further reported that the committee had discussed changes to course prerequisites and that discussion of Honors Program issues would occur at the meeting of 18 October 2012.

8. Distance Education—Distance Education Coordinator David Zielinski reported that the substantive change proposal revision had been completed and submitted to the Chancellor's Office and that the earliest the Chancellor's Office would reply to the report would be 15 November 2012.

9. CART—Vice-President for Instruction Kathy Berry reported that the Continuous Accreditation Readiness Team was in the process of editing the IVC self-study section of the IVC accreditation report. She further reported that the introduction to the accreditation report is a major factor in the quality of the report and that the team is currently editing that part of the accreditation report. Senator Michael Heumann stated that the editing will be completed

within one week with the exception of the financial section of the introduction. Vice-President for Business John Lau stated that the financial section of the introduction being revised and edited consisted of changes to IVC's solvency and financial sustainability.

10. Basic Skills Initiative—Basic Skills Initiative Coordinator Frank Rapp reported that the 2012-2013 Basic Skills Report had been submitted to the Chancellor's Office. He further stated that significant changes from previous year's reports included a narrative discussing what the IVC Basic Skills Committee would modify from initial practices and a narrative explaining methods of courses of action planned based on data assessment. He also stated that the IVC report emphasized taking more positive steps to make Basic Skills a campus-wide priority and improved, systematic use of data.

11. Wellness Committee—Dave Drury reported that the Wellness Committee would be informing the campus via e-mail that an IVC Fitness Center for faculty and staff would be available for a minimal cost and would be open during select times.

V. Action Items

1. Distance Education—Second Reading

M/S/C (Leon/Nunez) One (1) "No" vote,

WHEREAS, the Accreditation commission is deferring evaluation until November of the substantive change proposal for Distance Education, and

WHEREAS, IVC is still in the process of implementing Blackboard on the entire campus, and training and support is still needed, and

WHEREAS, the DE committee is in the process of revising the course creation policy and the DE addendum (AP 4105), and

WHEREAS, the DE committee is working to create a new committee as a subcommittee of the Curriculum Committee to scrutinize and evaluate proposed online courses.

THEREFORE, BE IT RESOLVED, the Academic Senate recommends that no online classes will be offered in Spring 2013.

Discussion ensued, including concerns regarding past practice of offering a select number of online classes during the Fall 2012 semester, distance education classes helping to meet IVC enrollment numbers, and maintaining rigor in the quality of on line course creation and on line course instruction.

Call the Question (Nunez). Carried unanimously.

2. Leadership Evaluation—First Reading

M/S/ (Leon/Lofgren) to approve the “Administrator Appraisal Form for Full-Time Academic Staff” as presented.

Rate as follows:

N/A = not applicable

1 = needs considerable improvement

2 = needs improvement

3 = acceptable performance

4 = notable performance

1. Demonstrates constructive administrative leadership.
2. Accepts and provides constructive criticism, and makes appropriate adjustments.
3. Communicates effectively with members of the community.
4. Considers all relevant perspectives prior to reaching decisions.
5. Demonstrates organizational and planning skills.
6. Establishes a positive work environment which promotes high morale.
7. Encourages others to develop their work-related skills and knowledge.
8. Demonstrates resourcefulness and communication skills necessary to accomplish tasks.
9. Responds to inquiries in a timely manner.
10. Promotes an atmosphere wherein diversity of opinion can exist.
11. Demonstrates effective problem-solving skills and sound judgment.
12. Interacts with faculty in a fair and ethical manner.
13. Implements appropriate disciplinary measures when necessary.

Discussion ensued, including the use of the term *criticism* and its implications.

VI. Information

1. FCMAT Report—Ad Hoc FCMAT Committee Chairman Daniel Gilison reported that he had received numerous requests from IVC faculty for membership on the committee. He further stated that the committee shall be comprised of himself, David Drury, Michael Cushner, Angie Ruiz, Mary Lofgren, and Sacha Sykora.

2. Academic Senate Retreat—President Lehtonen reminded the Senators present that the 2012-2013 IVC Academic Senate Retreat would take place on Friday, 19 October 2012, at the home of Secretary Rapp from 11:00a.m. to 3:00p.m.

3. Area D Meeting—President Lehtonen reminded the Senators present that the Area D meeting would take place this Saturday, 20 October 2012 at Mt. San Jacinto College and that registration is not required. He further stated that any Senator could attend and that food would be provided at the meeting. He requested that any Senators planning to attend contact him.

VII. Discussion

1. Academic Senate Plaques Update—Secretary Rapp raised the issue of updating the Senate plaques in the Faculty Lounge. He also requested consideration for the creation of a Rafael Santos Award plaque to be placed in the Administration Building.

Discussion ensued, including suggestions of raising costs to cover updates by seeking outside donors, by requesting contributions from current Senators, by reducing costs by listing Senate Presidents only, and by purchasing an electronic plaque.

VIII. *“For the Good of the Order”*

President Lehtonen stated that there are a number of community colleges which have bookstore committees for overseeing bookstore operations and suggested that IVC consider doing so as well.

Secretary Rapp reported that IVC Superintendent/President Victor Jaime, Dean of Student Affairs Sergio Lopez, Economic and Workforce Development Coordinator Martha Garcia, EOPS Counselor and Academic Senator Mary Lofgren, and English Professor and Academic Senator Frank Rapp had taken part in the United States Navy Distinguished Visitor Program. The program entailed being flown onto the aircraft carrier U.S.S. Nimitz while it was stationed in the Pacific Ocean for pilot and crew training; spending Sunday, 7 October 2012 and Monday, 8 October 2012 being given a tour of the aircraft carrier and its operations; and then being flown back to North Island, San Diego from the air craft carrier.

Senator Cathy Zazueta informed the Senators present that the Book Club would be meeting during campus hour tomorrow, Thursday, 18 October 2012, on the library patio to discuss the book *The Hunger Games*. She further stated that Eric Jacobson would be leading the discussion.

3. The meeting was adjourned at 2:49p.m. by President Lehtonen. The next regularly scheduled meeting of the IVC Academic Senate shall take place on 7 November 2012 at 1:30p.m. in the IVC Board Room.