

IVC Academic Senate Meeting
Unapproved Minutes
September 1, 2010 1:30 p.m.
Board Room, Building 10

I. Call to Order by the President

The meeting was called to order at 1:33 p.m. by President White.

Roll Call by Linda Amidon, Recorder:

Present: Daniel Gilison, Kevin White, Cathy Zazueta, Norma Nunez, Bruce L. Seivertson, Kathy Berry, Carlos Espericueta (ASG Representative), Elizabeth Trevino, Norma Scott, Mary Jo Wainwright, Jeff Beckley, David Zielinski, Toni Pfister, Jill Kitzmiller, Mary Lofgren, James Patterson, Eric Lehtonen, Barbara Nilson

Absent: Michael Heumann, Romano Sanchez-Dominguez, Rosalba Jepson, Suzanne Gretz, Cesar Guzman, Scott Simpson(?)

Visitors: Robert Baukholt, Efrain Silva, Tina Aguirre, Frank Rapp, Carol Cortes-Ramirez, Nan Everly, Superintendent/President Ed Gould, Gaylla Finnell, Craig Holloway (ASG), Sheila Dorsey-Freeman, Frances Beope, Norma Nava, Russell Lavery, Taylor Ruhl, Brian McNeece, Victor Jaime, John Lau, Alfredo Cuellar, Krista Byrd, Todd Finnell, Celeste Armenta, Kevin Marty

Vice President Patterson confirmed a quorum with 15 members in attendance.

II. Visitor Comments

- Dr. Russell Lavery recognized Toni Pfister for her outstanding work as SLO Coordinator. He appealed to her to have the SLOs and IVC mission posted in the 2700 building. Although she didn't have anything to do with the posting of the SLOs and mission around campus, Dr. Toni Pfister offered to look into this matter. VP Berry explained that former Dean of Applied Science Gonzalo Huerta had the SLOs and mission posted in areas on campus; she will follow up on the postings in the 2700 building.

III. Consent Agenda

1. Academic Senate minutes of 6-2-10
2. C & I Minutes 5-06-10 and 5-27-10
3. Resolution No: 14130 Recommendations to President
4. Recommendation to the Board – Major, Certificate, Course Additions & Deletions

M/S/C Patterson/Nunez to approve the consent agenda items as posted.

Discussion took place regarding the revision to AP 4105, Distance Education; however, it was pointed out that the item was not included on the agenda. It was determined that two versions of the agenda had been posted, one listing four items under Consent Agenda and another with seven items including the revision to AP 4105. Copies of the agenda containing the seven consent agenda items were subsequently distributed at the meeting, but no action was taken on AP 4105.

IV. Reports

1. President White:

- Welcomed everyone in attendance, especially the new Senators. He stated that serving on the Academic Senate involves a steep learning curve, but he provided assurance that he and the Senate would be more effective this year and would continue to work hard on academic and professional matters.
- Thanked VP Berry for providing secretarial support for Senate meetings. He noted that the Academic Senate Secretary could take a more active role in Senate matters including meetings if the Secretary did not have to take minutes. Kathy Berry explained that secretarial support would be provided on a temporary basis. President White stated that the District is standardizing committee minutes across the campus as a result of accreditation.
- Reported that he, VP Berry, Carol Lee, and Dean Efrain Silva attended the Curriculum Institute in July. The Senate will address issues raised at the Institute at its next meeting.
- Reported that he attended the California Community Colleges, Chancellor Jack Scott's Circle Luncheon with President Gould on August 26th at Cuyamaca College. The Chancellor updated attendees on state-wide issues.
- Discussed with members of the State Academic Senate Executive Committee the idea of visiting IVC to address the Senate and faculty issues.
- Announced that seven Senate meetings are scheduled for the Fall semester and eight in the Spring semester.
- Stated that all new Senators, based on the reorganization would be identified if not confirmed at the next Senate meeting.
- Announced that IVC has been honored with Past President Bruce Seivertson appointment to the State Faculty Development Committee by the State Academic Senate.
- Announced that this academic year he would provide trainings on the role, responsibilities, and leadership duties of the Academic Senate during some Senate meetings.

2. Past President Dr. Bruce Seivertson:

- Recognized Dr. Dennis Carnes for pursuing the reorganization of the Curriculum and Instruction Committee.
- Announced that a Dennis Carnes Scholarship would be established; he, Carol Cortes-Ramirez, and Nan Everly are spearheading this endeavor. A celebration of life for Dennis Carnes is scheduled for next month. Dr. Seivertson proposed that attendees play bingo in Dr. Carnes' honor, with the pot split one-half to the scholarship and one-half to the winner. Dr. Seivertson will be contributing \$100 towards the scholarship. An additional \$800(?) in pledges were made by meeting attendees, including Superintendent/President Gould, Nan Everly, Kevin Marty, _____, _____, _____, _____, _____. Carol Cortes-Ramirez and Nan Everly are the contacts for questions related to the scholarship

3. Treasurer Norma Nunez:

- Reported a current balance of \$8,797.00, with no 2010-2011 expenditures to date.
- Reported that \$2,800 was raised during the spring fundraiser.
- Senator Mary Lofgren reported that scholarships totaling \$2,500.00 were awarded (four at \$500 and two at \$250). She will send an email with the names of the scholarship recipients. The scholarship committee received a thank you letter from recipient Lucia Diaz, which Mary will present at the next Senate meeting. Mary briefly described the process for selecting the scholarship recipients.

4. VP of Instruction Kathy Berry:

- Thanked faculty for accommodating the numerous crashers this fall semester.

- Reported fall semester statistics as of 9:00 a.m. this morning:
 - 106.82% fill rate
 - 29,307 total students filling 27,436 seats
 - 9 classes cancelled
 - 12 classes added, including doubled classes
 - 72 distance ed sections, a 41% increase over last fall
 - Reported this is the first year that the District is not under crisis, which allowed her the opportunity to walk around campus and visit with students and faculty during the first week of the fall semester. Through her conversations with students she discovered that many students are communicating via Facebook regarding those instructors who accepting crashers in their classes.
 - Reported that the Instructional Deans are fully in place.
 - Reported that an adjunct orientation was held this fall.
 - Announced that the Continuous Accreditation Readiness Team (CART) would begin meeting in October. Training for the Educational Master Plan Committee (EMPC) is scheduled for September 24th.
5. Chief Financial Officer (CFO) John Lau:
- Thanked the union negotiators for their professionalism during negotiations meeting.
 - Reported on construction projects:
 - modernization of building 400 will begin shortly
 - rebuilding of the Art Gallery is in process and on schedule
 - remodeling of the former English Division as the new location of the Instruction Office is in process
 - the parking lot is scheduled for completion in February. The District is awaiting the installation of a stoplight, which will be partially funded with \$160,000 in County funds.
 - Announced the District's final budget will be presented in October. VP Lau reported that the District's budget process is improving – there is 2% variance between actual expenditures and budgeted expenses, which represents a difference of approximately \$500,000. He anticipates a better program review process this year, which will help to further improve the budget process.
6. Basic Skills Initiative (BSI) Coordinator Frank Rapp:
- Reported that no meetings have taken place yet this year.
 - Reported that he has sent a series of emails regarding basic skills effective practices and is awaiting feedback.
 - Announced that the _____ Region will be hosting a conference in Escondido on October 29. The conference is open to all faculty members and will focus on data collection and the use of data. Frank will provide the conference flyer electronically.
7. Student Learning Outcomes (SLO) Coordinator Dr. Toni Pfister:
- Stated there was nothing new to report since the last meeting in June. There was no activity during the summer, but she is in the process of gearing up for the new academic year.
 - Reported that not all SLO forms had been turned in by the deadline last spring, which has made it difficult to close out the 2009-2010 process. Dr. Pfister recommends changing the due date from the 15th week of the semester to the _____ week.
 - The SLO Committee will meet the second Wednesday of each month at 1:30 p.m.; the first meeting of the academic year is scheduled for next week and she will be posting the agenda.
8. Associated Student Government (ASG) President designee Carlos Espericueta:
- Reported the ASG hosted a Welcome Back barbeque for students.
 - Stated that ASG is looking forward to this academic year.

9. Contingent Faculty Representative, Adjunct Representative Norma Scott:
 - Reported that she had attended the adjunct faculty orientation. She thanked the committee that organized the event (Efrain Silva, Krista Byrd, Bruce Seivertson, Brian McNeece, Michael Heumann, Alfredo Cuellar, Eric Lehtonen).

V. Action Items: Academic and Professional Matters

1. C & I Instruction Committee Reorganization

M/S/C Lee/Zazueta to accept the reorganization of the C & I Committee as modified.

The Senate agreed that the Academic Senate Representative appointed to the committee would remain as co-chair of the new Curriculum Committee, and to maintain the "Assistant Librarian" as the voting member on the committee representing the Library. Modifications included the addition of the Basic Skills Coordinator as a consultant to the Curriculum Committee.

2. Election of Executive Committee Senate Officers 2010-11
 - Vice President - Dr. James Patterson elected following nomination by Barbara Nilson.
 - Secretary - Frank Rapp elected following nomination by Barbara Nilson.
The current duties of the Secretary were outlined: record minutes (it is anticipated that this duty will be eliminated eventually); conduct _____; maintain file of minutes; maintain documents at meetings; maintain correspondence; maintain Senate Website. The Senate Secretary would receive reassigned time.
 - Treasurer – Norma Nunez re-elected following nomination by Barbara Nilson. Senator Nunez was recognized for her previous work as Treasurer. The duties of the Treasurer were outlined: budget development (in the month of March); generate purchase orders and maintain records; financial reports.

VI. Committees

1. Curriculum and Instruction – Carol Lee reported that the committee met August 26 to recommend revision to the committee composition. The new Curriculum Committee will meet September 16 for mandatory training on stand-alone courses. Co-Chair VP Berry stated the committee's recommendation for Academic Senate Representative will be taken up at the next Curriculum Committee meeting.
2. College Council – No report provided.
3. Equivalency – Mary Joe Wainwright reported that the Equivalency Committee is moving forward with the survey.
4. Budget and Fiscal Planning – John Lau announced the topic of the next meeting would be the final budget.
5. Learning Support Services – No report provided.
6. Distance Education – DE Coordinator David Zielinski announced the next committee meeting is September 2nd in the Arts & Letters Division conference room. The committee will review the committee's goals and objectives. The minutes of the June meeting reflected the goals and objectives as: (1) training (2) _____ (3) _____.
7. Other committee reports – None.

VII. Discussion

1. Restoration of Full Accreditation

- President White thanked everyone involved in accreditation. He stated it was good to see the campus come together on this project. Dr. Gould stated that the District's accreditation status was a question that was regularly raised in the community; the community has responded favorably since accreditation has been restored. He singled out SLO Coordinator Dr. Toni Pfister for her contributions; due to her efforts IVC is far ahead of most college districts in the state and received positive comments from the Commission. Dr. Gould also thanked the Senate for its cooperation.

2. Equivalence Revision Review and Timelines

- Mary Jo Wainwright reported that the Senate had approved going forward with the survey. None of the policies have been approved yet. The application is being revised. Mary Jo will send the forms next week to the Deans and discipline faculty for review and completion of the survey. Mary Jo questioned whether the committee's composition could be changed at this time. VP Berry recommended that the committee composition shouldn't be changed until the Senate and Board has approved the revised policy. She described the equivalency policy and process as one of the most controversial issues on campus and strongly encouraged the Senate to carefully review the revision proposal. President White recommended that the equivalency materials be sent again to the Senate. Mary Lofgren expressed frustration that the revision process has taken so long; the work has already been done so the task must be completed soon. Senator Nilson recommended that the Senate vote on the policy revision at the third meeting of the fall semester. VP Patterson pointed out that no action could be taken until the materials were received. President White set a deadline of September 24 for all materials to be in.

3. Academic Senate 2010-11 Goals

- President White reported the Senate would address the following as its goals: updating the Senator Handbook; evaluation of the Superintendent/President; faculty evaluations by students (Senator Nilson reported that she has been working on this project); class load **determinates (?)**; installing Senate plaques in the faculty lounge.

4. Academic Senate 2010-11 Retreat

- President stated that the Senate should hold a retreat this year.

5. AS Committee member replacements

- President White reported there are vacancies on the Curriculum Committee and the Equivalency Committee.

6. Annual AS Fundraiser Committee selection

- President White stated that this committee must get an early start this year in order to maximize its success.

7. Martin Luther King and Cesar Chavez Planning Committee

- President White stated that the Senate needs to get an early start working with all interested groups to plan activities that commemorate these two holidays.

8. Shared Governance: IVC Agreement

- President White mentioned that he would meet with the President/Superintendent before the next meeting to establish a regular meeting time and approach to developing a Shared Governance agreement "white paper" that would outline what that term actually means for IVC.

9. ***“For the Good of the Order”*** - suggestions for improvements achievements
- Dr. Gould:
 - announced that Todd Finnell was recently hired as the new Vice President for Information Technology
 - reported on the Measure J progress: there is a campaign meeting this evening and everyone is invited; \$81,000 has been raised to date for the campaign; campaign members include Mike Cox and Robert Rubio, among others
 - observed that the fall semester is off to a smooth start, which he attributes to the new deans; the District is looking into a wait list to help out the registration process
 - Barbara Nilson recognized and thanked Math Department Chair Eric Lehtonen for his leadership and others in the department for accommodating the numerous crashers. She reported that almost every seat in the Math classes was filled.
 - VP Berry reported that the Paramedic Program underwent an accreditation visit in early August. She recognized Rick Goldsberry, EMS Coordinator, for his efforts in proving the program is compliant. She described Rick as very humble and an extraordinary human being who was officially recognized as a Real Hero by the American Red Cross. Rick is dedicated to the EMS program, which evidenced by the 100% pass rate of the students in the program.
 - Norma Nunez recognized and thanked counselors for their work in servicing students during June through August, and also for accepting crashers.

VIII. Adjournment

President White adjourned the meeting at 3:05 p.m.