



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, March 12, 2007 – 2:30 P.M.
Administration Building Board Room

MEMBERSHIP

Kathy Berry, Administrative Representative
Robin Ying, Administrative Representative
Efrain Silva, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative
Patti Biley, Faculty Representative
Michelle Stevens, Faculty Representative
Dennis Carnes, Alternate Faculty Representative

John Abarca, Classified Representative (Vice Chair)
Frances Arce-Gomez, Classified Representative
Carol C. Ramirez, Classified Representative
Patty Robles, Alternate Classified Representative

Rick Webster, CMCA Representative
Carlos Fletes, Alternate CMCA Representative

Frank Fernandez, Student Representative
Sunni Pyron, Student Representative
David Lopez, Student Representative
Mirella Cobarruvia, Alternate Student Representative

Dr. Paul Pai, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, FEBRUARY 26, 2007

REPORT FROM THE PRESIDENT – DR. PAUL PAI

AREA REPORTS/UPDATES

Instruction – Gary Rodgers
Accreditation Process – Gary Rodgers
Business Services/Bond Projects Update – Dick Fragale
Student Services – Dr. Victor Jaime
ACCESO – Dawn Chun
Title V Cooperative Grant – Dr. Lianna Zhao
Learning Services – Dr. Robin Ying
Associated Student Government – Frank Fernandez

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Curriculum & Instruction, February 15, 2007.
2. Academic Services, February 21, 2007.
3. Bond Oversight Committee for Measure L, February 23, 2007
4. Insurance Committee, February 26, 2007
5. Planning and Budget , February 28, 2007

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS

1. Nomination and Election of College Council Chair – John Abarca
2. Standing Committees Flow Chart – Dr. Paul Pai
3. Student Equity Plan – Dr. Victor Jaime

ADJOURNMENT

2006-2007 College Council Meeting Schedule at 2:30 p.m. in the Board Room

March 26	May 14
April 23	June 25



IMPERIAL VALLEY COLLEGE COUNCIL

MINUTES

MONDAY, FEBRUARY 26, 2007

College Council Vice Chair, John Abarca, called the meeting to order at 2:35 P.M.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Efrain Silva, Administrative Representative
Robin Ying, Administrative Representative
Sergio Lopez, Alternate Administrative Representative

Michael Heumann, Faculty Representative
Patti Biley, Faculty Representative
Michelle Stevens, Faculty Representative
Dennis Carnes, Alternate Faculty Representative

John Abarca, Classified Staff Representative (Vice Chair)
Carol C. Ramirez, Classified Staff Representative
Patty Robles, Alternate Classified Representative

Rick Webster, CMCA Representative

Frank Fernandez, Student Representative
Sunni Pyron, Student Representative
David Lopez, Student Representative

Paul Pai, Ex Officio
Gene Hill, Ex Officio

Recording Secretary: Vikki Carr

Council members not in attendance were as follows:

Frances Arce-Gomez, Classified Representative
Carlos Fletes, Alternate CMCA Representative
Mirella Cobarruvia, Alternate Student Representative

Others present were:

Gary Rodgers; Dick Fragale; Victor Jaime; Marilyn Boyle; Dawn Chun; Ted Ceasar

PUBLIC COMMENTS

Vice Chair Abarca announced Michael Heumann as the new faculty representative. ASG President Frank Fernandez announced David Lopez as the new student representative.

Dr. Michelle Stevens announced the spring 2007 environmental lecture series. She stated that the lecture on Sludge in the Imperial Valley is a hot button and it will be presented on March 6, 2007.

Dr. Michelle Stevens reported that she is still working on recycling on campus. She stated that although a centralized area had been designated, the recycling program was making \$6 to \$8 a week. She heard that maintenance workers were making \$200 to \$300 a week. She stated that on Club day only \$6 in bottles and cans were collected.

Rick Webster spoke and asked Dr. Stevens where she had received the information about maintenance workers making hundreds of dollars on collecting recyclables. He suggested that she confirm the information before she starts spreading incorrect information.

Kathy Berry asked Dr. Stevens if she was aware that Room 2131, where the lecture series would take place, is occupied by a class on the days she plans on holding the lectures. Dr. Stevens stated she was unaware but would look into it.

Sergio Lopez stated that ASG would be able to help announce the recycling program by inputting the information on the board.

John Abarca stated that he supports recycling but is concerned that the maintenance crew is being tasked with additional responsibilities.

Dr. Michelle Stevens stated that she understands that the maintenance crew is overworked and overloaded and it is not her intention to create more work.

APPROVAL OF MINUTES

M/S/C Efrain Silva/Michael Heumann to approve the minutes dated January 22, 2007, as presented. Motion moved unanimously.

REPORT FROM THE PRESIDENT

Dr. Pai announced the following:

- He announced that the Student Learning Outcomes (SLOs) Workshop was well attended with 181 attendees, 111 of which were faculty.
- California State Assembly Bill 1417 requires the Community College System Office to recommend a means and structure for annually evaluating the academic performance of community college districts. He stated that part of their base money will be tied to eight indicators and include student success. He stated that he has requested this item to go to the Academic Senate and then a presentation made at College Council.
- He reported on the 2006-2010 unrestricted expenditures and commented that 86% of that budget is spent on salaries and 14% on other operating expenses. He stated that when the reports are released they will be shared with shared governance.

AREA REPORTS/UPDATES

INSTRUCTION/ACADEMIC SERVICES

Gary Rodgers reported the following:

- Announced that March 1st is the last day to enter summer classes.
- Entering fall classes has started.
- Reported that Dr. Robin Ying has Charles Wang creating a new program that will integrate better with course additions.

ACCREDITATION UPDATE

Gary Rodgers reported that the pre-visit for accreditation will take place on Friday, March 2nd. He reported that the accreditation chair, Dr. Fran White from the College of Marin will be here to meet with shared governance and the Accreditation team will be here for their evaluation March 20th through March 22nd.

BUSINESS SERVICES

Dick Fragale reported the following:

- He reported that the bids are out for the parking lot and once approved there is a 60 day projection for completion.
- He reported that the architect is waiting to get the new science building drawings back from DSA. He stated that once DSA approved the plans, the project will go out to bid.

Michael Heumann asked if the new parking lots would be built before the old ones were destroyed.

Dick Fragale stated that the new parking lots would be built first along with a new entrance.

STUDENT SERVICES

Dr. Victor Jaime reported the following:

- He provided a monthly report attached to the agenda.

Due to time constraints he then presented the item under Discussion and Information Items – Results of the Non-Credit survey.

ACCESO

Dawn Chun reported the following:

This is the second year of distance education and she passed out a sheet of statistics pertaining to the program. She stated that she analyzed the sections, FTEs, revenue from FTEs and enrollment and reported there is a big jump in numbers this semester. She stated there was 83.3 FTEs from distance education program as of today. She stated that like other community colleges, success rates and retention rates are lower than face to face classes and stated that they will continue to find ways to improve. She stated that the dedication of the ACCESO team

is the reason for the success. She gave Martha Olea kudos for keeping up with the help desk and helping students out.

Dr. Dennis Carnes asked if the numbers used for the report were included in the report provided by David Poor from Admissions. Dawn Chun stated they are included and would confirm the information.

TITLE V COOPERATIVE GRANT

There was no report as Dr. Lianna Zhao was absent at the meeting.

LEARNING SERVICES

Dr. Robin Ying reported that the department is in the process of replacing computers. He stated that the labs have the oldest computers with Windows 98.

Dr. Patti Biley asked if there would be another technician hired. Dr. Ying stated that he is in the process of hiring another technician so that there may be adequate support.

Vice Chair Abarca stated that the current situation with one technician is not functioning and there is a need for adequate support. He stated that Planning and Budget had approved funding for regular positions.

Dr. Paul Pai stated that there has been approval given to unfreeze all positions in the classified group.

ASSOCIATED STUDENT GOVERNMENT

Frank Fernandez reported the following:

- He conducted a smoking survey in August or September of 2006 and will now present a draft of the Smoking Policy to the shared governance bodies. He passed out a draft of the policy. He hopes to have an ad hoc committee to discuss this policy and proceed through the shared governance process.

There was discussion as to how the policy would be enforced if it were adopted.

Dr. Dennis Carnes stated that he was hesitant to agree with the policy because it appears that it does not carry consequences and it would set a bad pattern. He stated that it is difficult to control individual behaviors. He stated he is not a smoker but is against the smoking policy.

Rick Webster stated that he does not smoke and is for the smoking policy. He stated that he reacts badly to smoke. He stated that it is enforceable.

Sergio Lopez explained that if K-12 could enforce the policy so could the college especially with people that have allergic reactions and with a childcare on campus.

There was further discussion regarding the designated smoking area.

Kathy Berry stated that the college could be fined if the state finds that people are smoking inside the 20 foot barrier.

Frank Fernandez stated that the policy would go through the Student Affairs Committee, Campus Operations, College Council, and then the Board of Trustees.

There was discussion about educating students and staff with programs and showing them the reasons they should not smoke. There was other discussion about designating smoking areas for a year.

Sergio Lopez stated it would be difficult to discipline staff and students when there are no discipline actions for those that disobey the state law in place.

Vice Chair Abarca requested that this item be on the next agenda for discussion.

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Academic Services, November 29, 2006.
2. Curriculum & Instruction, November 30, 2006.

DISCUSSION AND INFORMATION ITEMS

Results of the Non-Credit survey

Vice President Dr. Victor Jaime for Student Services spoke and presented the results of the non-credit classes survey. He highlighted some of the results:

- Classes surveyed were ESL 824 & ESL 825
- 14 questions were on the survey
- 6 non-credit ESL classes participated
- 167 students participated
- 67% reported that their goal in attending IVC is to learn English

ACTION ITEMS

There were no action items.

ADJOURNMENT

Vice Chair Abarca requested that the nominations and election of chair be placed on the next agenda.

M/S/C Carol Ramirez/Dr. Patti Biley to adjourn the meeting at 3:45 p.m.

2006-2007 College Council Meeting Schedule at 2:30 P.M. in the Board Room

March 12 & 26	May 14
April 23	June 25

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
Thursday, February 15, 2007
3:05 P.M. – Board Room**

PRESENT: Kathy Berry Ted Ceasar David Drury
Frank Fernandez Melani Guinn Gonzalo Huerta
Victor Jaime Carol Lee Gary Rodgers
Valerie Rodgers Lianna Zhao Frances Beope (for V. Jaime)
David Zielinski Krista Byrd

ABSENT: Robin Ying Victor Jaime

CONSULTANTS: Kathie Westerfield Efrain Silva Norma Nunez

VISITORS: Becky Green Jose Lopez

RECORDER: Linda Amidon

I. Opening of the Meeting

A. Call to order – Gary Rodgers, Co-Chair

Gary Rodgers, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m., on Thursday, February 15, 2007.

B. Approval of the Minutes of November 30, 2006

M/S/C Zhao/Guinn to approve the C&I minutes of November 30, 2006, with corrections. The motion carried.

II. Action Items

A. NEW MAJOR AND/OR CERTIFICATES

1. Liberal Studies Major – SDSU Teacher Preparation Option - Proposal for new Associates in Arts (AA) Degree in Liberal Studies – SDSU Teacher Preparation Option
M/S/C Lee/Drury to approve the new Associates in Arts (AA) Degree in Liberal Studies – SDSU Teacher Preparation Option, commencing with the 2007-08 academic catalog, as presented. The motion carried.

B. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)

1. Revisions to Rubric

a. HREL, Human Relations, to PD, Personal Development

M/S/C Lee/Drury to approve the new rubric to be more reflective of program offerings, commencing with the 2007-08 academic catalog, as presented. The motion carried

2. Revisions to Text

a. Nursing – Associate Degree (AND) (2006 – 07 Catalog, pages 15 – 16)

M/S/C Berry/V. Rodgers to approve the revisions to the Nursing statement, to comply with California state requirements and hospital (clinical) regulations, commencing with the 2007-08 academic catalog, with corrections. The motion carried.

b. Transfer Requirements (2006 – 07 Catalog, page 30)

M/S/C Lee/Drury to approve the revisions to the Transfer Requirements statement, commencing with the 2007-08 academic catalog, as presented. The motion carried.

3. Revisions of Majors and Certificates

Group approval of the following items with specific motions to be recognized in the minutes, Items a., b., c., d, e., g., h., and k. Items i. and j. were pulled.

- a. **Agricultural Business Management Major and Certificate**
M/S/C Berry/V. Rodgers to approve the addition of AG 138 to Part II of the major; and, to the certificate section on "select one course from...", commencing with the 2007-08 academic catalog, as presented. The motion carried.
- b. **Automotive Body Repair and Painting Major and Certificate**
M/S/C Berry/V. Rodgers to approve the title change for the Automotive Body and Repair and Painting major and certificate to "Automotive Collision Repair," to comply with TOP Code title, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- c. **Welding Technology Major and Certificate**
M/S/C Berry/V. Rodgers to approve the deletion of WELD 110 and 120 from the Welding Technology major and certificate, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- d. **Agricultural Science Major**
M/S/C Berry/V. Rodgers to approve the addition of AG 130 to Part II of the Agricultural Science major, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- e. **Liberal Studies Major - General Option**
M/S/C Berry/V. Rodgers to approve the revisions to the major title (general option) and required course offerings in the Liberal Studies major, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- f. **Nursing – Associate Degree (R.N.) Major**
M/S/C Berry/Guinn to approve the revisions to the nursing major, commencing with the 2007-08 academic catalog, with corrections. The motion carried.
- g. **Social Science Major**
M/S/C Berry/V. Rodgers to approve the addition of Geography 108, World Regional Geography, to the Social Science major, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- h. **Agricultural Crop Science Certificate**
M/S/C Berry/V. Rodgers to approve the addition of AG 138 under the "acceptable courses" section of the Agricultural Crop Science certificate, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- i. **Building Construction Project Management Certificate**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
- j. **Electrical Wiring Technology Certificate**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
- k. **Medical Assistant Certificate**
M/S/C Berry/V. Rodgers to approve the upgraded Medical Assistant Certificate to reflect the campus renumbering of courses that commenced in 2004-05, as presented. The motion carried.

C. NEW COURSES AND ADDITIONAL DOCUMENT APPROVAL AS PRESENTED

1. AJ 142, Reserve Officer Level III

- a. **M/S/C Byrd/ Drury** to approve the addition of AJ 142 to the curriculum to comply with the professional standards required by the POST Academy, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- b. **M/S/C V. Rodgers/Byrd** to approve the deletion of AJ 143 from the curriculum to comply with the professional standards required by the POST Academy, commencing with the 2007-08 academic catalog, as presented. The motion carried.
- c. **M/S/C V. Rodgers/Byrd** to approve the addition of AJ 142 and the deletion of AJ 143 to the Administration of Justice major, commencing with the 2007-08 academic catalog, as presented. The motion carried.

2. AU T 235, Automotive Electrical/Electronic Instruments

- a. **M/S/C Huerta/Guinn** to approve the addition of AU T 235 to the curriculum commencing with the 2007–08 academic catalog, as presented. The motion carried. Minor discussion - course is not to be included in the major/certificate sheets. Demand/need is requested from the community.
- 3. **CIS 107, Computer Networking**
 - a. **M/S/C V. Rodgers/Guinn** to approve the addition of CIS 107, Computer Networking, to the curriculum, commencing with the 2007–08 academic catalog, as presented. The motion carried.
 - b. **M/S/C V. Rodgers/Byrd** to approve the addition of CIS 107, Computer Networking, as an elective course to both the CIS major and certificate programs, commencing with the 2007–08 academic catalog, as presented. The motion carried.
- 4. **DSPS 018, Educational Assessment and Evaluation**
M/S/C Cesar/Guinn to approve the addition of DSPS 018 to the curriculum, commencing with the 2007–08 academic catalog, with corrections. The motion carried.
- 5. **FIRE 211, Incident Command System 300**
M/S/C Berry/Drury to approve the addition of FIRE 211 to the curriculum to meet mandated regulatory requirements, effective Spring 2007, with corrections. The motion carried.
- 6. **GEOG 108, World Regional Geography**
M/S/C Byrd/Guinn to approve the addition of GEOG 108 to the curriculum, commencing with the 2007–08 academic catalog, as presented. The motion carried.
- 7. **NURS 125, Nursing Process and Application II**
M/S/C Berry/Guinn to approve the addition of NURS 125 to the curriculum, commencing with the 2007–08 academic catalog, with corrections. The motion carried.
- 8. **NURS 231, Nursing Process and Application III**
M/S/C Berry/Guinn to approve the addition of NURS 231 to the curriculum, commencing with the 2007–08 academic catalog, with corrections. The motion carried.
- 9. **NURS 241, Nursing Process and Application IV**
M/S/C Berry/Guinn to approve the addition of NURS 241 to the curriculum, commencing with the 2007–08 academic catalog, with corrections. The motion carried.
- 10. **PE 143, Advanced Basketball – Men**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
- 11. **PE 144, Advanced Basketball – Women**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
- 12. **PE 145, Advanced Dance**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.

D. DELETED COURSES

- 1. **BUS 080, Customer Service**
- 2. **BUS 081, Communicating with People**
- 3. **BUS 082, Team Building**
- 4. **BUS 083, Basic Time and Space Management**
- 5. **BUS 084, Stress Management, Job Burnout, and Counseling**
- 6. **BUS 085, Conflict Resolution Management**
- 7. **BUS 086, Attitude in the Workplace**
- 8. **BUS 087, Managing Organizational Change**
- 9. **BUS 088, Decision Making and Problem Solving**
- 10. **BUS 089, Foundation Essentials: Values**
- 11. **BUS 090, Introduction to Supervision**
- 12. **BUS 091, Leadership Skills for Supervisors**
- 13. **BUS 092, Hiring and Managing Staff**
M/S/C V. Rodgers/Byrd to approve the deletion of BUS 080, 081, 082, 083, 084, 085, 086, 087, 088, 089, 090, 091 and 092 from the credit curriculum since the courses have been moved to the noncredit program, commencing with the Spring 2007 term, as presented. The motion carried.

14. **DSPS 010, Personal and Social Adjustments for Physically Limited**

15. **DSPS 014, Counseling and Guidance Support Services**
16. **DSPS 016, Living with a Hearing Loss**
17. **DSPS 042, General and Applied Music for Visually Handicapped**
M/S/C Cesar/Lee to approve the deletion of DSPS 010, DSPS 014, DSPS 016 and DSPS 042 since the courses have not been offered for over five years, commencing with the 2007-08 catalog, as presented. The motion carried.
18. **HREL 063, Orientation to Imperial Valley College**
M/S/C Lee/Cesar to approve the deletion of HREL 063, commencing with the 2007-08 academic catalog, as presented. The motion carried.
19. **NURS 120, Nursing Process II**
20. **NURS 122 , Nursing Applications II**
21. **NURS 210, Nursing Process III**
22. **NURS 212, Nursing Process Application III**
23. **NURS 220, Nursing Process IV**
24. **NURS 222, Nursing Process Application IV**
M/S/C Berry/V. Rodgers to approve the deletion of NURS 120, 122, 210, 212, 220 and 222, commencing with the 2007-08 academic year, as presented. The motion carried..

E. REVISED COURSES

1. **AG 138, Computer Applications in Agriculture**
M/S/C Zhao/Lee to approve the revision of the description, course objectives, core content, and the upgrading of textbooks for AG 138, commencing with the 2007-08 academic year, as presented. The motion carried.
2. **AHP 070, Administrative Medical Assistant I**
3. **AHP 074, Clinical Externship I**
4. **AHP 090, Introduction to Health Science**
5. **AHP 072, Administrative Medical Assistant II**
6. **AHP 080, Specimen Collection and Laboratory Procedures**
7. **AHP 082, Exam Room Procedures**
8. **AHP 084, Pharmacology & Administration of Medications**
9. **AHP 086, Clinical Externship II**
10. **AHP 100, Medical Terminology**
11. **AHP 102, Medical Insurance**
M/S/C Berry/V. Rodgers to approve the upgraded documents to reflect the revisions to the course rubric for AHP 070, 074, 090, 072, 080, 082, 084, 086, 100 and 102, as of the 2004-05 renumbering project, as presented. The motion carried.
12. **PD 061, Survival Skills for College Success**
13. **PD 064, Orientation to College and Life Skills**
14. **PD 100, Personal and Career Development**
M/S/C Lee/V. Rodgers to approve the revision of the course rubric and upgrading of textbooks for PD 061, 064 and 100, commencing with the 2007-08 academic year, as presented. The motion carried.
15. **AU B 120, Automotive Collision Repair**
16. **CIS 101, Introduction to Computer Information Systems**
17. **ECON 101, Introduction to Microeconomics**
18. **ECON 102, Introduction to Macroeconomics**
M/S/C Huerta/Guinn to approve the upgrading of textbooks for AU B 120, CIS 101, ECON 101 and ECON 102, for the 2007-08 academic year, as presented. The motion carried.
19. **AU B 140, Frame and Undercarriage Repair**
20. **AU B 220, Estimating and Collision Repair**
21. **AU B 240, Custom Refinishing and Shop Management**

22. **EWIR 115, Electrical Wiring and Protection**
23. **EWIR 125, Electrical Feeder Service and Circuits**
24. **EWIR 135, Electrical Equipment and Special Conditions**
25. **WT 130, Wastewater Treatment I**
M/S/C Huerta/Guinn to approve the removal of the prerequisites for AU B 140, AU B 220, AU B 240, EWIR 115, EWIR 125, EWIR 135, and WT 130, commencing with the 2007-08 academic year, as presented. The motion carried.
26. **AU T 175, Automotive Techniques and Applications**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
27. **BLDC 200, Building Construction Project Management**
Pulled - Action to take place at special C&I Meeting on February 22, 2007.
28. **DSPS 040, Tactile Art for the Disabled**
M/S/C Huerta/Cesar to approve the revision of the lab hours for DSPS 040, commencing with the 2007-08 academic year, as presented. The motion carried.
29. **DSPS 030, Reading and Spelling for Students with Learning Differences**
30. **DSPS 032, Reading and Spelling for Students with Learning Differences**
31. **DSPS 034, Reading and Spelling for Students with Learning Differences**
32. **DSPS 036, Reading and Spelling for Students with Learning Differences**
33. **DSPS 020 (3.0), Math for Students with Learning Differences**
34. **DSPS 022 (3.0), Math for Students with Learning Differences**
35. **DSPS 024 (3.0), Math for Students with Learning Differences**
36. **DSPS 026 (3.0), Math for Students with Learning Differences**
37. **DSPS 250 (3.0), Working with Autistic Children**
38. **DSPS 005 (2.0), Recreation for Special Groups**
39. **DSPS 012 (1.0), Academic Support Services**
40. **DSPS 050 (1.0), Adapted Keyboarding**
41. **DSPS 052 (.5), Computer Access Evaluation**
42. **DSPS 056 (2.0), Computer Access II**
43. **DSPS 058 (3.0), Computer Access Projects**
44. **DSPS 242 (2.0), Practicum Experience to Work with the Disabled Person**
45. **DSPS 054 (1.0), Computer Access I**
46. **DSPS 240 (3.0), Understanding Exceptional Students**
47. **DSPS 044 (2.0), Current Issues**
M/S/C Cesar/V. Rodgers to approve the revisions to the lecture and lab hours, course number(s), textbook upgrades, course objectives and core content for DSPS 030, 032, 034, 036, 020, 022, 024, 026, 250, 005, 012, 050, 052, 056, 058, 242, 054, 240, and 044, commencing with the 2007-08 academic year, as presented. The motion carried.

F. NONCREDIT

1. New Noncredit Courses

- a. **BUS 820, Fundamentals of Supervision**
- b. **BUS 821, Managing Employee Performance**
- c. **BUS 822, Enhancing Employee Performance**
- d. **BUS 823, Harassment and Discrimination Prevention**
- e. **BUS 824, Business Communication**

M/S/C V. Rodgers/Guinn to approve new noncredit courses, BUS 820, BUS 821, BUS 822, BUS 823 and BUS 824, commencing with the 2006-07 academic year, as presented. The motion carried.

Note: Courses were removed from the credit side of the curriculum program.

- f. **MUS 802, Stage Band for Older Adults**
- g. **MUS 803, Chamber Orchestra for Older Adults**

M/S/C Guinn/Berry to approve the addition of MUS 802 and MUS 803 to the non-credit course offerings, commencing with Spring 2007, as presented. The motion carried.

2. Revised Noncredit Courses

a. MUS 801, Community Chorus for Older Adults

M/S/C Guinn/Berry to approve the revision of the description and title for MUS 801, as requested by the Chancellor's Office, commencing with the 2006–07 academic year, as presented. The motion carried.

G. DISTANCE EDUCATION - None

III. Discussion Items

- A.** Request from Gonzalo Huerta to bring as an action item for next meeting the decision to place back in the catalog the "Term Hours" and/or "Weekly Hours."

IV. Information Items

A. MIS Chancellor's Office Course Report for Fall 2007 Term (i.e., Verification of TOP, SAM and Classification Codes)

Gary Rodgers informed members that Gonzalo Huerta has volunteered to review the report. Gonzalo stated that he, Kathie Westerfield and Robin Ying had discussed this item as it relates to the IPEDS report. He stated that he would conduct a preliminary review of the report and then meet with division chairs to any corrections to the report.

V. Other Items

To address the issue of Nursing students failing the admission test, Kathy Berry reported that the Nursing Division would be applying for a Chancellor's Office grant to develop noncredit test preparation courses. She stated the deadline for the grant is February 22, 2007.

VI. Next Meeting

Special meeting: Thursday, February 22, 2007, 3:05 p.m., Board Room

Regular meeting: March 1, 2007 - 3:05 p.m., Board Room

**MATERIALS DUE: Wednesday, February 21, 2007, by 5:00 p.m.
to Linda Amidon**

VII. Adjournment

The meeting was adjourned at 4:20 p.m.

IVC Academic Senate

Approved Minutes

February 21, 2007

- I. The meeting was called to order at 1:30 pm by President Carnes.
Present: Olga Artech, Dennis Carnes, Suzanne Gretz, Cesar Guzman, Carol Lee, Mary Lofgren, Bobbie McClain, Armando Mendez, Barbara Nilson, Norma Nunez, Thomas Paine, Bruce Seivertson, Mariaelena Thibodeaux, Lianna Zhao, David Zielinski, Sherry Zobell, Frank Fernandez, James Patterson, Gary Rodgers
Excused: Cathy Zazueta, Victor Zazueta
Absent: Dave Drury
Visitors: Gloria Carmona, Ted Ceasar, Richard Fragale, Michael Heumann, Eric Jacobson, Maria Neely, Paul Pai, Efrain Silva, Mary Jo Wainwright, Kathy Westerfield, Robin Ying, Rosa C. Pitones
- II. **Visitor Comments**
Michael Heumann – 7 “teaching with technology” grants are available to the faculty through ACCESO. This includes attending a conference, software, hardware, manipulatives, etc. Applications will be accepted until March 13, 2007.
- III. **Information/Correspondence**
1. President’s Comments – new publications were received from the State Academic Senate: “Equivalence to the Minimum Qualifications”, “Minors on Campus”, and “The Role of Noncredit in the California Community Colleges”. These will be put on reserve in the Library.
- IV. **Consent Agenda**
M/S/C (Nilson/Zhao) to approve the minutes of November 29, 2006 as corrected.
- V. **Academic and Professional Matters**
1. Ethics Statement for Faculty – Resolution (Second Reading) M/S/C (Seivertson/Nunez) 9 yes, 4 no, 1 abstain. This will be presented to the board during the March meeting.
2. Letter to the Instructional staff on status of part timers. The president will draft a letter for the next meeting.
3. Announcement of Elections: President and Senators-at-Large – 4 at-Large senate positions will be up for election. 3 for the term of 2007 – 2010 and 1 to replace Curt Riesberg, which will start March 31, 2007 and end 2009.

The election dates are as follows:

Feb. 27	Notice of Vacancy
Mar 6	Notice of Candidacy returned to Sherry
Mar 13	Sample Ballot distributed
Mar 20	Elections

4. Replacement of AS representative for College Council. Michael Heumann was appointed to the College Council to replace Cathy Zazueta for this semester.
5. Replacement of AS representative for VP of Financial Services Selection Committee – Sherry Zobell was appointed to be a member of this committee.
6. Student Equity Plan (Patterson) –M/S/C (Nilson/Guzman) to accept this report with a recommendation that the data collection be on a 5 year cycle.

VI. **Discussion**

1. Grading policy (possible + and – to letter grade) – no desire to change
2. Definition of “Finals Week”
 - a. Do we have a policy? Is it adequately communicated to faculty? Notice was sent by Gary Rodgers to all users with a directive concerning this topic.
3. Hiring policies for Full-Time Temporary Instructors
 - a. Committee or Division Chair or Area Coordinator – the Interim VP of Instruction feels the process in place works.
4. Filling positions of recently vacated full time faculty, let C&I discuss this and then if a new policy is need they will bring it back to Academic Senate.
5. Division Chairs – 199 day assignment (G. Rodgers) – under CTA negotiation
6. Impact of IVC calendar on STRS retirement payment calculations – Fragale is looking into this and feels it will be resolved within 6 months.
7. Submission of Grades (Seivertson) – moved to next meeting.

The meeting was adjourned at 3:37 pm.



IMPERIAL VALLEY COLLEGE
Bond Oversight Committee for Measure L
Unadopted Minutes
February 23, 2007

Present: Terence Donovan, Dr. Barbara Macci-Trethewey, Cathy Kennerson, Henry Monroy, Bertha Morris, Sunni Pyron, Phyllis Thompson and Janet Thornburg

Absent: Tina Lee

Others Present: Richard Fragale, Dr. Paul Pai, Bill Gay, Rick Webster, Tom Gilbertson and Armando Mendez

Recorder: Mary Carter

The meeting was called to order at 2:00 p.m. on Friday, February 23, 2007 by Dr. Barbara Macci-Trethewey.

Approval of Minutes: *M/S/C Kennerson/Morris to approve the minutes of the December 1, 2006 meeting as presented.* Dr. Macci asked that the committee be given a description of the duties of the construction management firm.

Art Gallery Funding Request

Tom Gilbertson and Armando Mendez, members of the Friends of the Gallery Committee made a presentation to the committee on the reconstruction of the Art Gallery. Insurance money in the amount of \$197,000 has been received by the College, but the estimated cost of the new gallery is \$240,000. The cost may be less if the students, volunteers and ROP labor can be used. There will also be fundraising for the project; however, a line of credit may be needed. It was the consensus of the Bond Oversight Committee that the art gallery is a valuable asset to the College and to the community, but that the committee could not commit Bonds Funds to the project. One area of concern is setting a precedent for other funding requests. Committee members Kennerson and Thornburg noted that projects that utilize public funds are subject to prevailing wage regulations. Committee members suggested that the IVC Foundation and the I.V. Community Foundation be approached for funding.

It was the consensus of the committee that it would not entertain any funding requests.

Bond Audit

The committee reviewed the Audit and Performance Report of the Bond Fund as of June 30, 2006, prepared by Wilkinson Hadley & Co. Dr. Macci noted that there were no exceptions in the

report and no material weaknesses. Dr. Macchi informed the committee that she confirmed with the Imperial County Treasurers Office that no bond funds are invested in derivatives.

Update on Bond Projects

Richard Fragale reported that bids for parking lot construction, including the perimeter road will be opened on March 19. It is an approximately \$2 million project.

The drawings for the Science Building were submitted to the Division of the State Architect in December, and approval is expected by the end of March. As soon as DSA approval is received, the project will go to bid for construction.

Mr. Fragale reported that electrical work in the welding and auto shops is being done that will cost from \$125,000 to \$150,000.

The dance room floor was damaged in a flood from a gym restroom. The College will be replacing the laminate floor with a hardwood floor. The work will be done in conjunction with the replacement of the main basketball court floor. Insurance claim money in the amount of \$17,000 was received for the damaged floor. The gym floor and the dance room floor together, will cost from \$130,000 to \$140,000, and the work should be done by the end of April.

The carpet in the 2100 building has been replaced with vinyl, which is more accessible for the handicapped students who use the building.

The College is submitting a proposal to modernize the 400 building (existing Science Building). The proposal is for 2008-09 state funding. The College will also be submitting a proposal for a Library addition for the 2009-10 state funding cycle.

Expenditure Report

The committee reviewed the Bond expenditure report as of February 23, 2007, with YTD expenditures of \$2,282,663.86. Cash in the County Treasury as of February 21, 2007 was \$33,067,551.71, which included bond sale proceeds of \$13,301,443.05 on December 15, 2006.

Next Meeting

The committee agreed to meet on Friday, May 4, 2007 at 2:00 p.m.

Meeting adjourned at 3:05 p.m.



IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE
Unadopted Minutes
February 26, 2007

- Present: Richard Fragale, Interim Vice President for Business Services
Travis Gregory, Associate Dean of Human Resources
Frances Beope, CTA Representative
Lorraine Mazeroll, CTA Representative
Gloria Carmona, CTA Representative
Carlos Fletes, Director of Fiscal Services
Chris Mays, CSEA Representative
Gail Parish, CSEA Representative
Jim Pendley, Certificated Retiree
- Absent: Shirley Hofer-Bell, Classified Retiree Representative; Bertha Ortega, CSEA Representative; Zula Hartfield, CMCA Representative
- Others: Julie Revoir, Mike Davis, Marie Ruiz, and Giovanni Pacheco, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator
- Recorder: Mary Carter
-

The regular meeting of the Insurance Committee was called to order by chair Richard Fragale at 2:00 p.m. on Monday, February 26, 2007 in the Transfer Center.

Introduction of New Member: Travis Gregory was introduced as the new Associate Dean of Human Resources.

Approval of Minutes: M/S/C Fletes/Pendley to approve the minutes of the December 4, 2006 meeting as presented.

Report by Keenan:

Julie Revoir, Account Manager for Keenan and Associates and Mike Davis, Underwriter, presented the first calculation of the 2007-08 renewal of the College's medical, prescription, dental, and vision plans. It was felt that the renewal will probably increase slightly when claims for January 2007 are included.

Dental:

Current funding: \$75.82
Recommended: \$78.38
Increase: 3.38%

Vision:

Current funding: \$15.74
Recommended: \$16.58
Increase: 5.34%

Medical: The College's loss ratio for medical claims has been excellent; however, the prescription experience is higher, resulting in an overall 8.16% increase.

Blue Cross has increased the stop loss to \$100,000 for 2007-08, and the premium decreased from \$67.52 (for \$75,000 stop loss) to \$62.93.

The committee discussed why the faculty plan was cheaper than the classified plan, it may be that Blue Cross considers the \$15 co-pay more of a savings to the plan than the 15% co-insurance.

Medicare Part D: The College would receive a rebate of at least \$54,000 if it enrolled in Medicare Part D. Retirees over age 65 would receive a separate prescription card, but otherwise there would be no change.

Life Insurance: Julie Revoir reported that Met Life has given the College a pass (no rate increase).

The committee asked Keenan to bring back information on the cost or saving of:

- increasing the orthodontic benefit
- three tier RX plan
- \$5/15 prescription co-pays
- \$10 office co-pay for Classified medical plan
- Two co-pays for 90 day mail order prescription supply

125 Plan: Carlos Fletes reported that AFLAC has requested to be considered as an administrator for the 125 Plan for 2007-08. It was the consensus of the committee that all benefit plans be coordinated by Keenan and Associates, the District's broker of record. *M/S/C Parish/Mays to recommend that the College remain with American Fidelity for 125 Plan administration and voluntary products for the 2007-08 plan year. The Committee further recommended that college sponsored activities by other vendors not be permitted.*

Meeting adjourned at 4:00 p.m.



IMPERIAL VALLEY COLLEGE
PLANNING AND BUDGET COMMITTEE
Unadopted Minutes
February 28, 2007

- Present: Richard Fragale, Interim Vice President for Business Services
Dr. Victor Jaime, Administrative Representative, Administrative Representative
Dr. Dennis Carnes, Academic Senate President
Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Carlos Fletes, Director of Fiscal Services
Dawn Chun, CMCA Representative
Betty Kakiuchi, CSEA Representative
Gail Parish, CSEA Representative
Frank Fernandez, ASG President
- Absent: College Council Chair/Representative
- Recorder: Mary Carter
- Visitors: Frances Beope, Kathy Berry, Krista Byrd, Ted Ceasar, Travis Gregory, Melani Guinn, Jan Magno, Dr. Paul Pai, Gary Rodgers, Efrain Silva, Dr. Robin Ying and David Zielinski

The regular meeting of the Planning and Budget Committee was called to order at 2:00 p.m. on Wednesday, February 28, 2007 by Richard Fragale, Committee Chair.

Action Items

- A. Approval of minutes: M/S/C Parish/Zhao to approve the minutes of the December 6, 2006 meeting as presented.
- B. Elimination of Hiring Freeze: M/S/C Zhao/Jaime to recommend that the hiring freeze be eliminated for all positions. Richard Fragale stated that Classified hiring has already been unfrozen, and that money is not taken out of the budget when positions become vacant. That did happen at one time during the budget crisis, but it is no longer occurring. Gary Rodgers recommended that the hiring freeze be eliminated so that the institution can move on. Victor Jaime stated that if the freeze is eliminated, the college would be back to normal procedures for replacement and new hires. Dawn Chun asked for clarification that voting for elimination of the hiring freeze would also approve the replacement hiring of 13 faculty positions in agenda item G, the committee confirmed that approving item B would also approve item G.
- C. Approval to hire Full-time Division Secretary (Humanities): Melani Guinn, Humanities Division Chair asked that a full time division secretary be approved for Humanities, the division currently shares a secretary with the Business Division. *M/S/C Parish/Zhao to approve the hiring of a Full time Humanities Division Secretary.*

- D.** Approval to hire Student Services Technician (Extended Campus): Efrain Silva, Dean of Extended Campus asked for approval to hire an additional Student Services Technician for the 2007-08 fiscal year to assist with the non-credit program. He stated that the non-credit program is growing, and that the position will be funded with the new money generated by the program. Gail Parish stated that all new Classified positions need to go to the Reclassification Committee. ***M/S/C Parish/Zhao to approve the hiring of a Student Services Technician for Extended Campus.***
- E.** Approval to hire Director of Technical Services: ***No action taken.*** The committee asked for salary information on this position, whether duties could be combined with the existing position of Director of Application Systems, and whether the request could be considered as part of the 2007-08 budget since the position would most likely not be filled until May at the earliest.
- F.** Approval of new position: Webmaster: ***No action taken.*** The committee asked for salary information and whether the position could be considered as part of the 2007-08 budget process. Gail Parish stated that if the position is Classified, it needs to go to the Reclassification Committee.
- G.** Approval to hire: faculty positions: ***Approved under Elimination of Hiring Freeze, Agenda Item B above.***
- 1) Biology Instructor (replacement for Erin Itza)
 - 2) Construction Technologies Instructor (replacement for Ken Eaves)
 - 3) English - Basic Comp Instructor (replacement for Daniel Trax)
 - 4) English – Basic Comp Instructor (replacement for Michelle Walters)
 - 5) English as a Second Language Instructor (replacement for Diane Woods-Rodea)
 - 6) English as a Second Language Instructor (replacement for Thomas Alibrandi)
 - 7) English as a Second Language Instructor (replacement for Cindi Peterson)
 - 8) Mathematics Instructor (replacement for Gregory Larson)
 - 9) Mathematics Instructor (replacement for Jaime Rivera)
 - 10) Nursing – Pediatrics Instructor (replacement for Jack Williams)
 - 11) Sociology Instructor (replacement for Christopher Roberts, History Instructor)
 - 12) Reading/Writing Lab Tutorial Specialist (replacement for Nina Blair)
 - 13) Child, Family & Consumer Science Instructor (replacement for Helen Unangst)

Budget Update

Mr. Fragale reported that the budget looks healthy for next year at this point; the reserve is projected at 6.9% including the \$1 million loan. The COLA is being projected at 4.04%, but may increase. The Chancellor's Office is currently revising the First Principal Apportionment, and updated information should be available in March. However, until the State Budget is adopted, all information is speculative. The College is showing no growth for next year. At this point enrollment is down 150 to 160 FTE.

Mr. Fragale reported briefly on SB 361; he explained that it simplifies the funding formula for community colleges and levels the playing field for all districts. There are now three funding criteria where there used to be seven.

Special Meeting

Mr. Fragale requested a special meeting to consider a contract with School Facility Advisors, a lobbyist group, which proposes to assist the College in accessing State funding. Meeting was set for Wednesday, February 7 at 1:00 p.m. The meeting will be chaired by Gary Rodgers.

Meeting adjourned at 3:00 p.m.

IMPERIAL VALLEY COLLEGE

Standing Rules of the College Council

Access to the College Council is available to all members of all constituencies

Board Approval December 11, 1996, Resolution No. 11062

Revision Approval June 19, 2004, Resolution No. 13010

Revision Approval June 21, 2005, Resolution No.13281

College Council Revision Approval May 8, 2006

MEETINGS

At its first meeting of each academic year the College Council will set a time and place to meet agreeable to its members. The Council will meet at least once a month.

AGENDA

1. The College Council will generate its agenda from items submitted by any College Council member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members one week in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Council a quorum is nine members.
2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence

with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

2. The vice chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the College Council to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
4. The views and opinions of the College Council will be expressed in written form to the College President.
5. When the views and opinions by the members of the College Council are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.
6. The College Council will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserves the right to express its views and opinions to the College President on any of the above. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 13 College Council members.

IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY/PROCEDURES SECTION 3.7 – SHARED GOVERNANCE

COLLEGE COUNCIL

PHILOSOPHY

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

PURPOSE

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make recommendations to the College President on which college committees or task forces are needed or should be activated.
- To make recommendations on proposed college policies developed by the College President or other policy making college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy making college committees.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.
2. The permanent members of the College Council are:
 - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
 - Three classified at large appointed by CSEA.
 - One member of the Classified Managers/Classified Confidentials appointed by CMCA.
 - Three students at large appointed by ASG.
 - Three administrators: appointed by the Administrative Council.
 - The College President and the IVC Foundation Director will be ex-officio members.
 - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
 - Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. A Chair and Vice-Chair will be elected by the members of the College Council.

4. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

OPERATION PROCEDURES

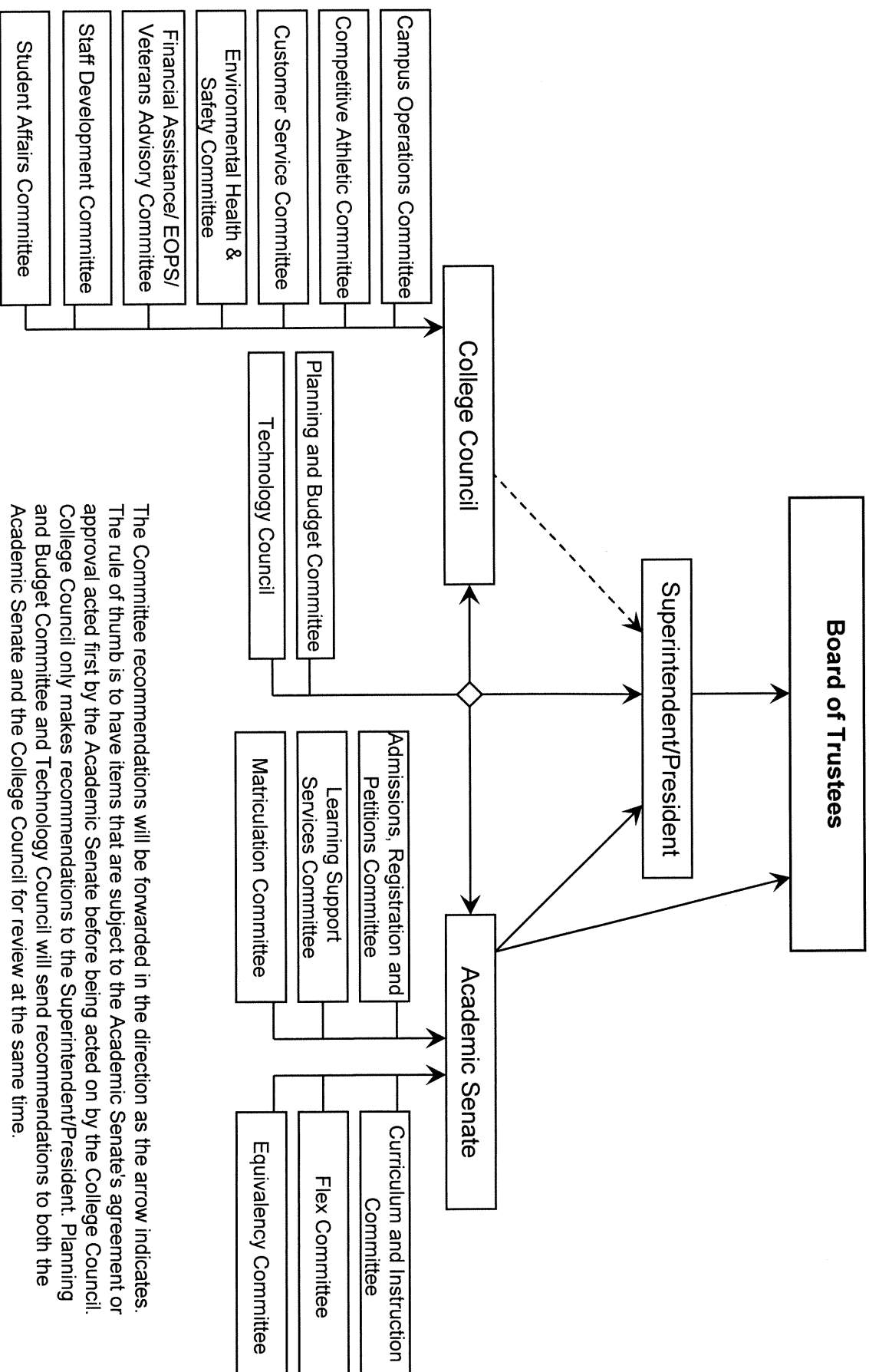
Operational procedures for the College Council will be developed and maintained by its members

REVIEW AND REVISION

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees.

STANDING COMMITTEES

Flow Chart



The Committee recommendations will be forwarded in the direction as the arrow indicates. The rule of thumb is to have items that are subject to the Academic Senate's agreement or approval acted first by the Academic Senate before being acted on by the College Council. College Council only makes recommendations to the Superintendent/President. Planning and Budget Committee and Technology Council will send recommendations to both the Academic Senate and the College Council for review at the same time.