

# 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**

VicePresident 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 Co-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 Co-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.

## 4. 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 2:59p.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.