



## AGENDA

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 13, 2008 – 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 (Vice Chair)  
Bruce Seivertson, Faculty Representative  
Armando Mendez, Faculty Representative  
Norma Nuñez, Alternate Faculty Representative

John Abarca, Classified Representative (Chair)  
Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative  
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative  
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative  
Itzel Bejarano, Student Representative  
Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

#### MEMBERSHIP CHANGES

#### PUBLIC COMMENT

#### APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 8, 2008

**AREA REPORTS/UPDATES**

Instruction/Academic Services – Kathy Berry  
 Accreditation Process – Kathy Berry  
 Learning Services – Dr. Taylor Ruhl  
 Business Services/Bond Projects/Parking and Facilities Plan Update – John Lau  
 Student Services – Dr. Victor Jaime  
 ACCESO – Gloria Carmona  
 Title V Cooperative Grant – Dr. Lianna Zhao  
 Technology Services – Dr. Robin Ying  
 Associated Student Government – Chantilee Mendenhall  
 President’s Update – Dr. Ed Gould

**MINUTES FROM STANDING AND AD HOC COMMITTEES**

1. Student Learning Outcome Committee, 7/22/08.
2. Campus Operations Committee, 5/29/08, 9/18/08.
3. Curriculum and Instruction Committee Meeting, 8/28/08, 6/12/08.
4. Exercise Science, Wellness, Sports Division, 8/22/08.
5. Planning and Budget Committee, 8/27/08.
6. Student Affairs Committee, 5/19/08, 9/29/08.
7. IVC Academic Senate, 9/3/08, 9/17/08.

**DISCUSSION AND INFORMATION ITEMS**

1. New Classified Management positions – Dr. Ed Gould

**ACTION ITEMS**

1. Approval of Smoke Free Campus – Travis Gregory and Chantilee Mendenhall

**ADJOURNMENT**

**2008-2009 College Council Meeting Schedule  
at 2:30 p.m. in the Board Room**

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 14 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

\*\*Fall Semester Begins

\* Summer Session Begins

Overload rate for 177-day members



## MINUTES

### IMPERIAL VALLEY COLLEGE COUNCIL

Monday, September 8, 2008 – 2:30 P.M.  
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:35 p.m.

Council members in attendance were as follows:

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

Michael Heumann, Faculty Representative (Vice Chair)  
Bruce Seivertson, Faculty Representative

John Abarca, Classified Representative (Chair)  
Frances Arce-Gomez, Classified Representative  
Jessica Waddell, Classified Representative

Carlos Fletes, CMCA Representative

Chantilee Mendenhall, Student Representative  
Jonathan Balint, Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Robin Ying, Administrative Representative  
Armando Mendez, Faculty Representative  
Norma Nunez, Alternate Faculty Representative  
Patty Robles, Alternate Classified Representative  
Rick Webster, Alternate CMCA Representative  
Gene Hill, Ex Officio

Others Present:

Tina Aguirre, Dawn Chun, Gloria Carmona, Frank Rapp, Liana Zhao, Dr. Victor Jaime,  
John Lau, Ted Cesar, Travis Gregory

### **MEMBERSHIP CHANGES**

Jessica Waddell will replace Carol Cortez-Ramirez (Classified Representative)  
Jonathan Balint will replace Sarah Gaddis (Student Representative)  
Itzel Bejarano (Student Representative) - replacement to be announced

### **PUBLIC COMMENT**

John Abarca welcomed Adriana Sano as the new recording secretary.

**APPROVAL OF MINUTES DATED MONDAY, JUNE 9, 2008**

M/S/C Michael Heumann/Sergio Lopez to approve the minutes dated June 9, 2008.

**AREA REPORTS/UPDATES**

**Instruction/Academic Services**

Vice President for Academic Services Kathy Berry reported the following:

- Late registration just ended. Classes are very full.
- The instructions office is looking at last minute changes.
- Next step this semester will be census.
- Faculty has reached out and accommodated students in classroom.

**Accreditation Process**

Vice President for Academic Services Kathy Berry reported the following:

- Friday is writing day. The Planning and Budget Subcommittee meets to look at strategic planning and shared governance issue at 8:30 a.m. The Educational Master Plan committee gets together at 10:30 a.m.
- The Brain Trust were hired which consists of Dick Giese and Ed Buckley. They will both be on campus Thursday. The consultants were sent a lot of drafts on Friday, so we are moving along. We will be sending out drafts soon for people to critique and get them to shared governance committees.

**Learning Services**

Dr. Taylor Ruhl was not present at the Meeting.

**Student Services**

Vice President for Student Services Dr. Victor Jaime reported the following:

- May and June updates are part of packet, and July and August are handouts.
- Tomorrow is the last day that students can apply for book vouchers.
- Assessment is continuing.

**ACCESO**

Project Director Gloria Carmona had several statistics to share (provided handout):

- 50 online classes are being offered this fall which is 4.5% of IVC classes.
- Online student enrollment totaled 1,676 which is 6.7% of IVC enrollment.
- The 2008 fill rate for online classes was 109%.
- Instructors attended Tech Camp in August. There are 57 total instructors trained to offer online courses to date.
- 10 new online courses will be offered in the spring.
- ACCESO has developed 40 online courses. 95% of classes needed for A.A./ Liberal Studies can be completed online being short one class, world history.

### **Title V Cooperative Grant**

Dr. Lianna Zhao reported the following:

#### **Computer Science Program**

- IVC CS 170 - Introduction to Unix/Linux was approved by C and I and Senate.
- The Computer Science /Administration of Justice event took place on 5/16 at Imperial Valley College. Students, faculty and staff from IVC and SDSU-IV, as well as community members involved in local law enforcement, were invited to the event, which focused on computer science related careers. Speakers from the Federal Bureau of Investigation and Calipatria State Prison were present.
- IVC Computer Science major students attended the math festival (on 5/16) with a display of their robots to help promote the program.
- IVC Title V Team and IVC administration, faculty and staff worked together and resolved prerequisite/catalog issues in lower division CS courses.
- IVC continued discussions with CS and Business faculty on future needs for Room 1705. A resolution was reached, a plan was in place, and any machines that are in need of repair were repaired. A code of ethics and new layout are being drafted for implementation in the fall.
- 9 new students were enrolled in Summer 08 IVC Computer Science old first course, CS 210. 18 new students were enrolled in Fall 08 Computer Science new first course CS 220.
- IVC Room 1705 is not at the capacity to meet the demand of the increased enrollment. Kathy is helping us find a big room/lab.
- One of the IVC Computer Science faculty also is teaching at SDSU-IV, creating continuity of the course instruction.
- SDSU-IV Fall 08 Computer Science classes began. All 11 students were IVC transfers and all have received the scholarships.
- We are planning the computer science program outreach activities for the academic year of 08/09.

#### **Nursing Program**

- IVC Title V Nursing 2+2 Program Coordinator presented and promoted program to exiting ADSN students. Worked with interested students and referred them to Title V 2+2 Transfer Counselor.
- SDSU-IV started the second cohort of 16 students in BS in Nursing program, 7 were new transfer students from IVC, and 9 were RN to BSN co-enrollment students.

#### **Student Services**

- IVC Title V Transfer Counselor continued advising efforts with BSN and CS students, including creating or updating Student Education Semester Plans. She also assisted CS transfer students with registration at SDSU/IV, as well as financial aid and course questions. A large amount of phone calls were placed to students in the IVC nursing program to provide BSN information.

- Continued outreach efforts by attending Higher Ed Week 2 at local high schools. Over 2500 high school juniors were in attendance.

### **Management**

- The Project has encountered a serious challenge in dealing with our subcontractor and partner institution, SDSU. IVC administration has been actively involved in resolving the out of compliance, an Agreement breach and the related personnel issues.
- IVC administration, Title V faculty and staff have conducted a mid-project self evaluation.

### **Technology Services**

Dean of Technology Robin Ying was off campus and not present at the meeting.

### **Associated Student Government**

ASG President Chantilee Mendenhall reported the following:

- Elections start next week, Monday and Tuesday, for five vacant positions.
- Tuesday, September 16<sup>th</sup> is National Hispanic Heritage Day. There will be a salsa eating contest and live entertainment.
- Voter registration will be open until October 20<sup>th</sup>.
- On September 17<sup>th</sup>, ASG has a guest speaker, Kevin White, to talk about the Constitution.

### **President's Update**

- Dr. Gould stated that his report was going to focus on enrollment and our fiscal report. IVC has a 3% increase as of Friday. There is a different pattern than last year where the increase occurred. Head count is 40 below last year which indicates that students are taking about ½ credit more than last fall which is probably a reflection on the economy. The difference is that at the Board's request we are collecting fees before enrollment. Growth would have been much higher had we not imposed that requirement.
- The Board has authorized a 7.8 MIL TRANS. It will be borrowed at 1.6%. This 1.6% comes out of the general funds that we cannot spend on student learning as a result. We have not implemented the TRANS yet, but the good news is we ended up with an 18% reserve. The budgeted reserve was at 14%; which means the District is up 4%. He stated there is good and bad news, the good news is that reserves are higher; and the bad news is there is a structural problem that is creating some of the excessive reserves. He stated he would be making recommendations so that staff will be more confident in the projections. He stated he did not anticipate continuing to see these types of reserves.
- There is no State Budget yet, and there does not seem to be any activity in Sacramento to make that a reality. They were supposed to go into session today, but the session was called off to look at the Republican budget. The Republican budget probably has little chance of passing primarily because they are not going to get the majority in the legislature.
- Going back to the enrollment compared to SDICCCA, Mira Costa is at 13% growth increase. Other institutions as well as IVC are around 3-4% growth.

- Thanked the faculty publicly for taking more students across the board. He commented that the increases in growth are due to faculty stepping up.

### **Business Services/Bond Projects Update**

Vice President for Business Services John Lau reported the following:

- Received the \$7.8 Million on Monday to see the District through November. He stated the District has the highest rating given on short term borrowing and was upgraded on long term borrowing to an A from an A-.
- He will be providing an analysis next meeting on budget to actuals. The department heads help build the budget. He stated he wanted the departments to be within 2% of actual to budget variance. He stated this year; the District was at 4% which is about \$1.5 million. He stated the processes of the budget need to be tightened and he will be working with everyone.
- On construction, he will give monthly schedule updated. He stated the schedule would have the built date and an occupancy date.

### **MINUTES FROM STANDING AND AD HOC COMMITTEES**

Minutes from the following committee meetings were received:

1. Academic Senate, 05/21/08
2. Planning and Budget, 05/28/08, 6/11/08
3. Environmental Health & Safety Committee, 04/10/08, 07/10/08
4. Citizens Oversight Committee for Measure L, 06/13/08

### **DISCUSSION AND INFORMATION ITEMS**

#### **1. Proposal of Campus Beautification Committee – Dr. Ed Gould**

Dr. Gould stated one of the realities of a 45 year old campus is that it shows its age. He proposed to add a Campus Beautification Committee under College Council to take a look at both the internal and external image of the campus. The external condition of the campus is generally pretty good. He stated he is concerned about the interior condition of the campus. He stated he would be talking about it administratively, but would like to have the College Council's input as a shared governance group.

VP Kathy Berry asked division chairs to look into the inside of their classrooms at tables and chairs that need to be outfitted when stuff is not working.

#### **2. Proposal of Greening Committee – Dr. Ed Gould**

Dr. Gould would like to have a committee formed of faculty, staff, and students to take a look at the environmental issues that IVC faces today. He stated IVC needs to improve the environmental situation. He would like to see this campus take an active role in environmental issues from going paperless, to looking at the way air conditioners are purchased in future buildings. He stated the campus is already using electric powered carts, and those could be tied to a solar system in order to conserve energy.

### **3. Smoke Free Campus – Travis Gregory and Chantilee Mendenhall**

Travis Gregory indicated this is more of an informational item and request for feedback. ASG President Mendenhall asked him for administrative support regarding a smoke free campus. He stated at the next Board meeting there will be a written proposal. He stated there are different versions of these types of programs, and asked if anyone had feedback or input to send it to him.

ASG President Mendenhall stated that she has asked Region X campuses to send her information as to what their policies are.

Member Seivertson asked about the survey that was done three or four years ago. He indicated he still had the packet.

ASG President Mendenhall indicated there will be another survey done.

Dr. Gould stated that anti-smoking is not just a student issue. He suggested everyone should be taking these issues back to their group and getting some feedback from the staff and faculty, so that when ASG President Mendenhall performs this survey there is either support or no support from this campus.

Member Lopez stated one of the issues that arose a few years ago was when it came to enforcement of the staff.

VP Berry stated one of the committees was in support of a smoke free campus and believed it was College Council.

Dr. Gould stated the smoke free campus would likely become a board policy.

Travis Gregory stated he found that other colleges have done the same and gone through the process.

### **4. Task Group to review Shared Governance Committees, Recommending Process, and Planning – Dr. Ed Gould**

Dr. Gould indicated there has been a lot of talk about shared governance. He discussed the current responsibilities of the committee and stated he would be recommending a structure change to ensure shared governance. He stated a structure is being vetted and looking at planning and business as separate entities and having Technology report to the College Council. He stated he would like to have a task force react to the plan. He stated there would be a dual structure to the shared governance, with the Academic Senate on one side. He stated he would request that both groups share information across channels and both groups could recommend to the Board through the President.

VP Kathy Berry stated that the consultants noticed that we have done a lot of planning in the past and that was one of their major criticisms of accreditation, stating that the committees do not share information. She stated there have been three different models on how to restructure the shared governance committees so that they communicate with each other and share information.



Dr. Gould stated that one of the issues is dealing with the shared governance process as it does not reflect the shared governance process that the accreditation team would like us to have for accreditation.

**5. Task Group to identify processes in need of improvement – Dr. Ed Gould**

Dr. Gould stated there needs to be a channel where processes are identified and improvements made on campus. He gave the example of human resources. He stated that he had heard the hiring process was taking long, but he had not heard anybody say what to do about the process. He stated he would take responsibility for taking a process through the administrative channels and ask administrators to bring back a process improvement recommendation. He provided another example of students having to make multiple stops to register instead of a one-stop center. He commented that for returning students that know the process, it is easier than for those that are here for their first time.

**6. Committee Reports to Council – Dr. Ed Gould**

Dr. Gould stated the sub-committees of the College Council should be reporting to the College Council so everyone is aware of the recommendations.

Chair Abarca stated discussions have begun on how to get the information to College Council. He stated he would meet with Dr. Gould to discuss further.

**7. Recommendation process to the President and Feedback from the President – Dr. Ed Gould**

Dr. Gould stated his commitment is that if a recommendation is given to him, he will get a response back at the committee meeting, and if it needs to go to the Board, even if there is a difference of opinion, all thoughts will go through to the Board. He stated shared governance deserves the respect.

**8. Notable accomplishments and “catching colleagues doing good” – Dr. Ed Gould**

Dr. Gould stated that at his State of the College address he asked to be informed of notable accomplishments and catching colleagues doing something good and since then he has only received one item. He indicated when staff does something good it is an opportunity to send a GEM, include their name in the FOCUS newsletter and it is a great way to make a colleague feel good about what they do for students.

Member Bruce Seivertson asked if these items will be back.

Dr. Gould indicated he would be glad to return them as action items.

**ACTION ITEMS**

**Support of Feasibility Study for new Student Center – John Abarca**

Chair John Abarca stated he would like to table this item or to act on it today.

Dr. Gould reported IVC is looking at new ways to fund the student center. IVC has been approached by a private organization that has money for private/public partnerships. They agreed to perform a feasibility study at no cost to IVC, unless IVC decides to go with another organization. He stated the item will be on the Board Agenda. He stated if Council supports the students in going forward with the feasibility study then the Council should go on record stating their support.

VP John Lau stated IVC needs to look into the risk assessment. He reported his Parson contact has transferred, and needs to find a new contact. He recommended postponing the item going to the Board for one more month.

Chair John Abarca stated he does not see funding coming from any other source.

Vice Chair Heumann stated nothing energizes the campus more than a vibrant student center, and commented the student center is very active but it could be better.

Member Efrain Lopez asked if College Council was asking members to support the feasibility study. He stated it would be good to get a report as it relates to this item.

M/S/C Michael Heumann and John Lau to table the item.

Item tabled.

### **ADJOURNMENT**

M/S/C Bruce Seivertson/Sergio Lopez motioned to adjourn the meeting at 3:35 p.m.

### **2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room**

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

\*\*Fall Semester Begins

\* Summer Session Begins

Overload rate for 177-day members

Imperial Valley College  
 Student Learning Outcome Committee  
 Minutes  
 07/22/08

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:10 pm in room 2131	
Introduction:	Ms. Toni Pfister introduced Sandie Noel, who will be the new secretary of minutes for this committee meeting.	
Committee Members Present:	Toni Pfister Sandie Noel, Secretary of Minutes Mary Lofgren, Lisa Soloman, Romano Sanchez Dominguez	
Visitors Present:	Letty Petty - Division Secretary for Behavioral Rhonda Ruiz - Division Secretary for Public Safety. David Zielinski - English Department	
Review of Minutes:	The minutes were reviewed.	
Review of ISLO ID Forms:	32 SLO ID forms were accepted as presented or with minor changes (starting with a verb, covering more ISLO's).  Pre and post assessments were encouraged when applicable.	<p><b>Sept 9, 2008:</b> The chair communicated with all those who were asked to make changes and either the changes were made or the leads explained why changes shouldn't be made.</p>

Imperial Valley College  
 Student Learning Outcome Committee  
 Minutes  
 07/22/08

Topic	Discussion	Decisions
<p>Institutional SLO's:</p>	<p>Toni stated that there will be further discussions on what ISLO's mean to IVC as the committee progresses over the next year.</p> <p>Toni distributed a sample copy of another college's Institutional Education Goals for Institutional Student Learning Outcomes to review. She stated that there will be a forum (maybe on the IVC SLO web site for others to add their comments in hopes to get a college global view. The committee hopes to update the ISLO definitions by the end of the school year.</p>	
<p>Goal Attainment:</p>	<p>It was discussed if IVC should have their own Institutional Education Goals for Student Learning Outcomes. All those present agreed that IVC should make up their own goals.</p>	
<p>New Topics:</p>	<p>Toni reminded those present that all divisions need to complete 50% of SLO ID forms by Sept 30, 2008 &amp; the other 50% by March 15, 2009.</p>	
<p>Meeting Adjourned:</p>	<p>No new topics were discussed.</p> <p>The meeting was over at 4:05 pm.</p>	

**IMPERIAL VALLEY COLLEGE  
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes  
May 29, 2008

<b>Present:</b>	<b>Not Present:</b>	<b>Visitors:</b>
Sergio A. Lopez, Chair Rick Castrapel Zula Hartfield Carol Hegarty Nannette Kelly Georgina Madrid Rick Webster David Lopez, ASG Rep. Chantilee Mendenhall, ASG Rep Sarah Gaddis, ASG Rep Alfred Gonzalez, ASG Rep.	Claudia Aguilar <i>(Excused)</i> Saria Cardoza <i>(Excused)</i> Travis Gregory Gonzalo Huerta John Lau Jose Lopez Bertha Ortega <i>(Excused)</i> Maria Trejo <i>(Excused)</i> Jose Velasquez	

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:09 p.m. on Thursday, May 29, 2008 in the Student Affairs Conference Room.

Approval of Agenda: *M/S/C Castrapel/Hartfield to approve the agenda of the May 29, 2008 meeting as amended.* Add Campus Projects under Information Items, letter "C."

Approval of Minutes: *M/S/C Castrapel/Kelly to approve the minutes of the May 15, 2008 meeting as amended.* Nannette Kelly requested to make a change on the May 15, 2008 minutes. (See page 3/5<sup>th</sup> paragraph) Change the last word of the sentence from "inconvenience" to hardship.

**UNFINISHED BUSINESS**

Construction Update

Mr. Webster reported that on Tuesday, June 3, 2008 the pouring of the foundation will take place for the Science Building.

Mr. Webster stated the construction of the building is moving along quickly.

Animals/Pets on Campus Policy

Mr. Lopez announced to the committee that a copy of the proposal on animals/pets on campus was sent out to each committee member and hopefully everyone had a change to review. He asked if the committee had any suggestions or any changes that needed to be made.

Mr. Webster stated that he had a concern in regards to this proposal. There is a member who resides on campus and has two dogs. Mr. Webster wanted to know if the proposal would affect the member in any way.

Mr. Lopez stated that this should not affect the member due to confine of residency but will need to make some modifications to the proposal. Mr. Lopez advised Mr. Webster that the member should not be riding around campus with the dogs on the carts.

Mr. Lopez stated that the proposal will be forward to the Policy and Procedure Committee after some adjustments are made with Mr. Webster's proposal.

A motion was made to forward the final proposal to the Policy and Procedure Committee and College Council. M/S/C (*Hartfield/Kelly*)

### **NEW BUSINESS**

None

### **INFORMATION ITEMS**

#### **Parking/Security Update**

Mr. Lopez announced that speed bumps have been installed in different areas of the campus; especially on the new perimeter road which has slowed down traffic tremendously. They will also be installing speed bumps by the perimeter road by the Preschool area. Mr. Lopez stated that the speed bumps are hard rubber made material and they are doing their job.

Mr. Lopez reported that they are currently running power to the new surveillance cameras. The cameras will be server based; which will allow certain individuals to have access. Some of the surveillance cameras will be installed on top of the gym, maintenance area, side of track field, and by the College Center.

Mr. Webster reported that Granite Construction came out to see the major cracks on the new parking lot located in the North side. Geologists were on campus trying to determine the problem. However, Mr. Webster has not received any reports.

Mr. Webster stated that when there is construction going on there will be several inconvenience to the students, faculty, and staff.

#### **Shade Structure**

Mr. Lopez reported that a Purchase Order has been done for the shade structure.

Mr. Lopez mentioned to Mr. Webster that they need to level the ground for disabled students in the area of building 300 facing the bus stop.

#### **Campus Update**

Mr. Webster reported due to a fracture in the water line servicing buildings 900, 1000 (Student Affairs), 500, and the Bookstore; they will need to shut down water to these buildings tomorrow (05/30/08) morning between the hours of 7:00 am – 11:00 am. This outage will affect the 900 building restrooms; sink in Student Affairs Office, restroom at Bookstore, and the drinking fountain at the 500 building.

Mr. Webster reported that on Sunday, June 1, 2008, they will be shutting down a high voltage electric feeder and will be working on the feeder due to some problems they have been experiencing. The areas that will be affected are: Buildings 600, 400, Auto Shop, Trailer, east portion of the gym.

Mr. Webster reported on the new drop off area that 1.3 million dollars will be received mid to end of June 2008. He also reported that Jimmy Sanders is putting a packet together.

Mr. Lopez stated he will talk to Jimmy Sanders. Mr. Lopez does not want to make any changes on parking.

Mr. Lopez questioned Mr. Webster when will the Human Resource Department be relocated to its temporary location. Mr. Webster informed the committee that no date has been set yet but the temporary location for Human Resource will be next to the Assessment Center.

**Announcements**

Mr. Lopez thanked the committee for attending the meetings and hopefully everyone will return next year.

**Next Meeting**

No discussion as when next meeting will be. **\*\*Pending\*\***

**Adjourn**

The meeting was adjourned at 2:25 p.m.

Recording Secretary: Gina Madrid

BOARD POLICY

ANIMALS OR PETS ON CAMPUS

**Part 1. Purpose**

Imperial Valley College (IVC) is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. Recognizing animals may cause a nuisance, have the potential to be a safety hazard, can be unpredictable, have uncontrollable behavior and may contribute to accidents in the workplace, with the exception of those animals that are specifically exempted by this policy, animals are not allowed on campus. Domestic animals or pets of any kind are not allowed upon the campus of any college except as described herein: this restriction also applies to animals or pets confined in any vehicle parked within a college boundary (Penal Code Section 597a).

**Part 2. Exempted Animals**

The following animals are permitted on IVC property:

- Service animals while performing their duties (see attached);
- Fish in containers of ten gallons or less, at the discretion of the Director of Maintenance and Operations;
- On-duty police dogs;
- Animals used for instructional purposes in approved programs of the College;
- One-time exceptions may be granted for events involving animals. Exceptions must be requested through the Associate Dean of Student Affairs;
- Any other animals as prescribed or protected by law

When exceptions are made, pets (such as dogs, cats, etc.) that are allowed on campus must be on a leash and under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

**Part 3. Responsibilities**

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, Security should be notified. Security staff will request the owner to remove or will call the local authorities for the animal to be impounded.

**Service Animals**

**Definitions**

**Service Animal:** Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs but may be monkeys or other animals.

**Dog in training:** A dog being trained; however, has the same rights as a fully trained dog when accompanied by a trainer and is identified as such.

**Partner/Handler:** A person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler.



**Team:** A person with a disability, or a handler, and his or her service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

**Companion Animal:** Some animals have been prescribed as treatment for some disabilities for their calming influence, affection, stability or even a feeling of security. They are not trained and not afforded the legal protection of service animals.

**Therapy Animal:** A therapy animal does not assist an individual with a disability in the activities of daily living. Therefore, they are not offered the legal protection of service animals.

### **Types of Service Dogs (Animals)**

**Guide dog** is a carefully trained dog that serves as a travel tool by persons who are blind or have severe visual impairment.

**Hearing dog** is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g., knock on the door, occurs.

**Service dog** is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service dogs are sometimes referred to as assistance dogs.

**Sig dog** is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

**Seizure response dog** is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help.

### **Documentation Requirements**

The handler of the service animal may be asked to show proof that the animals have met the following regulations:

**Licensing:** The animal must meet the licensing requirements of the city and wear the tags designated by the county. (For nonresidents, home state tags may be accepted in lieu of the county as long as the requirements are met.)

**Health records:** The animal must have a health statement, including vaccinations from a licensed veterinarian dated within the past year. A veterinarian's statement within the past 12-15 months as to good health is necessary. Preventive measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

**Minimum training standards:** Verification that the animal meets those minimum training requirements as prescribed by Assistance Dog International or any other service animal training organization have been met.

**Identification:** The animal should wear some type of commonly recognized identification symbol.

### **Control Requirements**

The animal must be on a leash at all times; never is it allowed to wander around off a leash.

The handler must be in full control of the animal at all times.

The animal must be as unobtrusive as possible.

**Exclusion for behavior:** A service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Although the college may excuse any service animal that is out of control, it will give the individual with a disability

who uses the service animal the option of continuing to remain on campus without having the service animal on the premises.

**Consequences for behavior:** When a service animal is determined out of control as reported by students, staff or administration, the infraction will be treated on an individual basis. If it is determined that the animal poses a threat to the safety of others, consequences may include but not be limited to muzzling a barking animal, refresher training for both the animal and the partner, or exclusion from college facilities.

#### **Public Etiquette by the Animal**

The animal must not be allowed to sniff people, equipment, or the personal belongings of others.

The animal must not initiate contact with someone without the handler's direct permission. The animal must not display any behaviors or noises that are disruptive to others such as barking, whining, growling, or rubbing against people while waiting in lines. This includes aggressive behaviors.

The animal must avoid personal grooming in public settings such as excessive scratching or licking its genital area.

The animal must not block an aisle or passageway.

The animal must never be more than 12 inches from the handler's leg or side of the chair.

The animal must be trained to not be attracted to food that may be sitting around.

#### **Relief Areas**

Relief area will be designated throughout the campus and will be maintained by campus ground's personnel. Their locations will be included in mobility and orientation of new students to the campus.

It is the student's responsibility to be aware of the dog's need to relieve himself and act accordingly. In the event that the student does not get the animal to the designated relief area, it is the student's responsibility to remove the waste and properly dispose of the feces by flushing or burial.

#### **Areas of Safety**

There are certain instances when it may be considered unsafe for animals in such places as health facilities, laboratories, mechanical rooms or any other place where the safety of the animal or partner/handler may be threatened. Each place will be considered as to its safety potential by a team of individuals, including the laboratory director, faculty and college risk management personnel.

When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.

#### **Emergency Situations**

In the event of an emergency, the responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell or smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may become confused from the stressful situation. The responders should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The responders should make every effort to keep the animal with its partner. However, the responders' first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

#### **Conflicting Disabilities**

It is possible for persons to have a disability that precipitates an allergic reaction to animals. Persons making an asthmatic/allergy/medical complaint are to be directed to make that complaint with Disabled Student Programs and Services. The person making the complaint must show medical documentation to support that complaint. Action will be taken to consider

the needs of both persons and to resolve the problem as efficiently and expeditiously as possible.

**Complaint Procedures**

A service animal is used by individuals with disabilities to facilitate access.

If a student is consistently seen on campus with an animal that is identified by a jacket or some other symbol that it is a service animal, that student should be encouraged to meet with the Disabled Student Programs and Services.

If there is a complaint regarding the animal and its behavior, the Associate Dean of Student Affairs will contact the student and, in collaboration with the Associate Dean of Disabled Student Programs and Services, inform the student of the policies regarding service animals.

If the student fails to act in accordance with the above, student conduct actions may be taken.

**IMPERIAL VALLEY COLLEGE  
CAMPUS OPERATIONS COMMITTEE**

Unadopted Minutes  
September 18, 2008

<b>Present:</b>	<b>Not Present:</b>	<b>Visitors:</b>
Sergio A. Lopez, Chair Claudia Aguilar Saria Cardoza Rick Castrapel Zula Hartfield Carol Hegarty Gonzalo Huerta Jose Lopez Bertha Ortega Maria Trejo Jose Velasquez Rick Webster Itzel Bejarano, ASG Rep Josafat Trejo, ASG Rep Rick Webster Jr., ASG Rep.	Travis Gregory Georgina Madrid Nannette Kelly ( <i>Excused</i> )	Frances Beope Kathy Berry Dr. Jim Fisher John Lau Jan Magno David Poor

Chairman, Sergio A. Lopez, called the regular meeting of the Campus Operations Committee to order at 2:00 p.m. on Thursday, September 18, 2008 in the Administration Board Room. Mr. Lopez welcomed everyone back.

Approval of Agenda: *M/S/C Castrapel/Ortega to approve the agenda of the September 18<sup>th</sup> meeting as amended.* Add under information item; letter "B," Shade Structure

Approval of Minutes: *M/S/C Ortega/Webster to approve the minutes of the May 29, 2008 meeting as submitted.*

At this time Mr. Lopez asked to move up "Information item," letter "A" for discussion. There was a consensus to move the item first on the agenda.

**INFORMATION ITEMS**

Closure of Building 10 Men's & Women's Restrooms to Students & the General Public

Mr. Lau stated that the item of closing the men's and women's restrooms in building 10 was discussed during Executive Council. Therefore; the administrative decision was to close the restrooms to the students and the general public. According to Mr. Lau the restrooms will not be locked immediately because signage needs to be in placed in order to redirect students and the public to alternate restrooms. Therefore, the move is to put up a "Staff Only" signs on the restrooms for now.

Mr. Lau stated that the reason for this move was because there have been "tremendous" problems with the restrooms being kept clean up to the point that the staff cannot even utilize them. Mr. Lopez stated that the majority of the restrooms are unclean most of the time. However, he stated that blaming the students

and the general public for the uncleanness of campus restrooms is not acceptable. Mr. Lopez stated that the day of the Welcome Back Orientation the restrooms in the gymnasium were clean however at the end the restrooms were a "mess." Therefore, the students and the general public are not the only ones to blame.

Counselor, Frances Beope expressed her serious concerns with the decision without taking into consideration the need of the students and the general public. Ms. Beope's first concern is the fact that Mr. Lau stated that there was nothing it could be done at this point because "it will happen." Her second concern is that IVC suppose to be a "public friendly place" and closing the main restrooms of the campus tells the students/visitors that they are not welcome here. Ms. Beope stated that she has been employed at IVC for over 33 years and for the first three weeks of classes all the restrooms on campus are filthy. Mr. Lau stated that this decision was made by the President and he was asked to report to this committee. He apologized and stated there was nothing he could do to change the decision. His recommendation was to forward the concerns to either him or the President directly. Ms. Beope stated that there are assigned (clean) staff restrooms on campus and staff chooses what restrooms to utilize.

At this time Mr. Lau asked the Campus Operations Committee members for their input in developing a signage policy as soon as possible. Once a policy is drafted by this committee it will be forwarded to the President for review. He would like to move on this policy as soon as possible in order to provide the necessary signage.

## **UNFINISHED BUSINESS**

### Construction Update

Mr. Lau gave a brief update on construction stating that it is five weeks behind schedule making the building open to hold classes until February of 2010. However, the building will be available to tour sometime in November. Mr. Lau will be working in setting a tour date for those interested. He stated that the building will need four custodians and grounds keeping personnel which will impact the budget.

Mr. Lau stated that the new entrance on Aten road has been moved up on the list of projects to complete. A major redo of the parking area plan has accelerated the need of opening the second entrance. The parking plan will create about 400 new parking spaces which will alleviate the congestion at the beginning of each semester. A date of completion was not given. He also stated that the "day pass" machines will be relocated within a year.

### Animals/Pets on Campus Policy

At the last meeting of May 29<sup>th</sup> it was motioned and seconded to forward the Animals/Pets on Campus Policy to the Policy and Procedures Committee, chaired by Dr. Victor Jaime. Mr. Lopez will forward the policy today. There was no further discussion.

### Shade Structure

Mr. Lopez stated that the shade structure was originally scheduled to be placed before the summer over by the Bus Stop area, however, summer went by and students went without a shade. Mr. Webster stated that due to the size of the shade (20'x40') it had to be DSA (Division of State Architect) approved. Therefore, a DSA Inspector had to verify the location of where the shade was going to be located. Getting the DSA approval took longer than expected. Mr. Lopez stated that the shade should be in place in the next two weeks or so. More information will be given at the next meeting. Mr. Webster stated that the shade will only be placed temporarily at the bus stop area and then moved to the swimming pool permanently.

## **NEW BUSINESS**

### **Move the "Hall of Fame" Display case into the College Center**

Mr. Lopez stated that the "Hall of Fame" display case in the College Center's foyer are looks old. He would like to move the display case into the College Center's dining area. The majority of the committee members agreed that the display needs a better place along with being kept up to date. The item will be placed on the agenda for the next meeting.

### **Announcements**

Mr. Castrapel asked to place the Shade Structure item on our next meeting.

### **Next Meeting**

The next Campus Operations Committee is scheduled for Thursday, October 2, 2008 at 2:00 p.m. in the Administration Board Room.

### **Adjourn**

The meeting was adjourned at 2:40 p.m.

Recording Secretary: Saria Cardoza

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, AUGUST 28, 2008  
3:05 P.M. – BOARD ROOM**

<b>Present:</b>	Kathy Berry Suzanne Gretz Ted Ceasar David Drury	Melani Guinn Jan Magno <i>(for V. Jaime)</i> Gonzalo Huerta <i>(arrived 3:50 p.m.)</i> Carol Lee	Chantilee Mendenhall Tina Aguirre Val Rodgers Taylor Ruhl	Lianna Zhao David Zielinski
<b>Consultants:</b>	Frances Beope Norma Nunez	Frank Rapp Efrain Silva	Kathie Westerfield Robin Ying	
<b>Absent:</b>	Michael Heumann			
<b>Visitors:</b>	Bruce Seivertson	Toni Pfister	Gloria Carmona	Dr. Ed Gould
<b>Recorder:</b>	Linda Amidon			

**I. Opening of the Meeting**

**A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair**

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:06 p.m. on Thursday, August 28, 2008.

**B. Approval of the Minutes of June 12, 2008**

*M/S/C Zhao/Rodgers to approve the C&I minutes of June 12, 2008, as presented. The motion carried.*

**II. Action Items**

Carol noted the following change in the agenda: Discussion Item III.B, Results of Student Survey, immediately follows Action Item II.A, Stand-Alone Course Certification Mandatory Training.

**A. Stand-Alone Course Certification Mandatory Training**

Carol Lee, Co-Chair, announced that guests and consultants in attendance should participate in the training, and she circulated an attendance roster for participants to sign. She provided a brief background of the training and explained that only local approval of stand-alone courses is required as long as individuals involved in the curriculum approval process receive annual training. Carol further explained that the training materials and presentation were developed and sponsored by the California Community Colleges Chancellor's Office; she read aloud the required dialogue during the training.

**B. Credit Courses**

**1. Revised Courses**

- a. **CS 230 – Intermediate Object-Oriented Programming with Java (4.0)**
- b. **CS 280 – Assembly Language and Machine Organization (4.0)**

*M/S/C Zhao/Guinn to approve the revision of the prerequisite for CS 230 and CS 280, effective immediately, with corrections (the class limit was increased from 24 to 25 and minor typographical errors corrected). **THE MOTION WAS PULLED AND THE ITEMS TABLED.***

Jan Magno, representing absent voting member Victor Jaime, pointed out that because of the change in prerequisites for the courses, the content review or validation must be attached to the course outlines for CS 230 and CS 280. Jan questioned the omission of the validation from the course outlines, and explained that without the content review required by Title 5, the committee couldn't vote on the proposed changes. She expressed concern that the Curriculum & Instruction Committee was not following approved matriculation requirements. A discussion followed on course revision processes. Jan stated that the matriculation department would be audited in two years, and she expressed concern that courses without content review would be denied and the prerequisites considered to be ineligible.

## 2. New Courses

### a. ENGL/HUM 226 – Introduction to Mythology (3.0)

*M/S/C Zielinski/Drury to approve the addition of ENGL/HUM 226, Introduction to Mythology, to the credit curriculum, effective with the 2009 – 2010 academic year, as presented. **THE MOTION WAS PULLED AND THE ITEMS TABLED.***

The above discussion regarding the lack of content review for CS 230 and CS 280 was carried over to the discussion regarding ENGL/HUM 226. David Zielinski acknowledged receipt of an email from Norma Nunez indicating the need for validation matrices for these courses. He explained that Carol Lee and Michael Heumann had developed the courses as a favor to, and in an effort to help, students. David presented a validation matrix for existing English courses.

## C. Distance Education Courses – Addendum Documentation

1. MATH 119 – Elementary Statistics
2. SPAN 100 – Elementary Spanish I (5.0)

*M/S/C Zhao/Rodgers to approve the Distance Education Addendums for MATH 119 and SPAN 100, to provide greater access and allow the inclusion of all modalities of learning, as presented. The motion carried.*

## D. Noncredit Courses

### 1. Revised Noncredit Courses

- a. MUS 801 – Stage Band for Older Adults
- b. MUS 802 – Community Chorus for Older Adults

*M/S/C Guinn/Drury to approve the revision of the course title and description, measurable course objectives and minimum standards for passing, and textbooks for MUS 801 and MUS 802, as approved by the Chancellor's Office, as of the approved effective term, as presented. The motion carried.*

## E. Majors and Certificates

### 1. Revised Majors and Certificates

- a. Agricultural Business Management Major



*M/S/C Zhao/Guinn to approve the revision of the Agricultural Business Management Major (add AG 101 to Section I; add AG 140 and AG 170 to Section II; move ECON 102 from Section 1 to Section II), effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**b. Agricultural Science Major**

*M/S/C Zhao/Dury to approve the revision of the Agricultural Science Major (add AG 101 to Section I; add AG 080, AG 150, AG 260 and AG 270 to Section II; change title of AG 250; move CIS 101 from Section I to Section II), effective with the 2008 – 2009 academic year, as presented. The motion carried.*

**c. Agricultural Business Management Certificate**

*M/S/C Zhao/Drury to approve the revision of the Agricultural Business Management Certificate (add AG 101 to first section; add AG 140 to second section; increase units from 25 to 25 – 26 units), effective with the 2008 – 2009 academic year, as presented. The motion carried.*

Referring to items II.E.1. a through c, Carol reported that errors in the Agricultural Business Management Major and Certificate and in the Agricultural Science Major were discovered and the corrections were included in the 2008 – 2009 General Catalog. She explained these proposals represented formal presentation of the corrections made to the majors and certificate for tracking purposes.

**d. English Major**

***THIS ITEM WAS WITHDRAWN AND TABLED.***

**e. Humanities Major**

***THIS ITEM WAS WITHDRAWN AND TABLED.***

**III. Discussion Items**

**A. Accreditation**

Kathy Berry provided a brief status report on accreditation. She stated the required plans are being written, and she encouraged anyone interested in participating in this process to attend the weekly Friday meetings scheduled at 8:30 a.m. (budget/resource plan) and 10:30 a.m. (educational master plan).

**B. Results of Student Survey**

***(As noted above, this item was discussed immediately following Action Item II.A above.)***

The survey results were presented to committee members while Kathy Berry provided a brief summary. She stated the survey was conducted last spring using Survey Monkey and the results sent to the campus community via All Users email. The findings generally indicate that survey participants are fairly happy with their experiences at IVC. Pointing to the results of question 24 of the survey, Kathy noted that transfer is the educational goal of the majority of the participants. Kathy encouraged members to refer to the survey results when completing future program reviews. The general discussion that followed included whether to conduct the survey again (members prefer an annual survey for program review purposes); some of the problems with the survey process (notice about the survey was too short), and suggestions for future surveys. A narrative of the survey, which was prepared by Frank Rapp for accreditation, will be emailed to committee members.

**IV. Information Items**

**A. Status of Program Inventory**

Carol Lee provided a brief report on the status of the college's program inventory. She stated that of the nine proposals submitted to the Chancellor's Office, only two have been approved – the CSU GE-B and IGETC Certificates of Achievement. Of all the programs not meeting the requirements of the revised Title 5 provisions, ten are pending approval including the program proposals submitted and those for which proposal documentation is pending from the various divisions. Carol noted that the Multimedia major and certificate did not have Chancellor's Office approval and were not included in the 2008 – 2009 General Catalog.

#### **B. Curriculum Institute**

Carol Lee reported she had attended the Curriculum Institute recently, and she highly recommends that all committee members attend. She stated the information provided at the institute created some concerns for her, namely, that a review of prerequisites, co-requisites and advisories must take place every six years; and that if recommended preparations can't be enforced, they should be removed from the course outlines. She suggested that the committee consider a time to conduct the six-year review at the next C & I meeting. Kathy also noted concerns regarding the new repeat laws, which she described as more stringent. She explained the state does not want to continue paying districts for students repeating classes multiple times.

#### **V. Other Items - None**

Kathy congratulated faculty for surpassing last fall's FTEs. She explained that on the first day of the fall 2008 semester, FTEs were below last fall's level, but faculty took on more classes and more students in their classes beyond the enrollment cap resulting in a last minute surge in FTEs.

#### **VI. Next Regular Meeting – 3:05 p.m., Thursday, September 4, 2008, Board Room Materials Due: 5:00 p.m., Wednesday, August 27, 2008**

#### **VII. ADJOURNMENT**

The meeting was adjourned at 4:40 p.m.

**IMPERIAL VALLEY COLLEGE  
CURRICULUM AND INSTRUCTION COMMITTEE MEETING  
ADOPTED MINUTES  
REGULAR MEETING  
THURSDAY, JUNE 12, 2008  
9:00 a.m. – Board Room**

<b>Present:</b>	Kathy Berry Krista Byrd Ted Ceasar	Melani Guinn Carol Lee Diedre Pollock-Blevins	Robin Ying Lianna Zhao David Zielinski	
<b>Consultants:</b>	Efrain Silva			
<b>Absent:</b>	David Drury Val Rodgers Michael Heumann	Gonzalo Huerta Frances Beope	Victor Jaime Kathie Westerfield	David Lopez Norma Nunez
<b>Visitors:</b>	Frank Rapp	Jessica Waddell	Dawn Chun	Taylor Ruhl
<b>Recorder:</b>	Linda Amidon			

**I. Opening of the Meeting**

**A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair**

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 9:07 a.m. on Thursday, June 12, 2008.

**B. Results of Electronic Vote – General Catalog (Textual, Major and Certificate Items)**

In order to meet the deadline for curriculum items for inclusion in the 2008 – 2009 General Catalog, on May 30, 2008 Carol Lee made a motion to approve the following items via electronic vote. Following electronic approval, these items were included in the minutes of the May 29 meeting and the minutes subsequently submitted to the C & I Committee for electronic vote and approved by the committee (see below). The results of the electronic vote for the individual items are shown below. (Note: Item H.1. below was on the original agenda for the May 29 meeting as item H.2 and was tabled.)

**H. GENERAL CATALOG (TEXTUAL, MAJOR AND CERTIFICATE ITEMS)**

**1. Spanish Translated Text (2007 – 2008 Catalog, pp. 39 – 52)**

*M/S/C Berry/Zhao to approve the deletion of Spanish translated text (2007 – 2008 Catalog, pages 39 - 52), from the printed catalog and to move to a Web-based presentation of the Spanish portion of the catalog, effective with the 2008 – 2009 catalog, and to consider the reimplementation of the Spanish portion of the catalog for the 2009-10 catalog, as presented.*

*The motion carried via email vote. Voting Members (14): 11 Ayes 1 Nay 2 No Response cel*

**2. IVC General Education Requirements (2007-08 Catalog, pp. 32)**

**a. MATH 119**

*M/S/C Zhao/Lee to approve the addition of MATH 119, Elementary Statistics, to IVC General Education graduation requirements, Section A2., Communication and Analytical Thinking, effective with the 2008-2009 catalog, as presented.*

*The motion carried via email vote. Voting Members (14): 10 Ayes 4 No Response cel*

**b. CHEM 160**

*M/S/C Zhao/Lee to approve the addition of CHEM 160, to IVC General Education graduation requirements, Section B., Natural Science, effective with the 2008-2009 catalog, as presented. The motion carried via email vote. Voting Members (14): 10 Ayes 4 No Response cel*

Close of Email Voting: C. Lee, Co-Chair, C&I Committee June 3, 2008

**C. Results of Electronic Vote – Approval of Minutes, May 29, 2008, Regular Meeting**

In order to present the C & I Committee minutes of May 29, 2008, and the corresponding approved recommendations, to the Academic Senate for its special meeting on June 4, 2008 (the final meeting of the 2008 – 2009 academic year), on June 3, 2008 Carol Lee made a motion to approve the minutes of the C & I Committee of May 29, 2009, via electronic vote. The results of the vote are reflected below.

*M/S/C Lee/Berry to approve the C&I meeting minutes of May 29, 2008 and the email voting results of May 30, 2008 for 2008-09 catalog copy, as presented. The motion carried via email vote. Voting members (14): YEA – 10; NAY – None; Abstain – None; No Response – 4*

**II. ACTION ITEMS**

**A. RESCISSION OF COMMITTEE ACTION**

**1. “Skill Certificate”, May 29, 2008**

*M/S/C Ying/Lee to rescind the following action to establish the category of “Skill Certificate” for programs of less than 12 units, pending Chancellor’s Office approval, which action was taken by the C & I Committee at its meeting on May 29, 2008. The motion carried.*

*“M/S/C Berry/Drury to establish the category of “Skill Certificate” for programs of less than 12 units, pending Chancellor’s Office approval, effective with the 2008 – 2009 academic year, as presented. The motion carried.”*

**2. Skill Certificates, May 29, 2008**

*M/S/C Guinn/Ying to rescind the following action to approve the Skill Certificates for Emergency Medical Technician, Health Assistant, and Home Health Aide, which action was taken by the C & I Committee at its meeting on May 29, 2008. The motion carried.*

*“M/S/C Byrd to approve the Skill Certificates for Emergency Medical Technician, Health Assistant, and Home Health Aide, effective with the 2008 - 2009 academic year, as presented. The motion carried.”*

**B. CREDIT COURSES**

**1. New Courses**

**a. BIOL 080 – Anatomy and Physiology Review (3.0)**

*M/S/C Guinn/Berry to approve the addition of BIOL 080 to the credit curriculum, effective with the 2008 – 2009 academic year, with corrections. The motion carried.*

Kathy explained that the state requires this course to be a credit course. Corrections to the Form 1 and course outline included the following designations: The course is a credit course with a class limit of 30; the course may be taken for credit only; the course may not be repeated. The classification code for the course is pending confirmation.

**C. DISTANCE EDUCATION COURSES – ADDENDUM DOCUMENTATION**

**1. PE 210 – Introduction to Physical Education (2.0)**

*M/S/C Byrd/Berry to approve the Distance Education Addendum for PE 210, effective with the 2008 - 2009 academic year, to provide greater access and allow the inclusion of all modalities of learning, as presented.*  
**THIS ITEM WAS TABLED.**

It was noted that the course outline was not attached to the addendum. Members questioned the class limit of 20, since the course is a lecture course.

**III. DISCUSSION ITEMS**

**IV. INFORMATION ITEMS**

**V. OTHER ITEMS**

**VI. NEXT REGULAR MEETING**

Next meeting: 9:00 a.m., July 18, 2008, Board Room.

Materials Due: 5:00 P.M., Wednesday, July 10, 2008, Instruction Office.

**VII. ADJOURNMENT**

The meeting was adjourned at 9:26 a.m.

**IMPERIAL VALLEY COLLEGE**  
**EXERCISE SCIENCE, WELLNESS, SPORTS DIVISION**  
**STAFF MEETING MINUTES**

Friday, August 22, 2008

2:00 – 3:00 PM

Room 701

**1. CALL TO ORDER:**

The meeting began at 2:15 pm

Staff present: Dave Drury, Jim Mecate, Chris Mays, Mike Palacio, Harold Richwine, Sidne Horton, Jill Lerno, Jill Tucker, Tyson Aye, Sandie Noel, Gonzalo Huerta

**2. OLD BUSINESS:**

None discussed.

**3. NEW BUSINESS**

A. Fall Schedule:

Dave stated that he would be dropping a Monday and Wednesday PE 100 Class. No other issues were discussed.

B. Budget Information:

Dave stated this fiscal year the budget will be tight. He indicated that the budget for our division did not change and is the same as last year's budget. He also informed the staff that they may submit needs list and welcomed any suggestions on how they can spend budget funds in their areas.

C. Student Learning Outcomes:

Toni Pfister informed the staff that the due dates for SLO's for their courses is September 30th and March 15th. She informed everyone that they only need to submit a SLO on the courses they are teaching this year. She encouraged the staff to be creative and simple with their SLO's and recommended that if there is a course with more than one instructor that they should collectively establish an SLO for that course.

It was suggested that this semester they focus on completing an SLO for the Health course and next semester focus on completing an SLO for the PE 100 course. A meeting was scheduled for the week of September 25th to complete an SLO for the Health course.

D. Course Outlines:

Dave informed the staff that course outlines will need to be completed for each course that is being offered this semester. He stated that the division secretary will be handing out to different instructors a folder containing blank course outline forms to be filled out. He informed the staff that if they needed any help filling out the forms that they may contact Carol Lee for assistance.

E. Winter Schedule:

Dave informed the staff that due to budget cuts the winter courses were cut by 35% and informed staff that many of the instructors will only be teaching two courses during the winter sessions.

F. Other Issues of Concern:

Dave informed the staff that a PE 800 course is in need to utilize room 738 and asked if any instructor had a conflict with the request. There were no conflicts with this request.

The staff discussed the possibility of changing the room number of room 700 to 701. Dave stated that he would look into the matter.

Chris Mays brought up a maintenance issue with the scoreboard and Dave stated that he would look into getting the matter resolved.

Toni Pfister discussed the need to have one of the treadmills in the fitness center repaired. Dave stated that he will have it repaired and informed the staff that our division has a quarterly maintenance agreement with Techno Fit and they will be coming down to fix and repair equipment in the fitness center.

Jill Lerno and other staff discussed the need and ways to sanitize the equipment in the fitness center after each class. Dave made a few suggestions as follows: one, they can require students to bring their own towels and or two, our division can purchase disinfectant wipes.

Toni Pfister asked the staff if they could please cover up the wheelchair machine so that it remains reserved for the disabled students. Dave stated that the division may be purchasing a new machine.

It was stated by a staff member that our division should begin filing documents electronically and send the documents via email to the division secretary.

It was also discussed the need for the instructors to be firm in making students stop hanging around the gym area after their classes and not using equipment not assigned to them.

Jill Tucker inquired about beginning a bowling class. Dave stated that he would look into the matter.

**4. NEXT MEETING DATE/TIME:**

No new meeting time was discussed.

**5. ADJOURNMENT:**

The meeting was adjourned at 3:05 pm.



Planning and Budget Committee

August 27, 2008

**Members Present:**

John Lau, VP for Bus Svcs, chair  
Dr. Victor Jaime, Admin. Rep.  
Dr. Bruce Seivertson, Academic  
Senate President  
John Abarca, College Council Chair

Eric Jacobson, Faculty Rep.  
Dr. Lianna Zhao, Faculty Rep.  
Carlos Fletes, Director of Fiscal Svcs  
Dawn Chun, CMCA Representative  
Betty Kakiuchi, CSEA Rep.

Recorder: *Mary Carter*  
Gail Parish, CSEA Representative  
Chantilee Mendenhall, ASG  
Representative  
Non-Voting  
Kathy Berry, VP Academic Services

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**Call to order:** The meeting was called to order by John Lau, committee chair at 1:30 p.m. on Wednesday, August 27, 2008 in the Board Room.

**Approval of minutes:** *M/S/C Parish/Zhao (abstain: Seivertson) to approve the minutes of the June 11, 2008 meeting as presented.*

**State Budget Update:** John Lau reported that there is still no State Budget, possibly the State will pass a budget by October 1.

**Status of 2007-08 budget closing/ending balance:** Carlos Fletes reported that 2007-08 budget closing will be finalized by this weekend. There is more than \$300,000 variance in budget to actual due to departments not spending their full allocations and transfers to one-time and categorical funds. The budget is still in a deficit mode, with a \$3 million gap between revenue and expense. Next year, programs will be asked to close their budgets as close to July 1 as possible. This year, adjustments are still being made by programs. Mr. Fletes is working on the quarterly report, which will show the fund balance. John Lau stated that bond rating agencies are concerned over the College's use of reserves to balance the budget, and that it will be critical for revenues to equal expense in future years.

**Deadline for adoption of Final IVC budget: October 15, 2008, per State Chancellor's Office:** The State has extended the deadline for community colleges to adopt their budgets, and IVC will send its final budget to the board for adoption at the October 15 meeting.

**Budget presentation to Board of Trustees:** John Lau reported that he will make a three part presentation to the Board on October 15, consisting of recent budget history, the budget itself (which is fixed) and impact on future years. Mr. Lau will also make the presentation to Planning and Budget and Academic Senate. Jan Magno stated that the board should be educated that they have the final fiscal responsibility and that raises should not be paid from reserve funds. Suzanne Gretz stated that unions should not be blamed for being greedy; if an offer is made, it is illegal for union representatives to turn it down. John Lau stated that use of reserve funds takes flexibility away for the College. The College left the premise of revenue equaling expense and relied on one-time monies.

**Update on cash flow financing (TRANS):** John Lau reported that in response to the lack of a state budget and no apportionment payments being made, the College has done short term financing of \$7.5 million at 1.62% interest through Tax Revenue Anticipation Notes (TRANS). These funds can be reinvested at 3% to help offset the cost of borrowing. The \$7.5 million should meet the College's cash needs through November.



Update on Student Accounts Receivable/Registration Policy for Students Owing Fees: John Lau reported that the College has instituted a new policy that students must pay old fees before they can register. This policy will address collections of current fees. Old debt will be referred to a collection agency. The College has significant bad debt (\$1.7 million); of that \$300,000 to \$500,000 is very old and probably uncollectible. The College will be writing off \$300,000 in bad debt over the next three years. This debt will not be written off individual student accounts, but will be accounted for using the allowance method. Carlos Fletes reported that after late registration, fee letters will be sent to students. This will be their third notification of their fees, and they will be asked to pay by December. If they do not pay they will be unable to enroll, and will be sent to collections.

Response to Accreditation recommendations/Report by sub-committee: John Lau reported that a sub-committee has been created to meet the response date for the accreditation recommendations. The sub-committee is meeting every Friday at 8:30 a.m., with the response due by September 29.

The Planning and Budget Committee is isolated on the current organization chart, the committee needs to communicate with everyone in order to be effective. It is important that every member understand the mission and role of the committee. There are two distinct parts to the committee's role: strategic planning, which is critical in the response to accreditation and budget. Due to the growth the college has experience and new demands on management; it is time to assess those roles and change to meet those demands. The College can't do strategic planning in isolation, and the sub-committee is working on making recommendations.

Kathy Berry reported that it is critical to demonstrate to WASC that the College has taken the accreditation recommendations seriously. Two issues are SLOs and planning not being integrated. The College has program reviews that are not used. Program reviews have to be tied to the budget and program reviews have to feed into the educational master plan. Kathy Berry discussed the program review form that was developed by division chairs; budget changes must be justified and long term needs must be captured and put on the radar. The form includes sections for maintenance needs, new facilities, marketing and compliance issues. Victor Jaime stated that not everything will be funded, but that a document is needed to show that planning has taken place. John Lau stated that the College must consider the total cost of new programs.

Mr. Lau stated that he is looking into training for committee members, to educate them on strategic planning.

Update on Classified hiring prioritization procedure: John Abarca was not present to report.

Meeting adjourned at 3:00 p.m.

**UNADOPTED MINUTES**  
**IMPERIAL VALLEY COLLEGE**  
**STUDENT AFFAIRS COMMITTEE**  
Location: Administration Board Room  
**Monday, May 19, 2008**

Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:01 p.m. in the Administration Board Room.

**I. CALL TO ORDER**

<b>PRESENT</b>	<b>FACULTY</b>	<b>CLASSIFIED</b>	<b>STUDENTS</b>
	Sergio A. Lopez, Chair	Claudia M. Aguilar	Itzel Bejarano
	Jeff Beckley	Saria Cardoza	Sarah Gaddis
	Krista Byrd	Gail Parish	David Lopez
	Carey Fristrup	Maria Trejo	Chantilee Mendenhall
	Rosalie Lopez		
	Lori Mazeroll		
	Betsie Riehle		
<b>NOT PRESENT</b>	Robert Baukholt		
	Terry Norris, <i>Excused</i>		
	Kevin White		
<b>VISITORS</b>	Ivan Soto, Bookstore Assistant Manager		<b>RECORDER:</b> Saria Cardoza

**ORDER OF BUSINESS**

**II. APPROVAL OF AGENDA**

M/S/C (D.Lopez/Fristrup) to approve the agenda as submitted.

**APPROVAL OF MINUTES**

M/S/C (Parish/Fristrup) to approve the minutes from November 5, 2007 as submitted.

**III. NEW BUSINESS**

Disciplinary Hearing – Student (G00701797)

At this time Mr. Lopez granted the seat to Dr. Beckley, Disciplinary Board Appeals Chairman for the disciplinary appeals hearing on student, G00701797.

CLOSED SESSION at 2:03 p.m.

OPEN SESSION at 2:21 p.m.

M/S/C (Parish/Fristrup) to allow student, G00701797 complete the current semester (SPR 08) but suspend the student for the Summer 2008 term. Place the student on probation for the Fall 2008 and Winter 2009 with the understanding that the student will complete ten (10) hours of community service to the college. *Oppose: D. Lopez, Cardoza, Byrd and Mendenhall.* Motion carried without further discussion.

At this time Mr. Lopez thanked the Student Affairs Committee members and Dr. Beckley granted the seat to Mr. Lopez.

Athlete Scholar Award

The committee went into closed session at 2:37 p.m. to review the following Athlete nominees:

- 1) Jessica Cruz, G00625764
- 2) Berta Espinoza, G00388657
- 3) Melissa Hernandez, G00619740
- 4) Brittain Kelly, G00630623
- 5) Jorge Martinez, G00619788
- 6) Sergio Panela, Jr., G00610731
- 7) Agustin Tapia, G00628636
- 8) Anthony Villagrana, G00619999

After reviewing the brief biographies and athletes transcripts, the committee made a decision. The recipient to the Athlete Scholar Award will be announced at the Associated Students, Spring Awards Banquet on Friday, May 30<sup>th</sup> at the Barbara Worth Country Club Resort in Holtville.

Arab Award

Mr. Lopez recommended an outstanding individual as the recipient of the Arab Award which was discussed during closed session.

M/S/C (Parish/Trejo) to approve the recommended individual (name will be announced during the 2008 Commencement Ceremony). Commencement will be held on Saturday, June 7<sup>th</sup> at the Gymnasium.

**IV. UNFINISHED BUSINESS**

Commencement Speaker

Mr. Lopez stated that the commencement speaker who had confirmed back in November backed out last month. Therefore, we will not have a speaker this year. Mr. Lopez will try to secure a guest speaker for next year. Dr. Kenneth James was discussed at the November meeting and Mr. Lopez feels he will be an excellent speaker for our graduates. Dr. James is a Calxico High and IVC graduate. Dr. James is currently the Commissioner for Arkansas Department of Education. There was no further discussion.

Commencement Update

Mr. Lopez stated that Commencement's music will be piped in. A small reception will follow after Commencement in the College Center. Small waters will be available to the graduates and faculty.

**V. ADJOURNMENT**

The meeting was adjourned at 4:01 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Respectfully submitted by: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2008

**UNADOPTED MINUTES  
IMPERIAL VALLEY COLLEGE  
STUDENT AFFAIRS COMMITTEE**  
Location: Administration Board Room  
**Monday, September 29, 2008**

Chairman, Mr. Sergio A. Lopez called the Student Affairs Committee meeting to order at 3:01 p.m. in the Administration Board Room.

**I. CALL TO ORDER**

<b>PRESENT</b>	<b>FACULTY</b> Sergio A. Lopez, Chair Robert Baukholt Jeff Beckley Krista Byrd Carey Frstrup Lori Mazeroll Terry Norris Betsy Riehle [3:07 p.m.]	<b>CLASSIFIED</b> Claudia M. Aguilar Saria Cardoza Gail Parish	<b>STUDENTS</b> Itzel Bejarano Chantilee Mendenhall Josafat Trejo Rick Webster Jr.
<b>NOT PRESENT</b>	Rosalie Lopez Kevin White	Maria Trejo, <i>Excused</i>	
<b>VISITORS</b>	Daryl Pascua, Water Treatment Instructor		<b>RECORDER:</b> Saria Cardoza

**ORDER OF BUSINESS**

**II. NEW BUSINESS**

Disciplinary Hearing – Student (G00622829)

At this time Mr. Lopez granted the seat to Dr. Beckley, Disciplinary Board Appeals Chairman for the appeals hearing on student, G00622829.

CLOSED SESSION at 3:03 p.m.

OPEN SESSION at 3:37 p.m.

M/S/C (Parish/Frstrup) to uphold Mr. Lopez’s decision to dropped the student (G00622829) from the Water Treatment Plant Operator 110 course with the understanding that the student remains on probation for the remainder of the Fall 2008 semester, Winter 2009 and Spring 2009 semesters. Motion carried without further discussion.

Mr. Lopez thanked the committee members for their attendance.

**III. ADJOURNMENT**

The meeting was adjourned at 3:40 p.m.

\_\_\_\_\_  
Chairman \_\_\_\_\_  
Date

Respectfully submitted by: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2008

# IVC Academic Senate

Approved Minutes

September 3, 2008

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call**  
Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Michael Heumann, Kseniya Kareva, Russell Lavery, Carol Lee, Armando Mendez, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry, Chantilee Mendenhall  
Excused: Cesar Guzman  
Absent: Dennis Carnes, Rosa Pitones, Mary Lofgren  
Visitors: Frank Rapp, Ed Gould, Sergio Lopez  
Senator Zobell asked if item VII could be pushed forward in the agenda. It was approved without objection
- VII. **Academic and Professional Matters**
  1. Election of Academic Senate Officers
    - a. Secretary – Michael Heumann M/S/C (Zobell/Lee)
    - b. Treasurer – Norma Nunez M/S/C (Zobell/Lee)
    - c. Vice President – Russell Lavery M/S/C (Heumann/Zobell)
- III. **Treasurer's Report**  
No report
- IV. **Visitor Comments**  
None
- V. **Consent Agenda**
  1. Minutes of June 4, 2008.  
M/S/C (Zhao/Lee) to approve the above items as corrected.
- VI. **Reports**
  1. President – Welcomed new Academic Senators and our new ASG President.
  2. Past President – not present.
  3. VP of Instruction –
    - Enrollment: It was an interesting start to the semester. Before classes began, enrollment was down significantly from last fall. This might have been, in part, because the college was insisting that students pay at least half their bill prior to registering for classes or because students were actively looking for jobs. During the first week of classes,

however, enrollment surged beyond last year's numbers. Vice President Berry thanks faculty for doing their part to accommodate as many students as possible. It is not yet census, however, and some classes with low enrollment might still be cancelled. However, currently we were up 1.2% from last fall.

- Accreditation: The district has been busy over the summer working on the accreditation report. They hired a consulting firm, Brain Trust, which has a lot of knowledge and experience. They have been helpful by being critical.
  - Currently, there are three ongoing processes related to accreditation:
    - Strategic planning group, which meets at 8:30 AM on Fridays. They are working on implementing the plans that we develop
    - Education Master Plan group, which meets at 10:30 AM on Fridays
    - Progress report group, headed by Dean of Instruction Rapp. This report will also include the progress we have made on Student Learning Outcomes.
  - All work on the accreditation report (including approval by all groups and by the Board) must be completed and submitted by October 15.
  - Senator White asked about any rules related to the enrollment caps in classes. Vice President Berry stated that enrollment caps are determined by faculty.
  - Senator White asked about the status of the California state budget. He heard that the K-12 and UC/CSUs were going to be hit hard with cuts while the community colleges would be all right. Vice President Berry stated that there was no information on the budget and it was uncertain when it would be approved. There is no information on our COLA; it could be anywhere from 0% to 4%. We were not funded for last year's levels, but we still have to meet those levels this year.
  - President Seivertson asked Vice President Berry if all accreditation documents would be ready in time for the Academic Senate's October 1 meeting. Vice President Berry said that they would.
  - Vice President Berry stated that President Gould went on a walking tour of the campus before the start of fall semester, and he was unhappy with the state of the classrooms. VP Berry was put in charge of addressing these problems, so faculty should email their complaints about classrooms to her.
4. SLO Coordinator
- Dr. Pfister has met with groups all across campus, both instructional and non-instructional. So far, thirty courses have SLOs attached to them. By September 30, at least 50% of all courses will have SLOs identified to be assessed this semester. The other 50% will be identified and assessed in spring semester.
  - There is a new SLO website and a newsletter is coming. There will also be a milestone memo created to inform the accreditation team about our current progress on SLOs.

- President Seivertson asked about the current status of our SLOs. Dr. Pfister stated that, in addition to the thirty that have been approved, there are many more waiting to be approved at next week's meeting.
5. BSI Coordinator
    - A website for Basic Skills Initiative is forthcoming.
    - Many BSI participants were able to attend institutes and workshops this summer.
    - Work has begun on the 08/09 plan, which is due by October 15.
    - The next BSI meeting is Wednesday, September 10, at 1:30 PM. All are welcome.
    - There will be a campus-wide forum by late September to discuss the 08/09 plan.
  6. ASG President
    - There was a barbecue today, September 3, for all campus clubs. There was a very strong turnout.
    - The first ASG meeting of the year will take place Monday, September 8.

## VIII. **Discussion**

1. Distance Education Committee – Senator Heumann stated that Project ACCESO will end in September 2009. Between now and then, the Distance Education program must become a fully district-supported program. One step in this process is the development of a DE Standing Committee, which should be a sub-committee of the Academic Senate. Senator Heumann asked for volunteers to help him draft a resolution to create this committee. Senators Zobell, Pfister, and Lee volunteered to assist. Dean Rapp will also participate.
2. New Committees
  - Senator Gretz stated that the college could do a much better job training new faculty, and she suggests that a new faculty committee be created for all new full-time faculty to help introduce them to the college and their responsibilities as faculty members.
  - Vice President Berry states that there will be three improvements for new faculty: an online pre-IVC orientation module (possibly in Etudes), a new faculty academy/committee; and an instruction-wide tenure orientation for all new faculty.
  - Senator Heumann noted that flex weeks used to provide helpful time for new faculty to get acquainted with the college before beginning their first semester. Vice President Berry stated that staff development will not take place until January 2010. Senator Lavery asked whether this means that our pay problem with STRS will not be corrected until 2009-10. Vice President Berry stated that this was correct. Senator Patterson stated that he could advise the Vice President on the history connected to the end of flex week.
3. Committee Flow Chart Changes – President Seivertson and President Gould both stated that changes to the committee flow chart was coming. President Seivertson shared our current flowchart and shared several

different flowcharts from other colleges to demonstrate what these changes might look like. Senator Paine inquired as to which body the Technology Council reports. There was no clear answer to his question.

4. Bylaws Report – The process of updating and revising the Academic Senate bylaws will continue starting next AS meeting. Senator Zobell asked why adjuncts were given two-year appointments. Senator Mendez explained that this allowed continuity and allowed adjunct representatives to make more substantive changes.

**IX. Committees**

1. Budget and Planning – In future, this committee will, most likely, be focusing as much (if not more) on planning than on budget.
2. C and I – Senator Lee reported that the first meeting of the semester was last Thursday, August 28. Senator Lee held a training on standalone course approval at that time, and most of the general curriculum issues were tabled. The September 4 meeting was cancelled, so the next meeting is Thursday, September 18. Senator Lee also reported that she and Senator Heumann attended the Curriculum Institute over the summer, where she gained a lot of excellent information. She recommends that as many people as possible be given the opportunity to attend future Institutes.
3. College Council – The first College Council meeting of the semester will be Monday, September 8. President Gould stated that the College Council will change and will become a more integral part of the college's committee structure.
4. Equivalency – On September 11, Beth Smith, a member of the state Academic Senate's Executive Committee and a professor at Grossmont College, will be visiting to share information on equivalency issues. All are welcome. There was an Equivalency Committee meeting last Wednesday (August 27), and there is a meeting after the Academic Senate today. Senator Nunez stated that an issue to bring up in Equivalency is program adjustment. She also stated that more training was required, so the equivalency process was more understood.
5. Policies and Procedures Review – no report
6. Administrative Council – There will be a meeting next week. President Seivertson will be there and will report back.

**X. M/S/C (Guinn/Paine) to adjourn the meeting at 2:55 pm.**



# IVC Academic Senate

Approved Minutes  
September 17, 2008

- I. The meeting was called to order at 1:30 pm by President Seivertson.
- II. **Roll Call and Announcements**

Present: Krista Byrd, Suzanne Gretz, Melani Guinn, Cesar Guzman, Michael Heumann, Rosalba Jepson, Kseniya Kareva, Russell Lavery, Mary Lofgren, Jean Montenegro, Norma Nunez, Thomas Paine, James Patterson, Toni Pfister, Rosa Pitones, Norma Scott, Bruce Seivertson, Kevin White, Lianna Zhao, Sherry Zobell, Dennis Carnes, Kathy Berry

Excused: Carol Lee

Absent: Chantilee Mendenhall

Visitors: Allyn Leon, Travis Gregory, Shiela Dorsey-Freeman, Frank Rapp, Alicia Ortega, Frances Beope, Martha Sanchez, Gloria Carmona, Elizabeth Trevino

President Seivertson announced that the Academic Senate once again had twenty-one members, and he welcomed the newest Adjunct Representatives, Jean Montenegro and Norma Scott.

President Seivertson also shared a letter from Sombra Ruiz, a former IVC student and current UCLA student who was one of the recipients of the Transfer Scholarship. She thanked the Academic Senate for their support.
- III. **Treasurer's Report**

\$11,327
- IV. **Visitor Comments**

Associate Dean Gregory thanked President Seivertson for bringing Beth Smith from Grossmont College to IVC for a presentation on equivalency. He felt that her presentation set a good tone as we began the process of equivalency for this coming year.
- V. **Consent Agenda**
  1. Minutes of September 3, 2008.  
M/S/C (Patterson/Paine) to approve the above item as corrected.
- VI. **Reports**
  1. President
    - President Seivertson announced that room 303 has new tables and chairs. It looks better. If anyone wants to use the room, please contact him.

- Senator Guinn asked whether the Academic Senate mailing list had been updated lately. Senator Heumann stated that he would look into it.
2. Past President
- Past President Carnes suggested that we take a hard look at equivalency. Based on Beth Smith's presentation, he feels that we are on our way to doing that.
  - Dr. Carnes also congratulated the campus on the work done with SLOs. SLOs are moving forward admirably. There is a lot of work to do but we should be proud that we can include solid progress on SLOs in the October 15 progress report.
  - Dr. Carnes also stated that when he came here (14 years ago), the school was smaller; it was, in his words, a "campus family." He has seen incidents of elitism on campus recently, and this is something he does not like because it is not part of the family spirit. We should guard against this. He wants the administration to take the lead on fostering a family atmosphere. The foundation is also an extremely important component on campus, and he hopes we continue to treat the foundation with a lot of respect.
  - Senator White asked Dr. Carnes for an illustration of the alleged elitism. None was forthcoming.
3. VP of Instruction
- Vice President Berry reported that this is the first semester we have gone past 3,000 FTE. We accomplished this with fewer sections than last fall. She thanks all faculty who took more students.
  - Accreditation: the progress report and other items due by October 15 are wrapping up, but there is still much to do. The Academic Senate will have to approve all plans that have to go to the accreditation commission in time for the Board meeting on Oct. 8.
4. Budget and Parking Update: John Lau
- Budget: Vice President Lau stated that the state would most likely have a budget by the next board meeting. Next year's budget will probably be worse, however. On the positive side, IVC will be able to pay its bills no matter what happens thanks to careful short-term loan investments. The college has a very high credit rating and our long term borrowing grade has improved from A- to A.
  - When the budget goes to the board, he will tell the board that we need to have an in-depth discussion regarding what have we done before, where we are right now, and what we should plan for in the future. He will bring this presentation to Academic Senate at a future meeting.
  - Parking: There are numerous problems in the parking area. However, we cannot do much right now because of physical and financial constraints. Therefore, there is no short-term solution to the parking problem. However, Parking Services is seeking to accelerate the timetable for a new plan to curb traffic flow problems. The key to this plan will be to redirect more traffic to the north side of campus

(particularly after the science building is completed). Another key to improving parking is to make it a positive experience for as many as possible. He reiterated the important role parking plays in the college: it is most people's first impression of the school. So he is seeking to improve parking's reputation on campus by instituting a warning system for first-time offenders and being more sensitive and more personable in parking system.

- Senator Paine applauded whatever had been done this year regarding parking because things are better now than they have been in the past.
- President Seivertson stated that changes to parking would take place during the Winter intersession, so they would be ready for Spring.
- Vice President Lau agreed that this was, indeed, the plan.

5. 1<sup>st</sup> Step: Frances Beope

- 1<sup>st</sup> Step stands for Students Taking Advantage of Enrollment Priority
- This program would increase and enhance priority registration of freshmen students coming from the high schools. The ultimate goal is to put more students in a position to take advantage of the opportunities offered at IVC and to reinforce the personal responsibility that is required to succeed at college.
- She seeks Senate support to help put this program into place beginning in 2009.
- The program would recruit those students starting in Spring 2009 and get them situated on campus so they understand what it is to be a college student.
- Currently, there are six priority registration systems on campus: DSPS, EOPS, Armed Services, ASG, athletes, and ASPIRE.
- ASPIRE gave priority registration to high school students who were eligible for transfer-level English and Math courses. 21 students enrolled in this program in Fall 2005. In 06 it was 23; in 07 it was 54; in 08 it was 116. Currently less than 50% of eligible applicants have been submitting applications.
- Counseling noticed that placement in math was not "there" so they accepted students English ready but not Math ready (students taking Math 090).
- 1<sup>st</sup> Step, then, expands priority registration to students who are not at the transfer level entering IVC. This is an idea initially championed by parents—graduating high school seniors are not able to get enough classes in their first semester.
- 1<sup>st</sup> STEP would provide a more comprehensive orientation that would introduce students to campus and campus life and create venue for faculty to get to know students.
- Orientation would be on the first Saturday of the first week of priority registration for Fall semester. To qualify, a student has to have assessments done at high school, must have been advised by a college counselor, and must complete the online admission application.

- When those students selected for 1<sup>st</sup> Step come to orientation, they will be shown how to use the college catalogue, how to better understand graduation and transfer requirements, and how to use WebSTAR.
  - 1<sup>st</sup> Step would also include a College Fair where all departments and available faculty would provide information on majors and certificates. ASG and Student Life representatives would provide information on student government, clubs and health services. There would be recruitment by EOPS, SSS, DSPS, and Talent Search, and there would be representatives for athletics, job placement services, financial aid, and tutoring.
  - There would also be a parent orientation, which would let parents learn more about IVC, including fees, support services, financial assistance, study time versus part time employment, FERPA, bus transportation schedules, and class scheduling opportunities.
  - The potential pool for this program is immense. In 2007, there were 2,153 high school seniors in the Imperial Valley. 1,027 of these were tested and 954 or 93% were advised. A total of 1,108 of these students enrolled at IVC in fall 2007 (51%).
  - Associate Dean Gregory asked about the differences between ASPIRE and 1<sup>st</sup> Step. Frances Beope stated: ASPIRE asks that your placement test place you at the college level. 1<sup>st</sup> Step will not require college level math and English placement. However, 1<sup>st</sup> Step would require a C average or slightly below, and the students would need to jump through certain hoops before being accepted into the program. 1<sup>st</sup> Start priority registration is only for one semester for those students.
  - Associate Dean Gregory asked how success would be measured for 1<sup>st</sup> Step. Ms. Beope said that small numbers would be fine, and then they would build it up from there. If we had 10 students, that would be considered a success.
  - Senator Gretz stated that this was a wonderful idea. For her and many other instructors, fall semester is like high school part II because students often need that semester to complete the transition from high school to college.
5. BSI Coordinator
- President Seivertson stated that BSI created an action plan for next year's BSI proposal. Kathleen Dorantes will send it out for everyone to review. Once that is approved, the group will work on a budget. The budget has to be finished by October 15.
  - He also stated that some BSI committee members would be attending a conference in North Carolina.
6. SLO Coordinator
- Senator Pfister reported that, to date, 96 SLO forms have been submitted.
  - She has asked chairs to cross off DONE classes on a big master list to simplify the process of determining what courses are left to complete.
6. ASG President

- No report

## VII. **Academic and Professional Matters**

1. SLO Committee Makeup: Toni Pfister
  - Senator Pfister stated that the SLO Committee would be made up of:
    - SLO Coordinator (chair)
    - Dean of instruction
    - 5 At large faculty (each from different division)
    - 2 At large non-teaching reps
    - Classified rep
  - M/S/C (Guzman/Guinn) to approve SLO Committee Makeup as stated.
2. Distance Education Committee Draft Resolution: Michael Heumann
  - M/S (Heumann/White) to consider Distance Education Resolution draft
  - Senator Patterson asked why the resolution stated that only faculty on the committee needed online experience, not the other members. Senator Zobell questioned why any requirement of this sort should be added to the resolution. Senator Byrd suggested that the language be amended to state that all members be required to take Etudes 101.
  - Senator Gretz asked why a “classified representative” was included, rather than a specific position. Senator Heumann stated that, right now, ACCESO positions are grant-funded, so placing ACCESO titles on the proposal is not prudent since decisions on exactly what positions would be retained after ACCESO ends in Fall 2009 are uncertain at this date.
  - Senator Nunez and President Seivertson both suggested that the language be revised so that it is made clear that the Academic Senate appoint all faculty positions while other positions are selected by the committee co-chairs.
  - Senator Heumann stated that he would take these suggestions under advisement, revise the resolution, and send it out via email prior to the next Academic Senate meeting on October 1.

## VIII. **Discussion**

1. Equivalency
  - President Seivertson stated that there are lots of opinions on equivalency. Beth Smith’s presentation was very helpful, and he has flyers and handouts in case anyone who wasn’t there wants them.
  - Senator Nunez stated that she is working on a template for equivalency. She will meet with divisions to come up with a plan for each discipline.
  - Senator Gretz stated that Smith gave an excellent presentation. The handouts and presentation were clear.
  - President Seivertson stated that the standard for equivalency was not being followed at this point.

- Vice President Berry said that once the template was finished and approved, then the equivalency system would improve. She also stated that granting equivalency was not a guarantee that the college would employ the person.
  - Associate Dean Gregory stated that this was a good chance for those interested to put their stamp on equivalency. He encouraged faculty to help guide the equivalency committee to correctly set up guidelines for each area.
3. Contract Overload Wording
- Ailcia Ortega stated that she and others have expressed concern about the amount of overload instructors are allowed to teach at the college. She feels that excessive overload leads to poor teaching.
  - Vice President Lavery stated that the CTA contract allows all faculty to teach one class of overload. The Vice President of Instruction approves any additional overload for individual instructors. Further, the Academic Senate can make recommendation about overload issues to the Vice President of Instruction.
  - Vice President Berry thanked Vice President Lavery for bringing this up and stated she overlooked this clause in the contract. She said that the VPIs across the state conducted a survey on overload. Our overload rate was higher than anyone else's.
  - Senator Paine asked: if a division chair has concern over overload, does that person go to VPI? Vice President Berry said that was correct.
  - Senator Gretz said that the position of the faculty union is that this should be done (deny or approve overload) on an individual basis. She points out that divisions and disciplines do have the right to limit overload (upon agreement by the majority of unit members in that group). She said that the Academic Senate does not have the right to make a blanket statement that faculty can only teach a certain number of units and beyond that faculty are ineffective.
  - Vice President Berry stated that when she goes over a schedule, she calls divisions to discuss course approval. She does not look at how many individual units each instructor teaches. She will in the future.
  - Vice President Berry asked about the driving force behind this concern. Professor Ortega stated that she had received many comments from the community asking about quality teaching due to the number of classes some faculty taught.
  - Senator White said that overload should be driven by discipline and by individual instructors. Keeping this in the purview of individual departments/divisions would work well.
  - Senator Lavery stated that one concern regarding a large number of faculty teaching numerous overload classes was a desire on the part of some to increase the regular load of faculty beyond the current 15 units.
  - Dean Rapp stated that an earlier VPI asked him to take more classes. He refused because it was too much for him; adding one more class to his load would mean that he would be less effective in all of his classes.

- Senator Patterson agreed with Senator Lavery regarding the potential for administrative pressure to be placed on faculty to teach more units. He said we have seen this idea (increasing the regular contract load) come up in the past. He added that, many years ago, accreditation asked the college to justify their course loads. That is, a 3-unit science class should approximate a 3-unit speech class. He is not sure whether this was ever completed.

**IX. Committees**

1. Budget and Planning – Report already discussed by John Lau.
2. C and I – Senator Lee was not in attendance to provide an update.
3. College Council – Senator Heumann reported that many changes were coming to College Council. Stay tuned.
4. Equivalency – This committee was discussed earlier.
5. Policies and Procedures Review – Associate Dean Gregory stated that they were “truckin’ along.”
6. Administrative Council – No report.

**X. M/S/C (Heumann/Nunez) to adjourn the meeting at 3:05 pm.**