

Imperial Valley College

Academic Senate

Agenda

Wednesday, September 17, 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)

Rick Goldsberry

Suzanne Gretz

Russell Lavery

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

Mary Lofgren

Olivia Samaniego

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 3 September 2014
2. Curriculum Committee Minutes 1 May 2014
3. Recommendations to the President 1 May 2014
4. Curriculum Committee Self-Evaluation
5. Learning Support Services Committee Self-Evaluation
6. Equivalence Committee Self-Evaluation
7. Admissions, Registration, and Petitions Committee Self-Evaluation
8. Budget & Fiscal Planning Committee Self-Evaluation
9. Distance Education Committee Self-Evaluation
10. Basic Skills Committee Self-Evaluation
11. Student Learning Outcomes Committee Self-Evaluation

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. Curriculum Committee
7. SLO Committee
8. Basic Skills Committee
9. College Council
10. Other Committee Reports

E. Action Items

1. SLO Coordinator Job Description—Second Reading (Nunez/Zazueta)
2. Academic Senate Self-Evaluation—Second Reading (Mosier/Nunez)
3. Resolution on Revision to College Hour/Time Blocks for 2015-16—Second Reading (Gilison/Mosier)

F. Update on Previously Discussion and Information Items

1. Committee Vacancies
2. Academic Senate At-Large Election Results

3. Senate Retreat

G. New Discussion and Information Items

1. Online Census Roster Submission Process
2. Extended Coverage Hours for IT Staff—Jeff Enz
3. Online Education Initiative—Gaylla Finnell
4. AB 86 Adult Education Regional Planning Summit

H. “For the Good of the Order”

I. Adjournment

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 possible off-contract work required.

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 between SLOs and SAOs, 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 Campus Hour was subsequently established beginning in the 2012-13 academic year; 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 that the introduction of Campus Hour during that time block has resulted in a reduction in student enrollment overall; and

Whereas moving the Campus Hour to later in the day would allow an additional time block to be added when demand is highest, would enable faculty teaching 4-unit and 5-unit classes to fully participate in Campus Hour activities, and would make it possible to schedule two additional Campus Hour blocks without severely impacting enrollment;

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.