

Imperial Valley College

Academic Senate

Agenda

Wednesday, September 3, 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

Alex Garza

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

Vacant

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 20 August 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. College Council
7. DE Committee
8. Other Committee Reports

E. Action Items

1. SLO Coordinator Job Description—First Reading
2. Confirmation of SLO Coordinator Hire
3. Academic Senate Self-Evaluation—First Reading
4. Resolution on Revision to College Hour/Time Blocks for 2015-16—First Reading

F. Update on Previously Discussion and Information Items

1. Calendar Committee—Update to 2015-16 Calendar
2. Committee Vacancies
3. Academic Senate At-Large Election Results
4. Syllabi Template Revisions (Gaylla Finnell)

G. New Discussion and Information Items

1. 2014-15 Final Budget (John Lau)
2. Senate Retreat
3. Convocation Day Evaluation

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

I. Adjournment

Academic Senate of Imperial Valley College

Unadopted Minutes

20 August 2014

A. Call to Order

The meeting was called to order by President Heumann at 1:38p.m.

Present— Nicholas Akinkuoye, Caroline Bennett, Gilbert Campos, Dave Drury, Alex Garza, Daniel Gilison, Michael Heumann, Frank Hoppe, Russell Lavery, Allyn Leon, Ralph Marquez, Lorraine Mazeroll, Priscila Ortiz, Mike Palacio, Jr., David Scott Sheppard, Cathy Zazueta, Frank Rapp, Laura Mosier.

Absent—Rick Goldsberry, Eric Lehtonen, Frank Miranda, Christina Shaner, Ed Wells.

Visitors—Tina Aguirre, Trinidad Arguelles, Melody Chronister, Gaylla Finnell, Martha Garcia, Victor Jaime, John Lau, Brian McNeece, Jill Nelipovich, James Patterson, Efrain Silva, Mary-Jo Wainwright, Kevin White (for Bradford Wright).

Excused— Michael Capeci, Bradford Wright, Norma Nuñez

B. Visitors' Comments

Faculty member Brian McNeece indicated that the current syllabi template violates the accessibility standards required by the Individuals with Disabilities Education Act (IDEA). He requested that the Academic Senate review the template and ensure that it is brought into compliance with these standards. Faculty member Gaylla Finnell indicated that in her view the problems with the template are minor and can be easily addressed. She further indicated she would follow up on this and report back to the Academic Senate.

C. Consent Agenda

1. M/S/C (Leon/Rapp) to approve the Consent Agenda of Minutes of 7 May 2014 as amended.

D. Reports

1. President—President Michael Heumann reported that a number of things cropped over the summer and suggested that it would be good if there were some mechanism for the Senate to address those issues and perhaps act on them. President Heumann reported attending the Leadership Institute in San Diego in June for the Senate and announced the dates for some upcoming events. State Senate Executive Committee will be meeting this week at Long Beach City College and another State Senate Executive Committee meeting in September at San Diego City College. President Heumann will be attending the Area D meeting for the State will be at Santa Ana College on October 25. Fall Plenary Session will be in Irvine in November. President Heumann reported being asked to serve on the State Academic Senate Accreditation Committee, so he will be doing that.

2. Past President—There was no Past President’s report.
3. Treasurer—Senate Treasurer Caroline Bennett reported the Academic Senate started off the year with a total of \$9,310. \$244 of that has been spent to cover partial airfare and meals for Frank Rapp to attend the Curriculum Institute, leaving a balance of \$9,066. Treasurer Bennett had previously reported that Academic Senate fundraising for the Dennis Carnes Memorial Scholarship had resulted in the amount of \$945 in donations. Since then, more contributions have come in, bringing the current total to \$1,190.
4. Associated Student Government—Associated Student Government President Priscila Ortiz reported that the ASG had an information booth outside the College Center and would be holding a Welcome Back BBQ next Thursday Aug. 28 2014 from 11am till noon. A region 10 meeting will be held Friday Aug. 29 2014 in Oceanside.
5. Part-Time—There was no Part-Time Representative report.
6. Budget and Planning—Vice President of Business Services John Lau reported on the current status of the IVC budget. Budget stands \$856K short. “Budget” defined as ongoing expenses less ongoing revenues. \$700K final bond payment will be considered a one-time expense and will be covered from reserves. We’ll look for budget reductions of approximately \$300K which will keep our reserved around 5%. This will save us from job reductions.

Gaylla Finnell: Will this reserves reduction fly with accreditation?

John Lau: We hope so, if they’re not predisposed against us.

Ralph Marquez: Is anybody on accreditation neutral?

John Lau: No, but we’re hopeful. It takes time to address a \$30 million liability. Better economic conditions statewide may alleviate some short-term problems but the long-term challenges will remain.

7. Other Committee Reports

Jill Nelipovich (Basic Skills Committee): Embedded tutoring project. Reading apprenticeship will be explored. For Student Learning Objectives, there will be training sessions for instructors on using Student Planning Online (SPOL).

Mary-Jo Wainwright (Equivalency Committee): The committee is halfway through reviewing equivalencies processes. When completed, the committee will present its findings to the Academic Senate for approval.

Gaylla Finnell (Distance Education Committee): The committee will be meeting the second Wednesday of September.

E. Update on Previous Discussion and Information Items

1. Calendar Committee—Update to 2015-16 Calendar.

Academic Senate President Heumann: There were discrepancies between the calendar that the Calendar Committee decided on and the calendar sent out by Human Resources. We will be reconvening the Calendar Committee to reconcile those discrepancies.

2. Accreditation Report

Vice President of Academic Services Akinkuoye: In July 2014 IVC was continued by ACCJC on Warning Status. All area Program Reviews must be completed by September 24, 2014. Dr. Akinkuoye discussed the importance and urgency of adequately addressing the accreditation body's concerns so the college can return to full accreditation status.

F. New Discussion and Information Items

1. Online Master Planning Calendar—Tina Aguirre

We've examined models for a Master Planning calendar. Omar Ramos found teamup.com. He suggests trying this for one year and seeing if it can be adapted for our purposes.

Ralph Marquez: I suggest investigating Sakai, an open-source calendar that does interact with Banner.

2. Changes to College Hour/Time Blocks for 2015-16—Dr. Akinkuoye

Currently Campus Hours are held on Tuesdays and Thursdays from 12:00 noon to 1:00 pm. We plan to change the class schedule to incorporate College Hour to be held every weekday from 12:50 pm to 1:50 pm.

Michael Heumann: Do we want this? There might be some advantages.

Ralph Marquez: This will impact Counseling and other service areas. When students don't have class they see counselors, go to labs, the Library, etc.

Gilbert Campos: What will the impact be on nontraditional students?

Russell Lavery: Is there a demand for all that time?

Nicholas Akinkuoye: In some other institutions, it's a time for Knowledge Management, when teachers can share their innovations.

Michael Heumann: We'll revisit this topic at the next meeting.

3. AB 86—Dr. Martha Garcia

Dr. Akinkuoye: State Chancellor's Office. Plan due March 1, 2015.

Martha Garcia: The AB 86 plan focuses on five areas:

1. Diploma/GED programs
2. ESL/Citizenship programs
3. CTE programs
4. Disability programs
5. Apprenticeship programs

We have submitted on July 31, a preliminary draft of our proposals. We will submit again in October and then in March 2015. AB86 Summit will occur October 6 & 7 in Sacramento. Dr. Akinkuoye, Melody Chronister and Martha Garcia will be attending.

4. Academic Senate At-Large Vacancies—Frank Hoppe

There will be an election for two vacant positions for At-Large Senators. Those interested may announce their candidacy by emailing the Secretary between now and no later than 5pm on Thursday Aug. 28, 2014.

5. Other Committee Vacancies

Academic Senate President Heumann: There are vacancies in the following Academic Senate committees. We'd like to encourage candidates without current committee appointments and will give them priority. They include vacancies in the following committees:

- Budget & Planning (1)
- College Council (2)
- Distance Education (2)
- Basic Skills Learning Services/Math Lab Rep (1)
- Student Learning Outcomes (1)

G. Adjournment

M/S/C (Gilison/Drury) Motion to adjourn the meeting.

President Heumann adjourned the meeting at 3:08p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 7 May 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.

2014-15 Academic Senate
DRAFT Resolution #01

Whereas, at its 7 March 2012 meeting, the Academic Senate voted unanimously to “recommend that Imperial Valley College schedule a weekly Campus Hour during regular semesters, to be held Tuesdays and Thursdays from 11:50 AM until 1:15 PM”; and

Whereas, beginning in the 2012-13 academic year, the Campus Hour was established during the Tuesday and Thursday time block from 11:50 AM until 1:15 PM; and

Whereas data presented at the 20 August 2014 Academic Senate meeting indicates that the 11:50 AM-1:15 PM time block was determined to be the second-most popular time block for students; and

Therefore, Be It Resolved that the Imperial Valley College Academic Senate supports the revision to the time blocks that would place Campus Hour from 12:50 PM to 1:50 PM on Mondays through Thursdays, thus expanding the Senate’s original Campus Hour recommendation while also freeing up the more popular time blocks for classes earlier in the day.