



AGENDA

IMPERIAL VALLEY COLLEGE ACADEMIC SENATE

May 18, 2011, 1:30 – 3:00 P.M.
Administration Building Board Room

MEMBERSHIP

Kevin White, Senate President

James Patterson, Senate Vice President

Arts and Letters

- Robert Baukholt
- Frank Rapp (Secretary)

Behavioral & Social Sciences

- Nannette Kelly
- Lisa Solomon

Economic and Workforce Development

- Jeffrey Beckley
- Frank Miranda

Health and Public Safety

- Celeste Armenta
- Toni Pfister

Science, Math, and Engineering

- Jill Kitzmiller
- Kevin Marty

Learning Services and Instructional Technology

- Terry Norris
- Cathy Zazueta

Student Services

- Stella Orfanos-Woo
- Norma Nunez (Treasurer)

Contingent Faculty (Part-time)

- Norma Scott
- Elizabeth Trevino

Ex Officio (non-voting members)

- Bruce Seivertson, Past President
- Kathy Berry, Vice President of Academic Services
- ASG President/Representative

At-Large Senators (nine)

- Mary Lofgren
- James Patterson
- Cesar Guzman
- Barbara Nilson
- Eric Lehtonen
- Daniel Gilison
- Carol Lee
- Caroline Bennett
- Jill Nelipovich

Recording Secretary: Dixie Krimm

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED Wednesday, May 4, 2011

PRESIDENT'S REPORT

CONSENT AGENDA

1. Curriculum Committee minutes 04-21-11
2. Curriculum Committee recommendations 04-21-11

ACTION ITEMS

1. Professorship Policy revision
2. Professional Development Program:
 - a. Professional Development Program Coordinator
 - b. Professional Development Program Committee/Flexible Calendar Program Committee

DISCUSSION AND INFORMATION ITEMS

1. Dennis Carnes Academic Senate Transfer Scholarship Fundraiser Update
2. Summer Shared Governance Policy
3. California's Fiscal Crisis Updates
4. Campus Structure Reorganization
 - a. Survey Results
 - b. Fiscal Impact Report

REPORTS – Please limit your reports to 3 minutes

Past President
Treasurer
VP of Instruction
Chief Financial Officer (CFO)
Basic Skills Initiative (BSI) Coordinator
Student Learning Outcomes (SLO)
Associated Student Government (ASG)
Contingent Faculty Representative
Collect Bargaining Units

COMMITTEES

1. Curriculum Committee
2. College Council
3. Equivalency
4. Budget & Fiscal Planning
5. Learning Support Services
6. Distance Education
7. Educational Master Plan Committee/CART
8. Other:

“For the Good of the Order” – sharing successes and challenges

ADJOURNMENT

**2010-2011 Academic Senate Meeting Schedule
1:30 p.m. – IVC Board Room**

2011
June 1

IVC Academic Senate Meeting

Unadopted Minutes
Wednesday, May 4, 2011
1:30 p.m. – Board Room

Call to Order

The meeting was called to order at 1:32 p.m. in the Board Room by Senate President White.

Roll Call by Recorder Dixie Krimm:

Present:	Kevin White	Robert Baukholt	Frank Rapp	Lisa Solomon
	Jeffrey Beckley	Toni Pfister	Jill Kitzmiller	Kevin Marty
	Terry Norris	Cathy Zazueta	Norma Nunez	Bruce Seivertson
	Kathy Berry	Jesus Gallegos	Mary Lofgren	James Patterson
	Cesar Guzman	Barbara Nilson	Eric Lehtonen	Daniel Gilison
	Carol Lee	Caroline Bennett	Jill Nelipovich	

Absent:	Frank Miranda	Celeste Armenta	Elizabeth Treviño
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Excused:	Stella Orfanos-Woo	Nannette Kelly	Norma Scott
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Visitors:	Lianna Zhao	Tina Aguirre	Victor Jaime	Gordon Bailey
	Taylor Ruhl	Brian McNeece	John Lau	Alfredo Cuellar
	Travis Gregory			

Recorder: Dixie Krimm

Membership Changes

None to report at this time

Public Comment

None

Approval of Minutes

M/S (Lehtonen/Solomon) to approve the minutes of April 20, 2011, as presented. The motion carried.

President's Report

President White:

- SB 1143 – determining student success rates
- Board meeting of April 20th update. Art Gallery named, classified layoffs approved.

Consent Agenda

1. Curriculum Committee minutes 04-07-11
2. Curriculum Committee recommendations 04-07-11
3. Board Policy 3290 – Human Subject Research

M/S (Patterson/Nilson) to approve the above consent agenda items. The motion carried.

Action Items

1. Approval of Credit By Exam – AP 4235 Procedure Revisions & Petition Form

M/S (Patterson/Nilson) to approve the Credit by Exam, AP 4235 Procedure Revisions and Petition Form as corrected. The motion carried.

Discussion:

- Minor correction made at the table to section A-4 wording.

Discussion and Information Items

1. Campus Structure Reorganization
 - a. Survey Update
 - Frank Rapp – working on survey monkey; asked senate members for input regarding choice options; anticipates survey to be available week of May 9th.
 - Barbara Nilson – would like to know if it is possible to include a time range in completing the survey, and indicate the number of questions the survey contains.
 - b. Fiscal Update
 - Kevin White – has been getting some figures; should receive more information during the week. It is being looked at as a whole; there will be differences. When information is received; will draft a broad outline of goals, try to get across the board feeling of how the areas are working, appears to be a consensus that a modification will be needed.
 - c. Report Timeline
 - Draft by June 1st meeting and finishing over first part of summer.
2. Flex Calendar Certification Committee Update
 - Kevin White – meeting on Friday; would like to include old flex information and incorporate new items; to have available at next meeting for review.
3. Accreditation Training Report – April 22nd
 - Kathy Berry – group of ten attended; by Fall 2012 SLO's at the program level will be at the proficiency level. Fall of 2012 if not proficient will be sanctioned. SLO's will be posted. Review committee will be coming Spring 2013. Main reason colleges are put on sanction is Board involvement at the operational level. Things stated in a self study must be included; will send out a form to committees to evaluate committee effectiveness; are they meeting purpose and function; is the committee involved in shared governance. Evaluation to be done annually. Things that will to be talked about; dialoging, involved in SLO's, involved in evaluation planning and improvement, institutional integrity and institutional commitment. Deans: Lianna Zhao and Brian McNeece will be heading the team for accreditation and self-study. Also need to look at Distance Education inclusion in programs; if we have a program that reaches 50% Distance Education a substantial change needs to be submitted.

- John Lau – financial stability issues will be looked at when review is conducted.
4. AS Annual Fundraising Status Report
 - Mary Lofgren – Friday May, 27th, 2011; tickets are \$20 each- donation, scholarship information for the Dennis Carnes Academic Senate Transfer Scholarship was emailed. Would like help with the silent auction. Checks can be made out to the IVC Foundation; silent auction items still needed. For ticket to sell, please contact Mary Lofgren.
 5. Transfer Model Curricula (TMC) Update
 - Kevin White – over 18 have been drafted and vetted. More information can be found at www.c-id.net.
 - Carol Lee – explained the concerns in recommending the transfer degrees. San Diego State has deemed the first three TMC as not similar and will not accept these new majors.
 6. Plaques in the Faculty lounge
 - Norma Nunez – Executive committee discussed; determined to include the presidents only for the plaques.
 - Mary Lofgren – Alicia Ortega has expressed concern and has agreed to pay for the update to the plaques.
 - Norma Nunez – will bring back as an action item.

Reports

Past President Bruce Seivertson:

- Attended American Geographers Conference. Discussed students that were able to attend and update regarding their presentations at the conference.

Treasurer Norma Nunez:

- Balance: \$2,141.88

VP of Instruction Kathy Berry:

- Nothing to report at this time

Chief Financial Officer (CFO) John Lau:

- Currently reviewing budget; working with labor negotiators; discussed borrowing issues, may end up paying interest.

Basic Skills Initiative (BSI) Coordinator Frank Rapp:

- Applied to have a four member team to participate in an acceleration workshop; should know by Friday if they are selected.

Student Learning Outcomes (SLO) Toni Pfister:

- Annual report to the Board on May 18th; will be conducting mini SLO workshops on Thursday evening, May 19th, and Friday morning, May 20th, an hour for writing SLO's and an hour for assessing SLO's.
- SLO Committee suggested combining the mission and ISLO's onto one document to reduce printing costs.

Associated Student Government (ASG) Jesus Gallegos:

- Small turnout for ASG Presidential debate.
- Focusing on spring banquet, Friday, June 3rd.

Contingent Faculty Representative:

- Nothing to report at this time

Collective Bargaining Units Gaylla Finnell:

- Friday, back to the table for negotiations; next Wednesday, May 11, election of officers for next year and day of the teacher luncheon in the faculty lounge. Monday, May 9th, week long campaign; state of emergency event, to put pressure on the government and increase awareness of budget cut impacts.
- General membership meeting to be rescheduled to allow member to attend the recognition for years of service event. Discussed part-time faculty (adjunct) union application. If application is accepted there will be two bargaining units.

COMMITTEES

1. Curriculum Committee
James Patterson – committee meets tomorrow afternoon; information regarding meetings attended will be presented.
2. Tenure Committee
Nothing to report at this time
3. College Council
Will meet next Monday
4. Equivalency
Nothing to report at this time
5. Budget & Fiscal Planning
John Lau – working on improving data manipulation to provide clarity to committee members
6. Learning Support Services
Taylor Ruhl – meeting will be next Monday
7. Distance Education
Nothing to report at this time

8. Educational Master Plan Committee/CART
Nothing to report at this time

9. Other:
Norma Nunez – testing completed at the high schools, 1544 students were tested.

“For the Good of the Order”:

Toni Pfister – has space available in her aquatic exercise class, please contact Toni.

Adjournment

The meeting adjourned at 2:37 pm.

The next regularly scheduled meeting of the Imperial Valley College Academic Senate will be on Wednesday, May 18, 2011 at 1:30 p.m. in the Board Room.

Resolution No.: Major, Certificate, Course Additions and Deletions

WHEREAS, new programs, deleted programs and new courses within the programs have been approved by the Curriculum Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum Committee (04/21/11) and the Academic Senate (05/18/11), with the consent of the Superintendent/President, as follows:

New Disciplines/Department Rubrics

Athletics (ATHL)

**APPROVAL OF PROGRAM, CURRICULUM AND COURSE DEVELOPMENT AND MAINTENANCE
AS DELEGATED TO THE SUPERINTENDENT/PRESIDENT BY THE BOARD OF TRUSTEES
(RESOLUTION NO. 14130, 6/18/08)**

WHEREAS, Board Policy BP 4020, Program, Curriculum and Course Development, provides that:

- ◆ all new programs and program deletions, and individual degree applicable credit courses offered as part of a permitted educational course, and nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program (i.e., stand-alone courses) shall be approved by the Board; and
- ◆ the Board delegates the authority for all other actions to the Superintendent/President.

BE IT RESOLVED that the Superintendent/President approves the recommendations of the Curriculum Committee (04/21/11) and the Academic Senate (05/18/11), as follows:

Revised Credit Courses

BUS 061 – Business English

CHEM 202 – General Inorganic Chemistry II

CHEM 204 – Organic Chemistry I

CHEM 206 – Organic Chemistry II

PE 107 – Aquatic Exercise

VN 110 – Introduction to Patient Care I

VN 116 – Patient Care Management and Critical Thinking

Ed Gould, Superintendent/President

Date

PROFESSIONAL DEVELOPMENT PROGRAM COORDINATOR (a.k.a. Flex Coordinator)

A. COLLEGE STRUCTURE

1. There shall be a coordinator for the Professional Development Program (Flex)
 - a. The Professional Development Program Coordinator shall be a faculty member.
 - b. The Coordinator shall report directly to the college Academic Senate.
 - c. The Coordinator shall be allotted sufficient time to handle the duties and responsibilities of the job.
 - d. The allotted time shall be compensated through and extra duty/stipend.

B. DUTIES

1. The Coordinator duties shall include
 - a. the overall planning and implementation of the Professional Development flex calendar
 - b. record keeping with the assistance of Human Resources
 - c. chairing of the Professional Development Committee which acts as the flex calendar advisory committee
 - d. reporting to the Academic Senate the results of the annual needs assessment survey and the post activity assessment / evaluation
 - e. maintaining a direct link with the faculty, as opposed to the overall staff development program of which flex is a component
 - f. identifying the need for clerical support, equipment, and / or supplies to accomplish the necessary requirements of the job.

C. TERM OF OFFICE

1. The Professional Development Program (Flex) Coordinator shall be selected through the shared governance mechanism
 - a. The Academic Senate shall elect the Coordinator
 - b. This is done in the spring semester for the term to begin in the fall
2. The term of office shall be 2 years to provide for continuity in leadership and to ensure development of knowledge and abilities of the job

D. OPERATIONAL POLICY and ADDITIONAL ACTIVITIES

Biennially or more frequently, the Coordinator should ensure the advisory committee reviews the policy for the development and revision of job criteria, reappointment, orientation, and training processes of incoming coordinators and recommendations are made to the Academic Senate.

E. RELATED REGULATIONS - TITLE 5, Code of Regulations Sections 55700 through 55732,:

§ 55730. Ongoing Responsibilities of Districts

A district conducting an approved flexible calendar shall do all of the following to ensure effective use of resources during flex days:

- (a) conduct and annually update a survey of the most critical staff, student, and instructional improvement needs in the district;
- (b) develop and carry out a plan of activities to address the critical needs;
- (c) maintain records on the description, type and number of activities scheduled and the number of district employees and student participated in these activities;
- (d) evaluate annually the effectiveness of conducted activities and update the plan to reflect needed changes;
- (e) appoint and hold regular meetings of an advisory committee composed of faculty, students, administrators and other interested persons to make recommendations on staff, student, and instructional improvement activities; and
- (f) provide, upon request of the Chancellor, copies of documents and information specified in subsections (a) through (d), inclusive.

Note: Authority cited: Sections 66700, 70901 and 84890, Education Code. Reference: Section 84890, Education Code.

PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEE (a.k.a. Flexible Calendar Program Committee)

A. PURPOSE:

1. The Professional Development Program Committee (aka Flexible Calendar Program Committee) acts as an advisory committee to the Academic Senate and is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730(e)) based upon a comprehensive planning process that includes needs assessment and evaluation determined by the shared governance mechanism and may assist the Professional Development Program (Flex) Coordinator in the tasks necessary for implementation of the flexible calendar program.

B. POLICY

1. An advisory committee for the Professional Development Program, aka Flexible Calendar Program is a district responsibility (title 5, section 55730(e)).
2. At least annually and with the assistance of the Human Resource department records, and assessment survey results, the Professional Development Program Committee shall evaluate the effectiveness of conducted activities
3. The evaluative process shall include four types of evaluation for each flex activity. The grid below outlines the four areas.

Evaluation Type	Description
Reaction	Determines what participants think about the program or activity.
Achievement	Measures the participants' achievement of the pre-stated goals. Determines whether facts, skills, or knowledge were attained.
Behavior	Determines if participants have modified their on-the-job behavior and are using the information obtained through the program or activities.
Impact	Measures whether training has had a positive impact on the organization including student outcomes, improved morale, etc.

4. To assist the Professional Development Program (Flex) Coordinator, and/or designated Professional Development Program Committee members, in coordinating and organizing a comprehensive evaluation process, such as the four-level process referred to above, some knowledge of research methods, descriptive statistics, and quantitative measurement methods may be required.
 - a. Individuals who do not possess the knowledge or skills should be provided the opportunity to attend sessions on evaluation offered by organizations such as 4C/SD, FA CCC, Academic Senate, CCLC, NCSPD and NISOD.
 - b. Assessment of training needs will be done annually at the first Professional Development Program Committee (Flex) meeting in the fall.

5. At least annually, the Professional Development Program (Flex) Committee shall review, revise, and update the plan to reflect needed changes and to improve effectiveness in the subsequent year based on the comprehensive evaluative processes.
6. The Professional Development Program (Flex) Committee shall be composed of faculty, students, administrators and other interested persons
 - a. Membership should be broadly based and representative of the institution
 - i. Membership shall consist of 8 voting persons and shall include
 1. 1 student representative
 2. 1 staff representative with 1 alternate
 3. 1 administrator
 4. 4 faculty representatives
 5. 1 chair – the Professional Development Program Chair
 - b. The Professional Development Program Coordinator shall act as the Chair
 - c. Terms of office for membership
 - i. The Professional Development Program Coordinator / Chair shall be elected every 2 years by the Academic Senate
 - ii. The Professional Development Program Committee members shall be elected every 2 years by the Academic Senate
 - Members in the initial year (2011-2012) will be given 1 and 2 year terms.
 - Thereafter the terms shall be for 2 year with no more than ½ changed in any one year to ensure continuity
 - Membership terms may be unlimited

C. RELATED REGULATIONS - TITLE 5, Code of Regulations Sections 55700 through 55732,:

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- (c) maintain records on the description, type and number of activities scheduled and the number of district employees and student participated in these activities;
- (d) evaluate annually the effectiveness of conducted activities and update the plan to reflect needed changes;
- (e) appoint and hold regular meetings of an advisory committee composed of faculty, students, administrators and other interested persons to make recommendations on staff, student, and instructional improvement activities; and

- (f) provide, upon request of the Chancellor, copies of documents and information specified in subsections (a) through (d), inclusive.

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