

# Imperial Valley College

## Academic Senate

### Agenda

Wednesday, September 16, 2015, 12:50 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  
Mary Lofgren, Senate President-Elect

#### **Arts, Letters, and Learning Services**

Olivia Garcia (Secretary)  
Diane Harris  
Frank Hoppe  
Xochitl Tirado

#### **Math and Sciences Division**

Caroline Bennett (Treasurer)  
Suzanne Gretz  
Mardjan Shokoufi  
Alex Voldman

#### **Health and Public Safety**

Rick Goldsberry  
Roberta Webster

#### **CTE-EWD**

Frank Miranda  
Jose Velasquez

#### **Student Services**

Ralph Marquez  
Norma Nunez

#### **Part-Time Faculty**

Michael Capeci  
Mike Palacio, Jr.

#### **At-Large Senators (Nine)**

Stella Orfanos-Woo  
Jesus Esqueda  
Cathy Zazueta  
Gilbert Campos  
Allyn Leon  
Lorraine Mazeroll  
Daniel Gilison (Vice President)  
Ed Wells  
Dave Drury

#### **Ex-Officio**

Eric Lehtonen (Past President)  
Nicholas Akinkuoye (Chief Instruction Officer)  
Edalaine Joy Tangoan (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 2 September 2015
2. Curriculum Committee Self-Evaluation
3. Equivalency Committee Self-Evaluation

**D. President's Report**

**E. Treasurer Report**

**F. Action, Discussion, and Information Items**

1. 2015-16 Budget Update—John Lau
2. Canvas Course Management System
3. Strategic Master Plan Update
4. Chancellor's Office Task Force on Accreditation Report
5. Small and Rural College Caucus
6. Senate Retreat
7. Grading Rubrics in Syllabi

**G. Reports**

**H. For the Good of the Order**

**I. Adjournment**

Imperial Valley College Academic Senate  
**Wednesday, September 2, 2015: Minutes**

**A. Call to Order by the President: 12:52 pm**

Present: Michael Heumann, Mary Lofgren, Olivia Garcia, Diane Harris, Frank Hoppe, Xochitl Tirado, Caroline Bennett, Suzanne Gretz, Mardjan Shokoufi, Alex Voldman, Rick Goldsberry, Roberta Webster, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Jr., Jesus Esqueda, Gilbert Campos, Allyn Leon, Lorraine Mazeroll, Daniel Gilison, Ed Wells, Cathy Zazueta, Eric Lehtonen, Nicholas Akinkuoye, Edalaine Joy Tangoan

Absent: Frank Miranda, Jose Velasquez, Stella Orfanos-Woo

Visitors: Tina Aguirre, Ashok Naimpally, Ted Ceasar, Mary Jo Wainwright, Gaylla Finnell, Zhong Hu, Efrain Silva

**B. Visitor's Comments**

Mary Jo Wainwright: CTA cards available

**C. Consent Agenda**

1. Academic Senate Minutes of 20 August 2015
2. Distance Education Committee Self-Evaluation
  - (M/S/C) Allyn Leon/Norma Nunez

**D. President's Report**

- Still need to fill Accreditation Coordinator position
- State academic senate sent schedule of events:
  - Area dean meeting Oct. 24, 2015 @ College of the Desert
  - Plenary session is November 5-7 in Irvine
  - Regional curriculum meetings are November 13-14
  - Instructional Design and Innovation conference is Jan. 2016 in Riverside
  - Curriculum Institute next July in Anaheim

**E. Treasurer Report**

\$431.10 spent—balance \$7,704.30

**F. Action, Discussion, and Information Items**

1. 2015-16 Budget Update—John Lau: pulled
2. ACTION ITEM: Senate 2014-15 Self-Evaluation (M/S/C) Allyn Leon/Ed Wells
  - Changes made to report
  - Committee goals: still need more discussion/information on Administrative Electronic Evaluations; switch from Blackboard to Canvas with forum in Oct. 2015; work on Learning Services and Reorganization plan; correctional education planning
3. DE Committee Term Limits
  - Concern for DE committee: 2 members stepped down though felt need to stay because of position as evaluators
  - Can keep DE trained evaluators w/o term limits, but can still have faculty members as committee members; can pull additional faculty members from outside committee
  - Suggestion: make committee bigger with 2 categories: DE evaluators and regular committee members; have staggered terms (comment directed toward all committees); later train new faculty as evaluators, as multiple people volunteered at last DE meeting
    - Example from Equivalency Committee: members still available as alternates after stepping down
  - Suggestion: train all DE members for pool of expertise
4. At-Large Special Election Results

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Rick Castrapel: 7

Bradford Wright: 9

Dave Drury: 14

- Dave Drury elected as At-large representative for 2015-2016
- Inform interested faculty/staff about meeting time change to Campus Hour to encourage more participation in Senate

5. Professorship Policy

- In last Senate meeting of Spring 2011, members voted to change titles of faculty; resolution became board policy and NOE shows what rank you are because of policy
- However, there is no mention of full or part-time faculty member; implication that all faculty, regardless of employment, receive title according to years of service
  - Part-time service (67% of full-time instructor schedule) does count toward full-time rate on schedule; many part-time faculty also teach elsewhere
  - Difference between university/CCC systems: JC/CC mostly a title (rank achievement with tenure) but carries weight in student service, letters of recommendation, more than just time in a classroom; could broaden scope of title achievement

6. Recommendations from the CCC Task Force on Workforce, Job Creation, and a Strong Economy

- Big push from state; do for CTE what Student Success plan did for student services
- Finalized in October
- Many recommendations (though no money behind it yet) require changes to how we do things in CTE
  - Example given with Curriculum: shortening time between developing class and offering it; coordination in region, sharing with other colleges
- Academic state senate curriculum committee: discussion on this topic, developing paper on how to respond
- State conducted a number of meetings, in which IVC was included—making changes essentially to how we define success, determining what industry needs from colleges

**G. Reports**

- ASG rep: Junior Senate election: 15 applications; 5 candidates; Welcome back BBQ was Sept. 3, 2015
- Norma Nunez: exploring advertising; monthly forum
- Ed Wells: correctional program ranks 13 in state; SDSU in Imperial is 4<sup>th</sup> (gets all IVC students)—important b/c program was ready to be killed when first arrived and is now more successful than schools whose focus is correctional education
- Mary Jo Wainwright: Equivalency Committee concern is faculty being trained in how criteria needs to be applied
  - One option: volunteers from each discipline complete training to be called upon as needed (could be used as committee assignment); need experience of going through applications to understand; long training process, but the need to have experienced faculty is a struggle; some limitations, but that's what alternates are for
  - Ted: close to opening Military and Veterans Center: grand opening Nov. 12, 2015

**H. For the Good of the Order**

- Automatic notice from Starfish, not counseling
- Not a counseling development; instruction was involved and is tied into Blackboard
- Professional development topic

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- Imperial Valley's "Dancing with the Stars" considered "premier" event (by IV Press); Efrain Silva on foundation committee and looking for "stars" to participate in upcoming event May 6, 2016
  - Reminder of suggestion that Senate fund 2 tables

**I. Adjournment: 1:46 pm; next meeting Sept. 15, 2015**

**Imperial Valley College**  
**Campus-Wide Standing Committee**  
**Self-Evaluation Form**

<b>Committee Name</b>		<b>Curriculum Committee</b>			
<b>Committee Charge (Summary)</b>		The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgement of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are: Curriculum, including establishing prerequisites and placing courses within disciplines; Degree and certificate requirements; and Grading policies.			
<b>For Academic Year</b>		2014-2015		<b>Date of Evaluation</b> 5/21/2015	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Sept 2014	4-Sep	17	1	1	Approval of course actions (new, revised, deleted); Meeting Calendar Approval; Inactivated course list discussion; Update to AP 4020.
Sept 2014	18-Sep	21	1	1	Approval of course actions (new, revised, deleted); Catalog Text Item approval of new SLO statements; Program Pathway document discussion.
Oct 2014	2-Oct	16	1	1	Approval of course actions (revised, deleted); Nursing Degree Revision; Program Pathway document discussion continued.
Oct 2014	16-Oct	16	1	1	Approval of course actions (new, revised); Liberal Studies/Elementary Teacher Education program department/division placement discussion; DE Position Paper/Contact types discussion.
Nov 2014	6-Nov	18	1	1	Approval of course actions (revised, deleted); Disability Svs Tech Program Deletion; Learning communities and course content percentages discussion.
Nov 2014	13-Nov	18	1	1	Faculty Prioritization Special Meeting
Nov 2014	20-Nov	19	1	1	Approval of course actions (new, revised); Spanish ADT, Elementary Teacher Ed Program Assignment; AP 4235 Credit by Exam revision: Content percentages removed.
Dec 2014	4-Dec	18	1	1	Approval of course actions (new, revised, deleted); Revised degrees and certificates; AG Bus Mngmnt ADT; Elementary Teacher Education ADT.
Feb 2015	19-Feb	17	1	1	Approval of course actions (revised); Course Review Timeline discussion.
Mar 2015	5-Mar	20	1	1	Approval of course actions (revised, deleted); Journalism and Communication Arts - Program Deletion;
Mar 2015	19-Mar	18	1	1	Approval of course actions (new, revised, deleted); Degree and Certificate Deletion/Inactivation/Revision.
Apr 2015	2-Apr	17	1	1	Approval of course actions (revised); AG Science ADT; AG Bus Cert; University Studies dept designation; overview of Learning Services Dept Reorg plan.
Apr 2015	16-Apr	17	1	1	Approval of course actions (revised); Catlog text updates; Learning Svs Dept Reorg plan discussion.
May 2015	7-May	22	1	1	Approval of course actions (revised); Ag Plant Cert rev; Nursing TMC information; committee meeting times discussed.

**Imperial Valley College**  
**Campus-Wide Standing Committee**  
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May 2015	21-May	22	1	1	Approval of course actions (revised); CC Meeting Calendar approved.
<b>Avg Attendance</b>		18.8	100%	100%	

<b>Major Accomplishments or Achievements in Past Year</b>	1 Catalog revisions/updates
	2 Course actions (New, Revised, Deleted)
	3 Degree and Certificate Actions (New, Revised, Deleted)
	4 Two ADTs implemented (Spanish and Elementary Teacher Education)
	5 Ad Hoc committees formed for review of Learning Communities and Prerequisite review/validation.

<b>Major Obstacles or Problems with Committee Function</b>	1
	2

<b>Recommendations for Improving Process or Efficiency</b>	1
	2

<b>Review of Goals from Previous Year &amp; Related Institutional Goal</b>	1 Spanish and Elementary Teacher Education ADTs developed and approved Institutional Goal: Goals 1 & 2
	2 Program Pathways approved and posted to website Institutional Goal: Goals 1 & 2

<b>Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal</b>	1 Complete Prerequisite and Recommended Preparation course review. Related to: Institutional Goal: Goals 1 & 2
	2 Obtain approval for developed Agriculture ADTs; Develop and approve Biology and Computer Science ADTs. Related to: Institutional Goal: Goals 1 & 2

<b>Chair Signature</b>	x
<i>Typed or Printed Name</i>	Frank Rapp

<b>IVC Institutional Goals</b>	
<b>Goal 1 (Institutional Mission &amp; Effectiveness):</b>	The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.
<b>Goal 2 (Student Learning Program &amp; Services):</b>	The College will maintain programs & services which support students success & the attainment of student educational goals.
<b>Goal 3 (Resources):</b>	The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.
<b>Goal 4 (Leadership &amp; Governance):</b>	The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .

<b>IVC Mission</b>	
<i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, &amp; abilities; to assist students in achieving their educational &amp; career goals; and to be responsible to the greater community.</i>	

**Imperial Valley College**  
**Campus-Wide Standing Committee**  
**Self-Evaluation Form**

<b>Committee Name</b>		<b>Equivalence Committee</b>			
<b>Committee Charge (Summary)</b>		To review faculty applications that do not meet minimum qualifications established by the CCCS and Board of Governors to ascertain if there is equivalent education/experience that is at least equivalent to the established minimum qualifications. To assure campus-wide consistency in applying equivalence criteria and that applications are reviewed in a timely manner.			
<b>For Academic Year</b>		2014-2015		<b>Date of Evaluation</b> 8/31/15	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Aug	25	5	0	0	*Meetings of the Equivalence Committee are confidential and no agendas or minutes are posted online. A record of all meetings are kept by the Chair of the Equivalence Committee. Human Resources keeps all of the applications for equivalence and the final determinations.
Aug	25	5			Applications are reviewed individually by each member of the committee and an actual meeting of the entire committee is only held if there is a split vote or called by the department/district to review the decision.
Oct	28	5			Meeting to review one application was held
May	13	5			Meeting to review on 5 applications was held
May	28				Meeting to review on 3 applications was held
June	5	5	0	0	Meeting to review on 2 applications was held
<b>Avg Attendance</b>		5.0	0%	0%	
<b>Major Accomplishments or Achievements in Past Year</b>		1	14 applications reviewed: PT: 5 FT: 9; 9 applications denied, 5 approved		
		2	Developed new Supplemental Application for Equivalence and new forms for HR processing of applications and update of HR website with information for applicants		
		3	Worked with HR to improve tracking of applications		
<b>Major Obstacles or Problems with Committee Function</b>		1	Discipline faculty who become temporary members of Equivalence Committee do not always possess the specific knowledge necessary to render decisions appropriately		
		2	Emergency hires sometimes granted equivalence erroneously and assigned courses without proper equivalence process and decision		



**Imperial Valley College**  
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<b>Recommendations for Improving Process or Efficiency</b>	1	Need to provide specific training to discipline faculty who become temporary members of Equivalence Committee
	2	More communication between CIO, Deans, Chairs with the Equivalence Committee before an instructor is assigned a course who does not meet minimum qualifications

<b>Review of Goals from Previous Year &amp; Related Institutional Goal</b>	1	Continual discussion with HR and Equivalence Committee to improve process = Goals 1, 2, 3, 4
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<b>Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal</b>	1	Complete Equivalence process review and obtain Academic Senate & Board approval Related to: Institutional Goal: 1, 2, 3, 4
	2	Train Deans, Dept. Chairs and discipline faculty on equivalence criteria application Related to: Institutional Goal: 1, 2, 3, 4
	3	Develop better written instructions for discipline faculty who participate Related to: Institutional Goal: 1, 2, 3, 4

<b>Chair/Co-Chair Signature</b>	x	
<i>Typed or Printed Name</i>		<i>Mary-Jo Wainwright</i>
<b>Chair/Co-Chair Signature</b>	x	
<i>Typed or Printed Name</i>		

<b>IVC Institutional Goals</b>
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# 2015-2021 STRATEGIC MASTER PLAN TIMELINE

Endorsed by BOT 02/28/15

