

Imperial Valley College

Academic Senate

Agenda

Wednesday, August 20, 2014, 1:30 PM

Board Room

Mission: The mission of this organization shall be to represent the faculty in the formation of college and district policy on academic and professional matters, as mandated by Title 5, Section 53200 (b) and AB-1725, Shared Governance.

MEMBERSHIP

Michael Heumann, Senate President

Arts, Letters, and Learning Services

Laura Mosier

Vacant

Cathy Zazueta

Frank Hoppe (Secretary)

Economic and Workforce Development

Dave Drury

Frank Miranda

David Scott Sheppard

Health and Sciences

Caroline Bennett (Treasurer)

Russell Lavery

Rick Goldsberry

Bradford Wright

Student Services

Ralph Marquez

Norma Nunez

Part-Time Faculty

Michael Capeci

Mike Palacio, Jr.

At-Large Senators (Nine)

Gilbert Campos

Daniel Gilison (Vice-President)

Lorraine Mazeroll

Allyn Leon

Frank Rapp

Christina Shaner

Ed Wells

Vacant

Vacant

Ex-Officio

Eric Lehtonen (Past-President)

Nicholas Akinkuoye (Chief Instruction Officer)

Priscila Ortiz (ASG President)

A. Call to Order by the President

Roll call by Secretary

B. Visitor's 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.

C. Consent Agenda

1. Academic Senate Minutes of 7 May 2014

D. Reports—Please limit your report to 3 minutes

1. President
2. Past-President
3. Treasurer
4. Associated Student Government (ASG) President
5. Part-Time Representative
6. Budget & Planning
7. Other Committee Reports

E. Update on Previously Discussion and Information Items

1. Calendar Committee—Update to 2015-16 Calendar
2. Accreditation Report—Dr. Akinkuoye

F. New Discussion and Information Items

1. Online Master Planning Calendar—Tina Aguirre
2. Changes to College Hour/Time Blocks for 2015-16—Dr. Akinkuoye
3. AB 86—Dr. Martha Garcia
4. Committee Self-Evaluations
5. Academic Senate At-Large Vacancies—Frank Hoppe
6. Other Committee Vacancies

G. Action Items

1. SLO Coordinator Job Description—First Reading
2. Confirmation of SLO Coordinator Hire

H. "For the Good of the Order"—Suggestions and Identifications of Achievement

I. Adjournment

Academic Senate of Imperial Valley College

Adopted Minutes

7 May 2014

A. Call to Order

The meeting was called to order by President Lehtonen at 1:32p.m.

Present—Eric Lehtonen, Laura Mosier, Frank Hoppe (proxy for Cathy Zazueta), Dave Drury, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Rick Goldsberry, Bradford Wright, 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

Absent—Scott Simpson, Ralph Marquez, Ricardo Ibarra

Excused—Mary Lofgren

Visitors—Tina Aguirre, Susan Carreon, Gayla Finnell, Eric Jacobson, Brian McNeece, Jill Nelipovich, Betsy Rielly, Efrain Silva, Cathy Zazueta

B. Visitors' Comments

Vice President for Academics Kathy Berry thanked the Senate in this, its last meeting of the 2013-2014 academic year, for the work that it had done during said academic year, further commenting that it had been a pleasure working with the Senate.

Part-time Administration of Justice Instructor Michale Capeci informed the Senate that he had sent an e-mail announcing the upcoming fundraiser and that he had personal envelopes containing tickets for sale or purchase for each Senate member.

C. Consent Agenda

1. M/S/C (Gilison/Nunez) to approve the Consent Agenda as presented.

D. Reports

1. President—President Lehtonen reported that this was his last Senate meeting at which he would preside as Senate president and that he wished to thank all who had served on the Senate during his terms, further stating that the experience as a whole had been rewarding in many ways.

He further presented the completed Senate plaques for the Faculty Lounge and thanked Senators Norma Nunez and Barb Nilson for their assistance in seeing to it that the plaques were completed and accurate.

2. Past President—Past President Kevin White reported that this was his last meeting as past president, thanking the Senate for their service during his time as past president.
3. Treasurer—Senate Treasurer Caroline Bennett reported that \$14.80 had been spent on printing, and that therefore the Senate balance stands at \$2,112.21. She further stated that the Senate Fund Raiser had collected \$945.00 to-date.
4. Associated Student Government—There was no Associated Student Government report.
5. Part-Time—There was no Part-Time Instructor report.
6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the committee had met twice since the most recent Senate meeting and that focus had been on fine tuning the college catalogue. He further stated that revisions to academic procedures and to class size would be presented to the Senate in Fall 2014.
7. College Council—College Council Chairman Daniel Gilison reported that the last meeting of the College Council had been held on Monday, 5 May 2014, at which time no action had been taken, though there had been discussion of the Professional Development Plan.
8. Distance Education—Distance Education Committee Chairwoman Gayla Finnell reported that the Distance Education Committee shall meet on 10 September 2014.

She further stated that there would be four on-line courses during the Summer 2014 term and that a survey of Distance Education for the Chancellor's Office needed to be completed by 1 June 2014 and thus shall be delivered to the faculty on Friday, 9 May 2014, followed by later delivery to Student Services.

She completed her report by stating that, as Distance Education Coordinator, she has been invited to take part in an on-line consortium with the Chancellor's Office.

9. Technology Planning—Technology Planning Committee Chairwoman Gayla Finnell reported that the Technology Planning Committee shall meet on Thursday, 8 May 2014, at which time they will take action on one technology resources request from the Program Review Committee.
10. Basic Skills Initiative—Basic Skills Initiative Coordinator Jill Nelipovich reported that the IVC Basic Skills program shall receive \$37,000.65 for the 2014-2015 academic year. She further stated that the remaining funds for the 2013-2014 academic year had been spent on embedded tutors and computer software.

She completed her report by stating she shall be attending a Basic Skills leadership conference in Lake Arrowhead this summer.

11. CART—Vice President Berry reported that the follow up accreditation visit had taken place on Tuesday, 15 April 2014, and that the college is anticipating continued sanctions. She further stated that IVC must be fully compliant with accreditation standards by March 2015 or the college will be placed in the Show Cause accreditation category.

E. Update on Previous Discussion and Information Items

1. Rafael Santos Award —Frank Rapp

Secretary Frank Rapp deferred to President Lehtonen who presented the 2013-2014 Rafael Santos Award to Barb Nilson, citing her quality as a classroom instructor, her versatility as a member of the Math Department, her love of teaching, and her willingness to give of herself on behalf of IVC students as the qualities which make her deserving of the award.

Senator Nilson thanked the committee profusely for her selection and stated that she had merely wished to carry on a great tradition of quality instruction as she had received when she was a student at IVC herself.

2. Part Time Faculty Award—Mike Palacio

Senator Mike Palacio regretfully announced that the Part Time faculty were not yet ready to present an award but that they were working towards doing so, using criteria similar to the criteria for the Rafael Santos Award. He further stated that it was the intent of the Part Time faculty to be able to present a Part Time Faculty Excellence Award at the Fall 2014 Part Time Faculty Convocation on Thursday, 14 August 2014.

3. Arts and Letters Senate Representatives for 2014-2015—Frank Rapp

Secretary Frank Rapp announced that Frank Hoppe would be representing the Arts and Letters division for the 2014-2015 Academic Senate.

President Elect Michael Heumann added that Laura Mosier and Cathy Zazueta would be doing so as well.

F. New Discussion and Information Items

1. Review of Career Technical Education Program Review—Efrain Silva

Dean of Economic and Workforce Development Efrain Silva informed the Senate that the Review of Career Technical Program is a bi-annual review mandated by education code which tracks student progress in all career technical programs. He further stated that established benchmarks must be met and that any program which does not satisfy said criteria within three years must be eliminated.

Dean Silva proceeded to identify a large number of strong programs at IVC as well as several programs in jeopardy.

Vice President Berry added that the procedure for evaluating the career technical programs shall be applied to academic programs in the future.

2. Professional Development Plan—Tina Aguirre

Professional Development Committee Chairwoman Tina Aguirre presented a draft of proposed purpose, definition, and activities to be overseen by said committee as well as proposed calendars for professional development activities for the 2014-2015 academic year, acknowledging that various aspects of the proposals require negotiations.

3. Formation of Standing Committee: Enrollment Management—Kathy Berry

Vice President Berry recommended that the 2014-2015 Academic Senate consider the formation of a standing committee to consistently oversee such a committee for more efficient course planning for the college.

G. Action

1. Sabbatical Process Review Committee—Second reading—Eric Lehtonen

President Lehtonen pulled this item from the agenda.

2. New Faculty Orientation Committee—Second Reading—Norma Nunez

M/S/C (Heumann/Baukholt) to approve as presented.

Senator Ed Wells abstained.

3. Academic Senate By-Law Review Committee—Second Reading—Michael Heumann

President Lehtonen pulled this item from the agenda.

4. Distance Education Regular and Effective Contact—Second Reading—Gayla Finnell

M/S/C (Nunez/Leon) to approve as presented.

Senator Ed Wells abstained.

5. 2014-2015 Academic Senate Executive Committee Election—Michael Heumann

M/S/C (Baukholt/Wells) to elect Daniel Gilison as Vice President of the 2014-2015 Academic Senate for Imperial Valley College.

M/S/C (Gilison/Nilson) to elect Frank Hoppe as Secretary of the 2014-2015 Academic Senate for Imperial Valley College.

M/S/C (Baukholt/Nilson) to elect Caroline Bennett as Treasurer of the 2014-2015 Academic Senate for Imperial Valley College.

6. 2014-2015 Curriculum Committee Chairperson Election—Michael Heumann

M/S (Gilison/Nilson) to elect Eric Lehtonen as Curriculum Committee Chairman for the 2014-2015 academic year.

M/S (Wells/Nunez) to elect Frank Rapp as Curriculum Committee Chairman for the 2014-2015 academic year.

A secret ballot election was held, the results of which were announced by President Elect Heumann that Frank Rapp would be the Curriculum Committee Chairman for the 2014-2015 academic year.

H. *For the Good of the Order*

President Elect Heumann announced that he had received an e-mail from Sidne Horton regarding Atlas training which shall be conducted throughout the 2014-2015 academic year.

Senator Nilson wished to state that having been on the Senate has been “an amazing journey” and that she wished to thank all Senators, stating further that it has been an honor to serve with them.

Vice President Berry thanked President Lehtonen for his years of service as Senate president.

President Lehtonen passed the gavel to President Elect Heumann.

President Elect Heumann accepted said gavel and thanked President Lehtonen for his service as Senate president and thanked all in attendance as well.

I. Adjournment

President Lehtonen adjourned the meeting at 2:59 p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 20 August 2014 at 1:30p.m. in the IVC Board Room.

IMPERIAL VALLEY COLLEGE
SLO COORDINATOR DUTIES AND RESPONSIBILITIES

To improve learning and teaching, the SLO Coordinator will be responsible for providing leadership and guidance to faculty and staff for the development, assessment, and review of Student Learning Outcomes.

The SLO Coordinator will report to the Academic Senate regarding issues that pertain to academic and professional matters and to the VP of Academic Affairs/Accreditation Liaison Officer (ALO) regarding issues that pertain to accreditation or resource allocation.

Position Goals:

- ★ Successful campus-wide ongoing dialogue on student learning outcomes.
- ★ Ongoing continuous closed-loop student learning outcomes assessment at the course, program and college levels.
- ★ Institutional assessment of student learning outcomes.

Position Category:

- ★ A full-time tenured faculty member.
- ★ 40% reassigned time position.

Position Term:

- ★ The appointment will be for a period of two (2) years with the possibility of renewal. The duties and responsibilities will be readdressed and evaluated annually. The appointment is a 10-month assignment open to all tenured full-time faculty members, with a potential for summer stipend.

Duties and Responsibilities:

College-wide Planning

- ★ Work with faculty, chairs, deans, and administration to support the incorporation of SLOs and their assessment into the planning and program review processes.
- ★ Work with the Director of Institutional Research to develop institutional, program, and course SLO assessment data that can be used to improve learning and teaching, demonstrate linkages _____, and provide evidence of institutional effectiveness.
- ★ Serve as a member of Instructional Council, Curriculum Committee, Continuous Accreditation Readiness Team (CART), Educational Master Planning Committee (EMPC), and as a liaison to all faculty professional development groups.
- ★ Provide overview on assessment activities and data for planning.

Professional Development:

- ★ Develop new professional development opportunities and coordinate various ongoing faculty-development efforts to help faculty and departments improve teaching and enhance student learning including training on a variety of assessment methods and techniques.
- ★ Serve as a resource for faculty, individually and collectively, in the development and assessment of SLOs, assessment tools, evaluation processes, and data analysis for feedback to improve each course and program, while ensuring the institutional SLOs are addressed.
 - Drop-in sessions to assist faculty with outcomes assessment issues.
 - Data gathering processes that are easy to use, gather valuable information, and allow for quick reporting.

- ★ Provide training opportunities for the curriculum committee so that its members have the knowledge to assess course and program student learning outcomes as they are presented for review.

College-wide Dialogue, Discussion, and Communication:

- ★ Work with members of the college community in promoting, developing, and implementing student learning outcomes assessment.
- ★ Encourage collaboration and conversations within and across departments / divisions.
- ★ Maintain SLO website with plans, timelines, status reports, and resources.
- ★ Provide college-wide updates through email and website to facilitate cultural changes and open dialogue.
- ★ Gather feedback through website and college-wide meetings and discussion.
- ★ Lead college in cultural development of outcomes assessment.
- ★ Facilitate forums for SLO discussions across campuses and schedules.

Reporting:

- ★ Prepare an annual report that summarizes, analyzes, and evaluates the past year's outcomes-assessment activities and accomplishments across the college, including progress made towards the integration of institutional, program, and course SLOs, and their assessment, into both the college's curricular and co-curricular area.
- ★ Participate in completion of the accreditation annual report, self-study, follow-up reports, special reports, and others as needed.
- ★ Update web pages with reports. Work with programmers/web support as needed to support online data review.
- ★ Work with program review teams, plans, and procedures to ensure SLO integration and reporting. Archive assessment materials for accreditation.
- ★ Record and post minutes of SLO Committee meetings, college-wide trainings and forums.
- ★ Archive activities on website.
- ★ Serve as a resource for any standard team writing about SLOs.

Provide Current Expertise:

- ★ Remain informed in the field of SLOs and SLO assessment and disseminate this knowledge to faculty as needed
- ★ Attend the ASCCC SLO Institute and other appropriate conferences and workshops
- ★ Envision future needs for IVC to respond to accreditation standards pertaining to SLOs

Desired Qualifications:

- ★ Experience in planning and coordinating college-related activities.
- ★ Willingness and ability to work closely with the Academic Senate and appropriate administrative offices. Good organizational skills and a demonstrated ability to plan and follow through on projects.
- ★ Ability to solicit and use input from faculty department heads and administration in planning and implementing a faculty development program related to Student Learning Outcomes. Participation in faculty development activities.
- ★ Strong written and verbal communication skills. Basic budgeting and record keeping skills. Familiarity with developing college policies.
- ★ Demonstrated knowledge of written SLOs and the SLO assessment and review process. Demonstrated involvement in SLO activities, including off-campus conferences.

- ★ Demonstrated good organizational skills with experience in planning and coordinating activities, especially on campus .
- ★ Ability to work with various campus constituencies in planning, assessing, and reviewing SLOs . Demonstrated verbal and written communication skills
- ★ Familiarity with office management: budgeting, supervisory, and record-keeping skills.
- ★ Commitment to ensuring that student learning outcomes are woven into the fabric of the college's learning process at every level.