Academic Senate of Imperial Valley College

Adopted Minutes

5 March 2014

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

Present—Eric Lehtonen, Laura Mosier, Dave Drury, David Scott Sheppard, Caroline Bennett, Russell Lavery, Rick Goldsberry, Bradford Wright, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Robert Baukholt, Daniel Gilison, Michael Heumann, Allyn Leon, Barbara Nilson, Frank Rapp, Christina Shaner, Ed Wells, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent— Scott Simpson, Frank Hoppe (proxy for Cathy Zazueta), Frank Miranda, Mary Lofgren.

Visitors—Tina Aguirre, Marian Bonheim, Sheila Dorsey-Freeman, Gayla Finnell, Sergio Lopez, Brian McNeece.

B. Visitors' Comments

Political Science Professor Gayla Finnell presented a brochure and information on the Inside/Out Program, a pilot program offered through the cooperative efforts of Imperial Valley College, the Imperial County Sherriff's Office, and the Imperial County Probation Department.

Math Lab tutorial Specialist Caroline Bennett announced to the Senate and all present that the IVC Foundation has established an opportunity to donate automatically to the IVC Math Lab through the Foundation web page. Said donations shall be used exclusively for providing additional tutoring in the Math Lab.

C. Consent Agenda

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

D. Reports

1. President—President Lehtonen reported that the California Academic Senate is conducting discussions on various states of affairs in regard to working relationships between academic senates and curriculum committees at community colleges statewide.

He further announced that the Area D meeting for the Spring 2014 semester would be held at Mira Costa College on 22 March 2014 and he encouraged as many IVC Senators as possible to attend, including part-time faculty representatives.

President Lehtonen also reported that the Regional Curriculum meeting would be held Friday, 14 March 2014 and that he and Instruction Assistant/Curriculum Specialist Dixie Krimm will attend.

President Lehtonen concluded his report by reminding the Senate that the IVC Board Retreat shall be held on Saturday, 15 March 2014, and that it is open to the public.

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

3. Treasurer—Senate Treasure Caroline Bennett reported that the Senate balance stands at $4,155.59.

4. Associated Student Government—Associated Student Government President Ricardo Ibarra reported that the ASG is preparing for ASG elections for 2014-2015 ASG President on Friday, 14 March 2014 and for 2014-2015 Senators on Monday, 24 March 2014.

He further reported that the ASG is working on the 2014 Spring Awards banquet.

ASG president Ibarra concluded his report by stating that the results of the survey regarding the IVC mascot found that 57% of students surveyed wish to keep the Arab mascot and that 57% of faculty wish to change the Arab mascot.

5. Part-Time—Part-Time Instructor Michael Capeci reported that he is currently working on having a percentage of funds from an annual police association fund raiser donated to the IVC Academic Senate Scholarship fund.

6. Curriculum Committee—Curriculum Committee Co-Chairman Michael Heumann reported that the Curriculum Committee shall next meet on Thursday, 6 March 2014, and that revising and updating catalog text shall be a major focus of the meeting.

7. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council has establish an ad hoc committee to review College Council by-laws.

8. Basic Skills—There was no Basic Skills Committee report.

9. Distance Education—Distance Education Committee Chairwoman Gayla Finnell reported that the Distance Education Committee had met on Wednesday, 12 February 2014, at which time the committee adopted a core value statement, discussed and updated the on-line course development policy, requested that the Academic Senate add a student representative to the DE committee membership, selected an on-line course evaluation team, and completed the Distance Education program review.

10. Technology Planning—Technology/Planning Committee Chairwoman Gayla Finnell reported that the committee had met on Monday, 13 February 2014, at which time the committee discussed the problem of the high cost of replacement parts for document cameras which were experiencing technical difficulties not covered under warranty.

E. Update on Previous Discussion and Information Items

1. Chair/Coordinator Job Description—First reading—Daniel Gilison

Vice-President Daniel Gilison presented the following to the IVC Academic Senate:

IMPERIAL VALLEY COLLEGE
JOB DESCRIPTION: AREA COORDINATOR

INTRODUCTION: The Coordinator is the tenured faculty lead for a division or program. Coordinators are faculty members elected biannually (every 2 years) by area faculty and with mutual approval of the Vice President for Academic Services. The Coordinator must be able to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the area and/or program. The Coordinator must possess knowledge of curriculum development, student learning outcomes, program review, schedule development, FTES, FTEF, and the rules and regulations of the California Community College System.

Major Functions:

Curriculum:

1. Facilitate, in collaboration with area faculty, curriculum development, review, and revision, which includes data collection to support curriculum review and revision. Propose new curriculum to the curriculum committee based on analysis of need.
2. Serves as area representative of the Curriculum Committee.
3. Work with the faculty to facilitate the review of textbooks and/or other material assigned to students that support and/or upgrade the quality of the content and instruction offered to students in the area's programs.
4. Facilitate, in collaboration with area faculty and Department Chair, the development, implementation, and assessment of the Student Learning Outcomes at the course, program and institutional levels as appropriate.

Program Review/Accreditation and Planning:

5. Facilitates Program Review in collaboration with faculty.
6. Participates in accreditation reports as appropriate.
7. Provides various reports and/or information to Instructional Deans or Vice President of Academic Services.
8. Develops and manages budget. Works to provide data, information on budget development.

Personnel:

9. Initiate justification for additional staff and participate in the selection of prospective staff members within the academic area as per district hiring procedures as appropriate.
10. Facilitate area level orientation and mentorship of new faculty.
11. Serves as a member of the Individual Tenure Committee.
12. Orients new faculty and part-time faculty with the help of instructors within the area.
13. In collaboration with the Instructional Dean, develops a plan for regular evaluation of part-time faculty, which may include the participation of full-time faculty area members per contract.
14. Provide input to the Instructional Dean on the evaluation of area support staff.
15. Recommend staff development workshops and/or programs that serve the short term and long range interests of the students.

16. Develops class schedule and works on schedule development at the program or area level.

Minimum Qualifications:

1. Must be a full-time, tenured faculty member in good standing with the district.
2. Ability to work collaboratively with faculty, staff, administrators and students in the day-to-day operations of the division and/or program.
3. Knowledge of curriculum development, student learning outcomes, and program review.
   Ability to analyze data for curriculum revision, program review and other reports as needed.

Discussion ensued, including concerns the stated job description and job description for Department chairs, the reasons for the need to establish the coordinator job description, and whether or not the description was based on any input from administration.

2. Faculty Service Obligation Alternatives—First Reading—Frank Rapp

Secretary Frank Rapp presented the following to the IVC Academic Senate:

WHEREAS the "Agreement between the Imperial Community College District and the Imperial Valley College Chapter of the Community College Association of the California Teachers Association of the National Education Association (IVCC/CCA/CTA/NEA) for Academic Years 2013-2015" states in Article 15.5 "All unit members as part of contract requirements are required to serve on one (1) [sic] recognized campus committee or as the advisor to a recognized, active student club or organization, during each academic year," and

WHEREAS the number of committee positions combined with the number of club or organization advisor positions at Imperial Valley College is less than the number of full-time faculty at Imperial Valley College,

THEREFORE BE IT RESOLVED that the Academic Senate of Imperial Valley College recommends that the negotiators for the Imperial Community College District and the negotiators for the IVCC/CCA/CTA/NEA reopen negotiations on Article 15.5 to include alternatives to the requirement for all unit members to serve on a committee or as a club advisor, including the possibility of approved special projects to benefit the college as well as the possibility of a discipline or division designee of one or two faculty members to establish and provide expertise in equivalency within each discipline in order to better expedite the equivalency review process.

Discussion ensued, including concerns regarding whether or not it would be more appropriate to recommend a memorandum of understanding as opposed to a contract reopener as well as the need to specify alternatives or not.

3. Academic Senate By-Laws Review—Michael Heumann

Ad Hoc Academic Senate for Imperial Valley College By-Laws Review Committee Chairman Michael Heumann reported that Reference Librarian Frank Hoppe has been added to the committee.

4. New Hiring Procedures Committee—Eric Lehtonen/Marion Bonheim

President Lehtonen and Interim CHRO Marion Bonheim reported that the New Hiring Procedures Committee has met and is discussing such issues as changes to the Staffing Committee and reviewing policies and procedures for evaluating employee candidates applications.

President Lehtonen requested that any issues regarding hiring procedures and practices be brought to the attention of the committee.

F. New Discussion and Information Items

1. Accreditation Letter Response—Kathy Berry

Vice-President for Academic Services Kathy Berry reported on the Imperial Valley College response to the letter received by the college from the Accrediting Commission for Community and Junior Colleges. Her report included information regarding an accreditation site visit at Imperial Valley College on 14 April 2014, and additional follow up "Special Report" due 15 April 2014, IVC's being disallowed form offering new programs or certificates while on Warning status, and conflicting information regarding the Faculty Obligation Number (FON).

2. Class Enrollment Capacity—Michael Heumann

Curriculum Committee Co-chairman Michael Heumann informed the Senate that examination of class enrollment capacity at IVC as compared to other California community colleges shows a wide range of differences. The examination is being conducted along with concerns regarding success rates in relation to class enrollment capacity.

Discussion ensued, including the concern that increased classroom enrollment capacity is deterred by the number of classrooms at IVC which cannot hold a greater number of students.

I. Adjournment

M/S/C (Gilison/Nunez) to adjourn.

The meeting was adjourned at 3:04p.m

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 19 March 2014 at 1:30p.m. in the IVC Board Room.