



## AGENDA

### FOR THE REGULAR MEETING OF THE IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Wednesday, June 17, 2009  
6:00 p.m.

Location  
Administration Building – Board Room  
380 East Aten Road  
Imperial, CA 92251

#### I. CALL TO ORDER

##### 1. Roll Call by Secretary:

Carlos R. Acuña	Romualdo J. Medina
Rudy Cardenas, Jr.	Rebecca L. Ramirez
Norma Sierra Galindo	Louis Wong
Jerry D. Hart	

Student Representative – Steven Sciaky  
Academic Senate Representative – Dr. Bruce Seivertson  
College Council Representative – Dr. Michael Heumann

##### 2. Pledge of Allegiance

#### II. PUBLIC COMMENT

At this time persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Board Policy 2350 states:

*Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.*

If you wish to be heard, please stand and identify yourself to the Board President.

#### III. PRESENTATION

##### III.1. Resolution No. 14383: In Memoriam: A Resolution of Respect and Appreciation for Instructor Johnny Romero

WHEREAS, the Board of Trustees, Superintendent/President, and the employees of Imperial Valley College express our deepest respect and sympathy on the loss of a dear friend and instructor, Johnny Romero; and

WHEREAS, Johnny Romero was an instructor for four years, serving as instructor in fire fighter courses, fire academy courses, and the advanced fire technology courses since August 2005; and

WHEREAS, Johnny Romero was a supporter of the community through his service as a Deputy Fire Marshall for Imperial County and as an avid participant in local Pop Warner and High School football; and

WHEREAS, Johnny Romero loved his family, his friends, the fire community, and reached into our community for the good of the students, the advancement of his profession, and the good of the community; and

WHEREAS, Imperial Valley College benefited from his sense of integrity, honesty, and dedication to his community;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees, does hereby extend its deepest sympathy to his family and acknowledges to them our gratitude and deepest admiration for his years of faithful and devoted service to Imperial Valley College and our community.

**IV. WRITTEN COMMUNICATION**

1. Maria Del Rosario Castro Garcia, Staff Secretary I (RE: Retirement, dated May 19, 2009)
2. Sherry Zobell, Associate Professor of Mathematics (RE: Retirement, dated May 20, 2009)
3. Armand Orensztein, Professor of Mathematics (RE: Retirement Confirmation, dated May 29, 2009)
4. 2009-2010 Board Meeting/Agenda Development Schedule (dated June 5, 2009)

**V. INFORMATION REPORTS**

1. Employee of the Month (May 2009) – Dr. Robin Ying
2. Employee of the Year for 2008-2009 – Kathy Berry
3. Board Member Reports
4. Associated Student Government Senate Update – Steven Sciaky
5. Academic Senate Update – Dr. Bruce Seivertson
6. College Council Update – Dr. Michael Heumann
7. President's Update – Dr. Ed Gould

**VI. CONSENT AGENDA – BUSINESS**

1. Approval of Minutes dated May 20, 2009, Regular Board Meeting
2. Resolution No. 14384: Purchase Orders
3. Resolution No. 14385: Payroll Warrant Orders
4. Resolution No. 14386: Commercial Warrant Orders
5. Resolution No. 14387: Tentative Budget 2009-2010
6. Resolution No. 14388: Citizens Oversight Committee for Measure L
7. Resolution No. 14389: EMS Medical Directorship Agreement
8. Resolution No. 14390: Award of Bids
9. Resolution No. 14391: 2009-2010 GANN Appropriation Limit
10. Resolution No. 14392: Five-Year Construction Plan
11. Resolution No. 14393: Funding Proposal – Career Technical Building

**VII. CONSENT AGENDA – EDUCATIONAL SERVICES**

1. Resolution No. 14394: Educational Master Plan
2. Resolution No. 14395: Major, Certificate, Course Additions, and Deletions
3. Resolution No. 14396: Division Chair Appointments for 2009-2010
4. Resolution No. 14397: Academic Calendar for 2009-2010

**VIII. CLOSED SESSION**

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators: John Lau and Travis Gregory  
Employee Organization: CSEA Chapter 472  
RE: Negotiations
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators: John Lau and Travis Gregory  
Employee Organization: IVC Chapter of CCA/CTA/NEA  
RE: Negotiations Update and Direction
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Superintendent/President
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

**IX. OPEN SESSION**

1. Announcement of final action taken

**X. CONSENT AGENDA – HUMAN RESOURCES**

1. Resolution No. 14398: Classified Retirement
2. Resolution No. 14399: Faculty Retirement
3. Resolution No. 14400: Sabbatical Leave
4. Resolution No. 14401: Adjunct Counselor Employment
5. Resolution No. 14402: Outreach Counseling Specialist Employment
6. Resolution No. 14403: Full-Time Faculty Employment
7. Resolution No. 14404: Non-Credit Adjunct Instructor Employment
8. Resolution No. 14405: Extended Leave of Absence
9. Resolution No. 14406: Volunteer Employment
10. Resolution No. 14407: Classified Service Reclassification Correction
11. Resolution No. 14408: Employee Conflict Resolution Form
12. **POSTPONED FROM MAY 20, 2009 BOARD MEETING** Resolution No. 14380: Board Policy Revision of BP 3720 – Computer and Network Use Policy

**XI. ADJOURNMENT**

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, JULY 15, 2009, AT 6:00 P.M.** in the Administration Building Board Room.

**VI. CONSENT AGENDA – BUSINESS**

**VI.1. Approval of Minutes dated May 20, 2009, Regular Board Meeting**

**VI.2. Resolution No. 14384: Purchase Orders**

BE IT RESOLVED that upon the recommendation of the Superintendent/President the following Purchase Orders and Direct Payments are hereby approved:

May 2009

Purchase Orders \$2,368,779.26

Direct Payments 65,261.54  
\$2,434,040.80

**VI.3. Resolution No. 14385: Payroll Warrant Orders**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of the following payroll warrants for the month of May 2009.

2008-09 Payroll Warrant #	Fund 10 General Fund	Fund 45 Child Dev.	Fund 80 Bond Fund	Warrant Total
5/8/09 22	279,089.91			279,089.91
5/29/09 23	2,707,018.43	41,140.49	10,089.28	2,758,248.20
	2,986,108.34	41,140.49	10,089.28	3,037,338.11

**VI.4. Resolution No. 14386: Commercial Warrant Orders**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the issuance of the following commercial warrant orders for the month of May 2009:

	Fund 10 General Fund	Fund 10 Financial Aid	Fund 20 Building Fund	Fund 40 Lease Rev. Bond	Fund 45 Child Dev.	Fund 50 Cert. of Part.	Fund 80 Bond Fund	Warrant Total
5/7/09	144,107.78		24,737.00		7,647.59		1,912,249.91	2,088,742.28
5/14/09	625,310.35	87,498.18		13,489.17	568.96		73,215.30	800,081.96
5/21/09	172,049.87	177,580.17	270.00		475.35	3,565.00	87,015.82	440,956.21
5/28/09	199,438.01	15,471.67			573.85		22,425.30	237,908.83
	1,140,906.01	280,550.02	25,007.00	13,489.17	9,265.75	3,565.00	2,094,906.33	3,567,689.28

**VI.5. Resolution No. 14387: Tentative Budget 2009-2010**

BE IT RESOLVED that the Tentative Budget for fiscal year 2009-2010 be approved;

BE IT FURTHER RESOLVED that the public hearing for the 2009-2010 Final Budget is hereby set for September 15, 2009, at 6:00 p.m. in the Administration Building Board Room.

**VI.6. Resolution No. 14388: Citizens Oversight Committee for Measure L**

BE IT RESOLVED that upon the recommendation of the Superintendent/President, the Board appoints the following member to the Citizens Oversight Committee for Measure L:

<b>Name:</b>	<b>Membership category:</b>	<b>Term:</b>	<b>Replacing:</b>
Everett "Butch" Taylor	<i>Retiree (Retired Associate Superintendent El Centro Elementary School District, part-time benefits counselor State Teachers Retirement System)</i>	July 1, 2009 – June 30, 2011	Bertha Morris

**VI.7. Resolution No. 14389: EMS Medical Directorship Agreement**

WHEREAS, Imperial Community College District offers Emergency Medical Services Programs, specifically an Emergency Medical Technician (EMT) and an Emergency Medical Technician – Paramedic (EMT-P) courses; and

WHEREAS, all Emergency Medical Services Programs must comply with county and state regulations; and

WHEREAS, the Imperial Valley College EMS Programs operating within Imperial County must comply with the Imperial County Policy and Title 22 of the Californian Code of Regulations requirement for the employment of a licensed Medical Director for EMS Programs;

NOW THEREFORE BE IT RESOLVED, that the Imperial Community College District Board approves the renewal of the Medical Directorship Agreement with Dr. Bruce E. Haynes for the period of July 1, 2009 to June 30, 2010; and

BE IT FURTHER RESOLVED that the total compensation under the term of this agreement shall not exceed Fourteen Thousand Forty Dollars annually.

**VI.8. Resolution No. 14390: Award of Bids**

WHEREAS, the District has advertised for bids and a bid opening was held on June 4, 2009, for the following projects:

Parking Lot Improvements – Phase III  
Grading and Paving  
Electrical Lighting

WHEREAS, in accordance with the provisions of California Business and Professions Code Section 7028.15 and Public Contract Code Section 3300, the District requires that the bidder possess applicable classification(s) of contractor's license(s) at the time the bid is submitted. Any bidder not so licensed at the time of the bid opening will be rejected as non-responsive; and

WHEREAS, there will be one base bid on each bid package and all work in the base bid must be completed within the time specified on the Notice to Proceed issued by the District. Failure to complete the work within the time specified will result in the imposition of liquidated damages for each day of delay, in the amount set forth in the bid documents.

WHEREAS, the District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

NOW, THEREFORE, BE IT RESOLVED, that the following contracts be awarded, per the plans and specifications:

**PARKING LOT IMPROVEMENTS – PHASE III**

<u>Bid Package Title:</u>	<u>Contract Awarded to:</u>	<u>Contract Amount:</u>
Grading and Paving	R.E. Hazard Construction	\$2,732,000
Electrical Lighting	Neal Electric Corporation	<u>384,000</u>
		\$3,116,000

BE IT FURTHER RESOLVED, that the Superintendent/President and/or the Vice President for Business Services be authorized to sign all notices, contracts, change-orders, and other necessary documents related to these contracts on behalf of the District.

Fiscal Impact: All contracts to be paid from Measure L Bond Funds

**VI.9. Resolution No. 14391: 2009-2010 GANN Appropriation Limit**

WHEREAS, in November of 1979, the people of California passed Proposition 4, a Constitutional Amendment commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, Senate Bill 1352, Chapter 1205 of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution an appropriation limit each fiscal year beginning with 1981-82; and

WHEREAS, the District's 2009-10 budget is in conformance with the requirements of Proposition 4.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby declare that the appropriations in the budget to be adopted for 2009-10 do not exceed the limitations imposed by Proposition 4.

**VI.10. Resolution No. 14392: Five-Year Construction Plan**

WHEREAS, in accordance with Section 81820 of the California Education Code, each year community college districts are required to submit a Five-Year Construction Plan to the Chancellor the California Community Colleges; and

WHEREAS, the Five-year Plan communicates to the State Chancellor's Office and other State agencies the anticipated capital outlay needs of the district for the next five years; and

WHEREAS, the Five-year Plan includes information on current enrollment, projected enrollment, and instructional staff. This information, together with actual college space utilization, is analyzed by the Chancellor's Office to develop load-capacity ratios, which are measures of a college's need in certain areas. The load-capacity ratio is one factor that is considered in State funding of a capital project; and

Priority	Project Title	Current Cost	District Share	First Funding Date	Occupy Date
1	SCIENCE STUDY BUILDING	\$32,000,000	\$32,000,000	2004/2005	2009/2010
2	BLDG 400 MODERNIZATION	\$4,808,00	\$2,404,000	2009/2010	2010/2011
3	MODERNIZE ACADEMIC BLDGS	\$12,087,000	\$5,897,000	2010/2011	2012/2013
4	CAREER TECHNICAL BUILDING	\$25,040,000	\$9,524,000	2011/2012	2014/2015
5	TECHNOLOGY BUILDING	\$17,932,000	\$8,959,000	2012/2013	2014/2015
6	LIBRARY REMODEL/ADDITION	\$13,196,000	\$2,639,000	2013/2014	2015/2016
7	GYM – MODERNIZATION	\$2,280,000	\$2,280,000	2014/2015	2016/2017
8	COUNSELING/FIN. AID MODERNIZATION	\$1,715,000	\$1,715,000	2015/2016	2017/2018
9	ADMINISTRATION BUILDING MODERNIZATION	\$1,322,000	\$1,322,000	2015/2016	2017/2018

WHEREAS, one component to the Five-year Plan is the project priority list for the five-year period. The priority list includes all facility needs of the District based on the Education Master Plan, regardless of whether State funding will be requested. The Project Priority List includes projects that are under way, projects that have been approved by the District for bond or other funding, and projects for which State funding will be requested.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Project Priority List and approves the submission of the 2011-12 Five Year Construction Plan to the California Community Colleges Chancellor's Office.

#### **VI.11. Resolution No. 14393: Funding Proposal – Career Technical Building**

WHEREAS, the District submitted an Initial Project Proposal (IPP) to the California Community Colleges Chancellor's on July 1, 2008 for a Career Technical Building; and

WHEREAS, the Initial Project Proposal for the Career Technical Building has been included in the Chancellor's list of Potential Projects that may be eligible for 2011-12 state capital outlay funding; and

WHEREAS, under provisions of Education Code Section 81800 of the California Community College Construction Act of 1980, the District is required to submit a Final Project Proposal for consideration for 2011-12 state capital outlay funding.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the submission to the California Community Colleges Chancellor's Office of a Final Project Proposal (FPP) for the Career Technical Building.

### **VII. CONSENT AGENDA – EDUCATIONAL SERVICES**

#### **VII.1. Resolution No. 14394: Educational Master Plan**

BE IT RESOLVED that the Board approves the 2009–2010 Educational Master Plan as presented in Exhibit A.

#### **VII.2. Resolution No. 14395: Major, Certificate, Course Additions, and Deletions**

WHEREAS, new programs, deleted programs, and new courses within the programs have been approved by the Curriculum and Instruction 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 and Instruction Committee (4/30/09) and the Academic Senate (5/20/09), with the consent of the Superintendent/President, as follows:

##### New Credit Courses

JRN 101 – Multimedia News Writing and Reporting (3.0)



**VII.3. Resolution No. 14396: Division Chair Appointments for 2009-2010**

BE IT RESOLVED that the following individuals have been elected to act as Division Chairpersons for their respective divisions for the 2009-2010 academic year:

<u>Divisions</u>	<u>Chairperson</u>
Behavioral & Social Science	Suzanne Gretz
Business Division	Valerie Rodgers
English	David Zielinski
Exercise Science/Wellness/Sport	David Drury
Humanities	Dr. Melani Guinn
Science/Math/Engineering	Dr. Lianna Zhao

**VII.4. Resolution No. 14397: Academic Calendar for 2009-2010**

BE IT RESOLVED that the Board acknowledges the 2009-2010 Academic Calendar as ratified on June 4, 2007, as follows:

**2009**

August	21	Friday	Orientation (Non-Instructional Faculty Service Day)
	24	Monday	Fall Semester Begins
September	7	Monday	Holiday (Labor Day), Campus Closed
November	9	Monday	Holiday (Veterans Day), Campus Closed
	26–28	Thursday - Saturday	Holiday (Thanksgiving), Campus Closed
December	7–12	Monday - Saturday	Final Exams, Fall 2009 Semester
	14–18	Monday - Friday	No Classes, Campus Open
	21–31	Monday - Thursday	Winter Recess, Campus Closed

**2010**

January	1	Friday	Holiday (New Year's Day)/Winter Recess, Campus Closed
	4–6	Monday - Wednesday	No Classes, Campus Open
	7	Thursday	Winter Intersession 2010 Begins
	18	Monday	Holiday (Martin Luther King's Birthday), Campus Closed
February	9	Tuesday	Winter Intersession 2010 Ends/Final Exams
	12	Friday	Holiday (Abrahams Lincoln's Birthday), Campus Closed
	15	Monday	Holiday (President's Day), Campus Closed
	16	Tuesday	Spring Semester 2010 Begins
April	5–10	Monday - Saturday	Spring Recess, Campus Closed
May	31	Monday	Holiday (Memorial Day), Campus Closed
June	5–11	Saturday - Friday	Final Exams, Spring 2010 Semester
	12	Saturday	Graduation (Non-Instructional Faculty Service Day)

	21	Monday	Summer Session 2010 Begins
July	5	Monday	Holiday (Independence Day), Campus Closed
	29	Thursday	Summer Session 2010 Ends/Final Exams

**VIII. CLOSED SESSION**

1. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators: John Lau and Travis Gregory  
Employee Organization: CSEA Chapter 472  
RE: Negotiations
2. NEGOTIATIONS UNDER THE EDUCATIONAL EMPLOYMENT RELATIONS ACT  
Conference with District Negotiators: John Lau and Travis Gregory  
Employee Organization: IVC Chapter of CCA/CTA/NEA  
RE: Negotiations Update and Direction
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Superintendent/President
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

**IX. OPEN SESSION**

1. Announcement of final action taken

**X. CONSENT AGENDA – HUMAN RESOURCES**

**X.1. Resolution No. 14398: Classified Retirement**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Maria Del Rosario Castro Garcia, Staff Secretary I effective October 1, 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 29 ½ years of devoted service to Imperial Valley College.

**X.2. Resolution No. 14399: Faculty Retirement**

BE IT RESOLVED that the Board accepts, with sincere regret, the retirement of Professor Sherry Zobell, effective at the end of the spring semester 2009.

BE IT RESOLVED that sincere appreciation be expressed for her 9 ½ years of devoted service to Imperial Valley College.

**X.3. Resolution No. 14400: Sabbatical Leave**

BE IT RESOLVED that the Board approves the recommendation of the President/Superintendent (June 1, 2009) to award Lincoln Davis, English Professor, a sabbatical leave for August 24, 2009 – December 12, 2009, the Fall semester.

**X.4. Resolution No. 14401: Adjunct Counselor Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following personnel and possible assignments during the summer session 2009, at the hourly rate provided for in Resolution No. 14166. Employment is contingent upon verification of records, credentials, finger printing clearance and continued funding of any grant indicated, and approval of Student Services:

<u>Name</u>	<u>Position</u>	<u>Funding</u>
Bill, Emily	Counselor	State/District
Garcia, Rosario	Counselor	State
Herrera, Cynthia	Counselor	State
Neely, Maria	Counselor	State
Ragland, Lisa	Counselor	State/District
Scott, Norma	Counselor	State/District
Soto, Veronica	Counselor	State/District
Spears, Wayne	Counselor	District
Trevino, Elizabeth	Counselor	State/District
Vega, Olga	Counselor	Federal

**X.5. Resolution No. 14402: Outreach Counseling Specialist Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following personnel and possible assignments during the summer 2009 session, at the hourly rate provided for in Resolution No. 13819. Employment is contingent upon verification of records, credentials, finger print clearance and continued funding of any grant indicated, and approval of Student Services:

<u>Name</u>	<u>Position</u>	<u>Funding</u>
Amezquita, Julie	Counselor	Federal
Avelar, Irma	Counselor	Federal
Cabrera, Hector	Counselor	Federal
Carrera, Jose	Counselor	Federal
Hernandez, Eduardo	Counselor	Federal
Vasquez, Lorena	Counselor	Federal
Vizcarra, Margarita	Counselor	Federal

**X.6. Resolution No. 14403: Full-Time Faculty Employment**

BE IT RESOLVED that the Board approves the following full-time, academic personnel be employed for the 2009-2010 academic year:

<u>Name</u>	<u>Classification/Step</u>	<u>Assignment</u>
McClain, John	Appropriate Classification and Step Contingent Upon Verification of Records	English Instructor

**X.7. Resolution No. 14404: Non-Credit Adjunct Instructor Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President for the following personnel and possible assignments during the summer 2009 session, at the hourly rate provided for in Resolution No. 12945. Employment is contingent upon verification of records, credentials, finger print clearance and continued funding of any grant indicated, and approval of Academic Services:

<u>Name</u>	<u>Possible Assignment</u>
Almousouti, Basel	Business
Brister, Gloria	Business
Garcia, Norma	Business
Martinez, Berenice	Business
Vasquez, Melisa	Business

**X.8. Resolution No. 14405: Extended Leave of Absence**

WHEREAS, employee is requesting an extended sick leave of absence effective May 6, 2009 through June 30, 2009.

WHEREAS, the extended leave of absence is being requested pursuant to CSEA Contract, Article 11.2.

NOW, THEREFORE, BE IT RESOLVED the Board approves the recommendation of the Superintendent/President to approve an initial request for an extended leave of absence due to a non-industrial illness for Leticia Petty, Staff Secretary II.

**X.9. Resolution No. 14406: Volunteer Employment**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to employ Erica Hernandez as a volunteer office assistant who shall be covered by Workers' Compensation Insurance effective June 4, 2009 through July 31, 2009.

BE IT FURTHER RESOLVED that thanks be hereby extended to Erica Hernandez for her volunteering in the President's Office and for her contribution to Imperial Valley College.

**X.10. Resolution No. 14407: Classified Service Reclassification Correction**

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to reclassify the following classified employee effective July 1, 2009 with the corrected funding source as follows.

<u>Name</u>	<u>Present Classification</u>	<u>New Classification</u>
Olea, Martha	Technology Support Technician Range 21 District 75%/Federal 25% <del>Federal 75%/ District 25%</del>	Microcomputer Technician Range 23 District 75%/Federal 25% <del>Federal 75%/ District 25%</del>

**X.11. Resolution No. 14408: Employee Conflict Resolution Form**

WHEREAS, the District is promoting an informal conflict management procedure by implementing the use of a Conflict resolution form.

WHEREAS, by completing the Conflict Resolution form, the employee/District agrees to informally resolve internal disputes or disagreements that do not rise to the level of discrimination, sexual harassment, or contract grievances.

BE IT RESOLVED that the Superintendent/President recommends approval with recommendations from the Environmental Health and Safety Committee (May 18, 2009) and College Council (June 8, 2009) to use the following Conflict Resolution Form:

**EMPLOYEE CONFLICT RESOLUTION FORM**

This form is meant to serve as an optional way to allow employees to help informally resolve conflicts that don't rise to the level of discrimination, sexual harassment, or contract grievances. Those types of complaints have specific procedures, mandated by law, and you should contact the Human Resources office for assistance.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

1. Please outline the concern(s), which resulted in your decision to initiate this process. Specific examples / dates detailing your concern(s) are encouraged. Ensure to include the impact it has on the work environment. Feel free to attach additional pages if more space is necessary.
2. What specific remedies would help resolve this issue?

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion, submit to Human Resources. The form will then be forwarded through your chain of command. Within 15 working days the supervisor /administrator will respond to you in writing and will ask you to indicate if the issue has been resolved to your satisfaction (simply circle "Yes" or "No" below).

Date received in Human Resources _____	Received by _____		
Date submitted to Immediate Supervisor _____	Received by _____	Resolved: Yes	No
Date submitted to area Administrator _____	Received by _____	Resolved: Yes	No
Date submitted to area Vice President _____	Received by _____	Resolved: Yes	No
Date submitted to President/Superintendent _____	Received by _____	Resolved: Yes	No

**X.12. POSTPONED FROM MAY 20, 2009 BOARD MEETING**  
**Resolution No. 14380: Board Policy Revision of BP 3720 – Computer and Network Use Policy**

WHEREAS, The College recognizes the need to effectively use computer technology to further enhance the educational goals of the District.

WHEREAS, the purpose of this policy is to ensure that all computer and network resources are used in a responsible, effective, ethical, and lawful manner. Users are expected to learn and follow established standards of conduct and responsible behavior in their use of computer resources.

WHEREAS, use of the District's computers and access to the network is a privilege; a user who is found to have violated any of the procedures outlined on this policy may lose his/her access and may be subject to disciplinary action.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the Technology Committee (2-19-09) and College Council (5-11-09), with the consent of the Superintendent/President to amend the *District Board Policy 3720 Computer and Network Use* effective June 1, 2009 as follows:

**BP 3720 Computer and Network Use**

Reference: 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer and Network systems are the sole property of Imperial Valley College (the district). They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

**Conditions of Use.** Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

**Legal Process.** This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action as provided in relevant employment agreements.

**Copyrights and Licenses.** Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

**Integrity of Information Resources.** Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others, unless they have received proper authorization.

**Unauthorized Use** - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, beyond those needed to perform the work of the District; running grossly inefficient programs when efficient alternatives have been provided by the District; modifying without proper authorization system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

**Unauthorized Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users should take appropriate, reasonable measures to ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The intentional, malicious use of any unauthorized or destructive program will result in disciplinary action as provided in relevant employment agreements, and may further lead to civil or criminal legal proceedings.

**Unauthorized Access.** Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

**Abuse of Computing Privileges** - Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so. Additionally, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District

computing privileges. Users who abuse these privileges and/or these procedures may lose their access and be subject to disciplinary action.

**Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others who intend to use this information for fraudulent, malicious or illegal purposes and the computer user knew or should have reasonably known of that person's intent.

**Usage.** Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

**Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state, or other law or District policy, or which constitute the unauthorized release of confidential information.

**Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals** - Users must not release any individual's (student, faculty, and staff) personal information except in the circumstances allowed under law or contract.

**User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Political, Personal and Commercial Use** - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters.

**Political Use** - District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**Personal Use** - District information resources should not be used for personal activities that interfere in any way with the use of District information resources for official district business.

**Commercial Use** – Electronic communication facilities may not be used to transmit commercial advertisements, solicitations, or promotions, with the exception of commercial activities that are for the exclusive and sole benefit of the District, officially sanctioned student groups or clubs, or the Imperial Valley College Foundation. Further, District employees may use the District intranet to transmit to other District employees materials of a commercial nature as long as those employees have expressed a direct interest in said materials and as long as transmission of said materials does not interfere in any way with the use of District information resources for official District business. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

**Nondiscrimination.** All users have the right to be free from any conduct connected with the use of the Imperial Valley College network and computer resources which discriminates against any person on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, gender preference, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or



store information which violates any District procedure regarding discrimination or harassment, or which is legally defined as defamatory or obscene, or which constitutes the unauthorized release of confidential information.

#### **Disclosure**

No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records - The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of "public record," and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

#### **Overtime**

Prior approval required. The Fair Labor Standards Act (FLSA) requires that each employee be paid appropriately for eligible overtime hours worked. These provisions do not apply to employees who are exempt from overtime compensation.

1. No time spent in any activity on the District's Electronic Communications Resources for the benefit of the District may be done outside of the employee's scheduled work hours without advance approval from his or her supervisor. In an emergency, an employee may perform the work but must notify the supervisor as soon as possible and by the end of that same day. If the supervisor denies a request to work overtime, then the employee must obey that directive.
2. All time spent outside of the employee's scheduled hours must be reported on the District's time reporting form so that they are paid appropriately. Employees may not choose to work and not request compensation. All legitimate overtime must be compensated.

#### **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them. A signed copy of the acknowledgement and agreement will be placed in all employee personnel files.

## **XI. ADJOURNMENT**

The next regular meeting of the Imperial Community College District Board of Trustees is scheduled for the **THIRD WEDNESDAY, JULY 15, 2009, AT 6:00 P.M.** in the Administration Building Board Room.



# IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251  
(760) 352-8320 • FAX (760) 355-2663

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May 19, 2009

Dr. Ed Gould, Superintendent / President  
Imperial Valley College  
P.O. Box 158  
Imperial, CA 92251

Dr. Gould:

After much thought and consideration I am respectfully tendering my letter of intent to retire. My last day of service will be September 30, 2009 and my official retirement date will be October 1, 2009, with the acceptance of the Golden Handshake and the Supplemental Employee Retirement Plan (SERP).

I have enjoyed my 30 years of employment with Imperial Valley College. I appreciate the opportunity of providing services to the many students, administrators, faculty and staff that I have served over the years. While I look forward to my retirement, the actual decision was difficult but I sincerely believe that this is the right time in my life to make that move. I want to extend a sincere "Thank You" to all EOPS and the Counseling Center staff for their support, guidance and encouragement which provided me the opportunity to grow as an individual and as a professional employee.

Respectfully submitted,

Maria Del Rosario Castro Garcia  
Staff Secretary I  
EOPS

cc: Board of Trustees  
Dr. Victor Jaime, VP for Student Services  
Jan Magno, Dean of Financial Aid & State Programs  
Travis Gregory, Associate Dean of Human Resources



# IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251  
(760) 352-8320 • FAX (760) 355-2663

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May 20, 2009

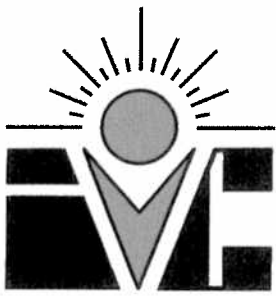
Board of Trustees  
Imperial Valley College  
PO Box 158  
Imperial, CA 92251

Subject: Resignation

This letter is to notify you that I will be retiring from my position as Associate Professor of Mathematics effective June 14, 2009. My last day of work will be June 13, 2009.

Sherry Zobell

Cc: Ed Gould  
Travis Gregory  
Kathy Berry  
Lianna Zhao



# IMPERIAL VALLEY COLLEGE

P.O. Box 158, Imperial, California 92251  
(760) 352-8320 • FAX (760) 355-2663

Friday, May 29, 2009

**Carlos Acuna, IVC Board of Trustees President**

**Dr. Ed Gould, IVC Superintendent/ President**

**Subject: Retirement Confirmation**

**Reference: Retirement Intention**

**Pursuant to the approval of the 2 + 2 Retirement Incentive Program  
(Based on Board of Trustees Resolution No. 13168/Tuesday, December 14, 2004),**

**and in accordance with the Imperial Community College District policy on retirement,**

**and as a follow-up to my retirement intention letter,**

**please be hereby informed that I will retire at the end of the spring semester 2009. In fact my last day of service will be Saturday, June 13, 2009 --- graduation day.**

**Best wishes and good fortune to all at IVC.**

Sincerely yours,

  
Armand Orensztein

Professor of Mathematics

(Soon to be emeritus)

cc

**Kathy Berry, Vice President/Academic Services**

**John Lau, Vice President/Business Services**

**Dr. Victor Jaime, Vice President /Student Services**

**Frank Rapp, Dean of Instruction**

**Lianna Zhao, MD/Chair of Science, Mathematics, and Engineering division**

**Eric Lehtonen, Math Coordinator**

**Travis Gregory, Associate Dean/Human Resources**

2009 MAY 29 PM 1 52  
IVC  
PRESIDENT'S OFFICE



**IMPERIAL COMMUNITY  
COLLEGE DISTRICT**

# **EDUCATIONAL MASTER PLAN**

**2009 – 2010**

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# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

MR. CARLOS ACUÑA, President of the Board  
Trustee from area which includes Central Union High School District

MR. RUDY CARDENAS, JR.  
Trustee from area which includes Brawley Union High School District

MRS. NORMA SIERRA GALINDO, Clerk of the Board  
Trustee from area which includes Holtville Unified School District

MR. JERRY D. HART  
Trustee from area which includes Imperial Unified School District

MR. ROMUALDO MEDINA  
Trustee from area which includes Calipatria Unified School District

MS. REBECCA L. RAMIREZ  
Trustee from area which includes San Pasqual Unified School District

MR. LOUIS WONG  
Trustee from area which includes Calexico Unified School District

## EDUCATIONAL MASTER PLANNING COMMITTEE

Kathy Berry	Vice President for Academic Services
Dr. Victor Jaime	Vice President for Student Services
Dawn Chun	Institutional Research Analyst
Linda Amidon	Administrative Assistant, Academic Services
Suzanne Gretz	Division Chair, Behavioral & Social Sciences
Valerie Rodgers	Division Chair, Business
David Zielinski	Division Chair, English
Dr. Melani Guinn	Division Chair, Humanities
Dr. Lianna Zhao	Division Chair, Science, Math, Engineering
Dr. Toni Pfister	Faculty, Exercise Science and Wellness; Coordinator, SLOs
Tina Aguirre	Associate Dean of Nursing Education and Allied Health
Dr. Taylor Ruhl	Associate Dean of Library and Learning Services
Ted Ceasar	Associate Dean of Disabled Students Programs and Services
Gonzalo Huerta	Dean of Instruction for Applied Science
Frank Rapp	Dean of Instruction
Efrain Silva	Dean of Instruction for Extended Campus
Jan Magno	Dean of Financial Aid & State Programs
Allyn Leon	Faculty, Math
David Drury	Division Chair, Exercise Science/Wellness/Sport
Frances Beope	Lead Counselor
Jesus Esqueda	Counselor
John Lau	Vice President for Business Services
Jose Lopez	Division Chair, Industrial Technology
Mary Lofgren	Counselor
Michael Heumann	Faculty, English; Distance Education Coordinator



## **SUBCOMMITTEE STRUCTURE**

The following subcommittees were formed to review and summarize the requests in the program review documents.

### **Part 1 Annual Program Review**

Jan Magno  
Allyn Leon  
Ted Ceasar  
Tina Aguirre  
Val Rodgers  
Melani Guinn

### **Part 2 Comprehensive Program Review**

Suzanne Gretz  
Frank Rapp  
Kathy Berry  
Frances Beope  
David Zielinski  
David Drury

The subcommittees below were assigned to make recommendations to the EMPC to help prioritize program review requests.

### **Professional Development Plan**

Gonzalo Huerta  
Allyn Leon  
Ted Ceasar  
Travis Gregory (consultant)

### **Marketing Plan**

Efrain Silva  
Ted Ceasar  
Mike Nicholas  
Bill Gay (consultant)

### **Staffing Plan**

Val Rodgers  
Jan Magno  
Linda Amidon  
Travis Gregory (consultant)  
Suzanne Gretz  
Kathy Berry

### **Facilities Plan**

Jose Lopez  
Rick Webster  
John Lau  
Allyn Leon (replaced Lianna Zhao)  
Melani Guinn  
David Drury  
Kathy Berry (replaced Gonzalo Huerta)  
(Jimmie Sanders after prioritization)

### **SLO Plan**

Frank Rapp  
Toni Pfister

### **Technology Plan**

Tina Aguirre  
Michael Heumann  
Robin Ying  
Jeff Cantwell  
Gordon Bailey  
David Zielinski  
Taylor Ruhl

## INTRODUCTION

The 2009-2010 Educational Master Plan (EMP) arose from the inclusive planning process that was developed for the 2008-2009 academic year. This planning process has since been refined in an ongoing effort to develop a systematic and sustainable planning process for Imperial Valley College (IVC).

The EMP consists of five sections. The first includes IVC's mission, purpose, values, and institutional student learning outcomes, followed by its 2009-10 goals and objectives.

The second section is a summary of the planning process for 2009-2010, including a timeline for implementation, charts that illustrate how the process works and the alignment of the committees involved directly or indirectly in the process, and improvements that have been made to the planning process.

The third section updates the 2008-2009 Environmental Scan.

The fourth section includes an update on SLO progress at the instructional, non-instructional, and institutional levels. It also outlines plans and recommendations for 2009-2010.

The EMP concludes with recommendations, which will become the basis for updating the facilities plan and the technology plan. These recommendations will also drive three new plans – the staffing plan, marketing plan, and professional development plan. Together these five plans will provide a foundation for the budget and fiscal plan, which ultimately will establish the direction of the District's strategic plan.

# **MISSION, PURPOSE, VALUES, ISLOs, GOALS AND OBJECTIVES**

## **MISSION**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

The mission statement was developed during the 2001-2002 academic year by representatives from all IVC employee groups and by representatives from local businesses, industries, government, and the community at large. It was adopted by the Imperial Community College District (ICCD) Board of Trustees on May 22, 2002, and serves to define IVC, its purpose within the postsecondary education arena, its place in workforce and economic development, and its contribution to the structure and makeup of our community. The college community has embraced the mission, which has become a basis for identifying and defining IVC's commitment to student achievement. In an effort to track and measure our commitment to student achievement, IVC developed institutional student learning outcomes (ISLOs), which were adopted by the ICCD Board of Trustees on May 16, 2006. These ISLOs – communication skills, critical thinking skills, personal responsibility, information literacy, and global awareness—arose from IVC's mission statement and serve as a foundation for its commitment to education.

## **PURPOSE**

The purpose of Imperial Valley College is to serve as a provider of postsecondary academic and career technical education at the lower-division level. IVC provides for associate degrees and certificates, transfer education, basic skills and English proficiency, economic and workforce development, noncredit education, and lifelong learning opportunities. It also provides opportunities for the Imperial Valley community to participate in community projects and the arts.

In fulfilling its purpose, IVC affords students the opportunity for upward social and economic mobility. As one of the more than one hundred California community colleges, IVC has as its purpose the same overarching purpose as the California community college system, to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

## **VALUES**

The core values of Imperial Valley College are:

*All people should have the opportunity to reach their full educational potential.*  
*An educated citizenry is the basis for democracy.*  
*A college should embrace diversity in all its forms.*  
*A college should strive for innovation and creativity.*  
*All people have the right to access quality higher education.*  
*All people should have access to lifelong learning*

## **INSTITUTIONAL STUDENT LEARNING OUTCOMES**

As a result of their educational experience at Imperial Valley College, graduates will demonstrate the following institutional student learning outcomes:

*Communication Skills*  
*Critical Thinking Skills*  
*Personal Responsibility*  
*Information Literacy*  
*Global Awareness*

## **GOALS AND OBJECTIVES**

**GOAL ONE** (*Student Success*): Enable students to attain their educational goals, including degrees and certificates, transfer, job placement and advancement, basic skills, and lifelong learning through curricula driven by student learning outcomes and emerging opportunities in the community at large

### **Objectives for Goal 1:**

- Obj. 1.1 Increase successful course completion and degree/certificate attainment
- Obj. 1.2 Improve student transfer success
- Obj. 1.3 Increase basic skills success
- Obj. 1.4 Improve the success rate of student enrolled in economic development and workforce training
- Obj. 1.5 Continue to develop and implement a comprehensive plan to identify and assess student learning outcomes

**GOAL TWO** (*Excellence in Education*): Provide a college environment that attracts diverse, exceptional faculty and staff who support and respond to the higher education needs of the students and community

### **Objectives for Goal 2:**

- Obj. 2.1 Develop and implement curricula that respond to diverse student learning needs, changes in technology, transfer education, the economy, and the workplace
- Obj. 2.2 Increase educational programs designed to meet employer needs in Imperial County and support emerging industries in career technical and transfer programs
- Obj. 2.3 Improve collaboration between Imperial Valley College and local high schools to align curricula and improve student success in transfer and career technical education

**GOAL THREE** (*Develop Resources and Increase College Effectiveness*): Develop and manage human, physical and financial resources to improve organizational processes and effectively support the learning environment

### **Objectives for Goal 3:**

- Obj. 3.1 Ensure a safe and healthy campus environment for faculty, staff and students
- Obj. 3.2 Develop and implement a resource allocation plan that leads to fiscal stability
- Obj. 3.3 Implement processes to review and improve the college's organizational structure and operating procedures
- Obj. 3.4 Implement an energy conservation plan using available budgetary resources
- Obj. 3.5 Update the technology plan to include both the need for a robust technological infrastructure and the enterprise software to support the college processes
- Obj. 3.6 Build new facilities and modernize existing ones as prioritized in the facilities master plan

## PROGRAM REVIEW PLANNING PROCESSES

The 2009-2010 program review planning process is depicted below in the Program Review Planning Process Timeline, the Imperial Valley College Planning Process Chart, and the 2009-2010 Program Review Planning Stream Chart.

### 2009 - 2010 TIMELINE

- August** Educational Master Planning Committee (EMPC) sends program review timeline to programs/departments through area vice presidents.
- September** EMPC and area vice presidents provide training for completing annual and comprehensive program review forms.
- Vice president of academic services and researcher provide data to programs/departments scheduled to complete comprehensive program review.
- Programs/departments begin development of comprehensive program review.
- October** Business office and IT provide budget template and guidelines to campus community for development of annual program review.
- Programs/departments begin development of annual program reviews.
- November** Programs/departments complete annual program reviews.
- December** Programs/departments submit annual program reviews to area vice president.
- Area vice presidents review annual program reviews and forward complete reviews to EMPC.
- January** Designated programs/departments submit comprehensive program reviews to EMPC through area vice presidents.
- Program validation subcommittees (not yet formed) evaluate comprehensive program reviews and submit recommendations to EMPC.
- EMPC subcommittees review, summarize, and make recommendations for prioritization to staffing, facilities, technology, professional development, and marketing committees.
- February** Educational Master Plan is written and submitted to the campus community through the shared governance process.
- Technology committee updates technology plan based on EMPC input.
- Staffing committee (not yet formed) updates staffing plan based on EMPC input.
- Facilities committee updates facilities plan based on EMPC input.

Marketing committee (not yet formed) updates marketing plan based on EMPC input.

Professional development committee updates professional development plan based on EMPC input.

SLO committee updates the SLO plan.

Strategic plan is reviewed and updated based on input through shared governance process.

**March** EMP submitted to the Board of Trustees for review and adoption.

Programs/departments input annual program review budget into Banner.

Area vice presidents review and approve Banner budgets.

Planning and budget committee updates fiscal plan based on input from program review budgets.

**April** Business office compiles “draft” tentative budget.

**May** “Draft” tentative budget is made available to the college community through shared governance process.

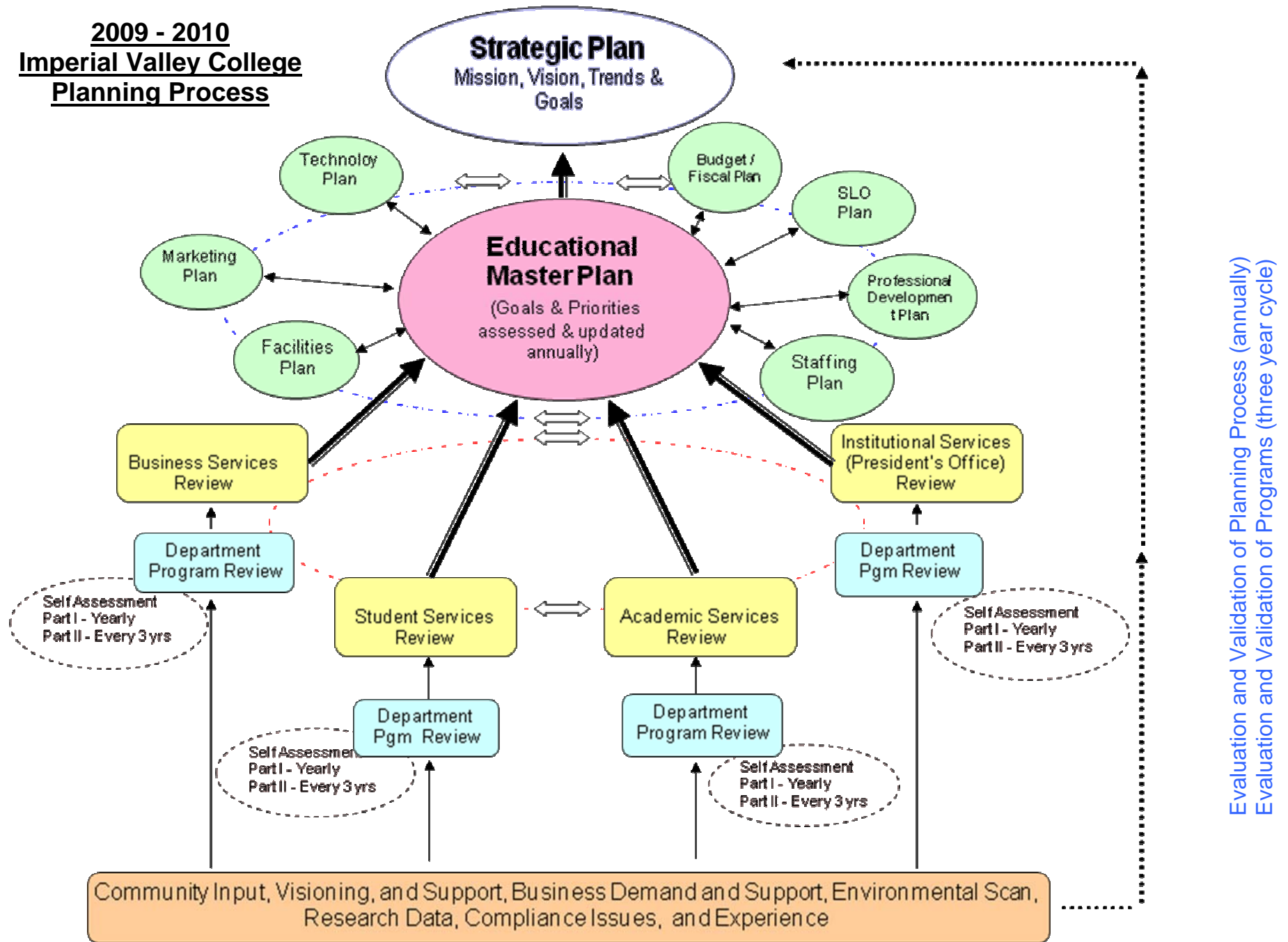
Planning and budget committee submits tentative budget to strategic planning committee through the shared governance process.

Strategic plan is reviewed and finalized through shared governance process.

**June** Strategic plan is submitted to Board of Trustees for review and adoption.

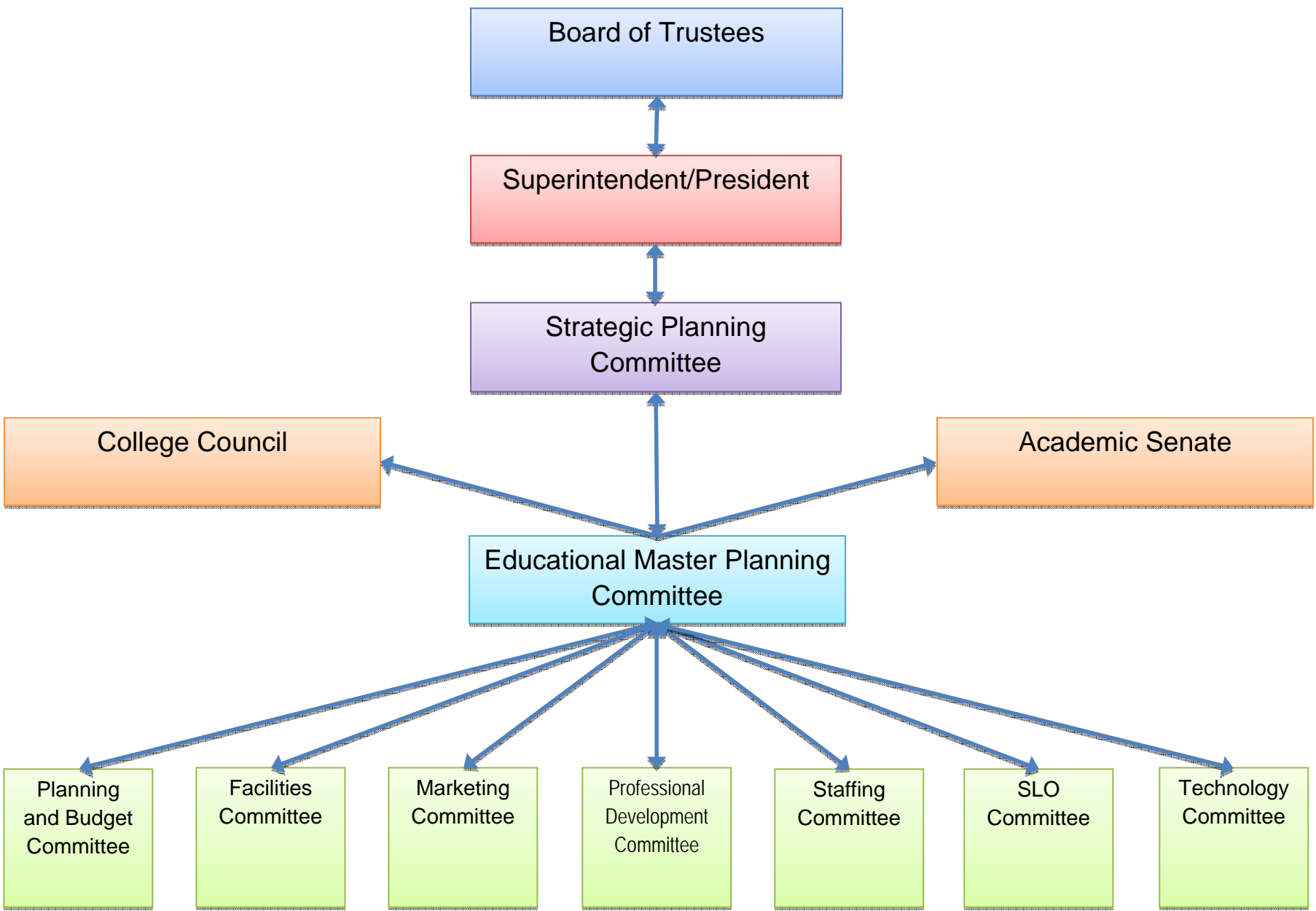
Tentative budget is approved by Board of Trustees.

**2009 - 2010  
Imperial Valley College  
Planning Process**





# 2009 – 2010 Program Review Planning Stream



## **PROCESS EVALUATION AND RECOMMENDATIONS FOR IMPROVEMENT**

The EMPC accepted the following subcommittee recommendations for improving IVC's program review processes. Full subcommittee reports are found in Appendix D.

1. Use a centralized document repository for the annual program review so that multiple users can more efficiently manage the work of summarizing and prioritizing requests for staffing, technology, marketing, facilities and professional development.
2. Develop justification forms for staffing, technology, marketing, facilities and professional development. Justification form should include a section requiring valid data for EMPC subcommittees' use in prioritizing requests.
3. Integrate SLO and compliance expenses into applicable account codes in the budget template.
4. Provide training for preparers and their support staff on the program review process so that final reports are more consistent and deadlines are met.
5. Make training in data analysis, budgeting, and reporting available to ensure that conclusions are supported by the data presented.
6. Work with researcher to develop consistent and reliable performance data in a format that can be easily input into the comprehensive program review template.
7. Appoint a subcommittee to modify comprehensive program review forms and clarify instructions. The comprehensive program review should consist of the following three sections:
  - a. Past: An evaluation of the program's performance over the past three academic years (e.g., 2009-10 program reviews would evaluate the program's performance for the academic years of 2006-07, 2007-08, and 2008-09.)

- b. Present: A snapshot of the program's status at the beginning of the existing year (e.g., 2009-10 program reviews would define the state of the program as of the fall of 2009.)
  - c. Future: A description of the program's goals and objectives for the current and two future academic years (e.g., 2009-10 program reviews would define program goals and objectives for the academic years of 2009-10, 2010-11, and 2011-12.) Since each program will be completing a program review once every three academic years, this change would enable programs to constantly monitor their goals, objectives and performance.
8. Ensure that program reviews identify clear, achievable goals and objectives that support the EMP's goals and objectives. While a discussion of what might be possible if resources were infinite may be appropriate, a realistic assessment of what can be accomplished and implemented with existing or anticipated resources should be included. It is critical that objectives be specific, measurable and achievable, since their achievement will be assessed at the end of the next three-year cycle.
  9. Include in all comprehensive program reviews a qualitative and quantitative analysis of how the program met the overall goals and objectives of the EMP, in addition to program-specific objectives.
  10. Provide some means of documenting programs that were unsuccessful in satisfactorily completing the comprehensive program review, either by not adequately defining future goals and objectives or by not providing data to support their objectives.

## COMMUNITY PROFILE

As detailed in the 2008-2009 EMP's Environmental Scan, Imperial Valley is transitioning from an agricultural economy to one driven by renewable energy, tourism, and transportation. Imperial Valley College has become and will continue to be the leading educational force to collaborate with local, state and federal entities during this transition, which brings unique challenges and opportunities to our diverse community.

IVC will be responsible for creating innovative programs to prepare its labor force to succeed in this emerging economy, and these programmatic changes will require that the college strengthen its infrastructure to support and sustain new curricula. It will need to train instructors to teach courses in sustainable energy and to develop degrees and certificates that meet industry requirements. Aggressive pursuit of federal and local grants, as well as collaboration with new industries, will necessitate some reorganization of IVC faculty and staff. Given the degree to which Imperial County has been affected by the current recession, it is vital that IVC provide its community with the skills and expertise to thrive in this promising new market.

# STUDENT LEARNING OUTCOMES

## 2008 - 2009 UPDATE

In an effort to facilitate the infusion of Student Learning Outcomes (SLOs) into the IVC campus, various strategies were employed. In this update, the first section highlights the activities that occurred this past year, the following section discusses plans for the upcoming school year, and the final section includes a list of recommendations.

The 2008-09 academic year began with two SLO presentations, one for part-time instructors at their orientation and the other for staff and tenure-track faculty at the IVC orientation for full-time employees. By the end of fall, the SLO coordinator finished meeting with all departments, instructional and non-instructional, a process she began in the spring of 2008. The purpose of her meetings was to educate the faculty and staff about writing outcomes, assessing them, and the SLO process in general. In addition to presentations and workshops, a website was created where forms and other resources could be accessed by IVC staff and faculty, as well as the community at large.

In January 2009, all members of the IVC community were invited to attend a day devoted to SLOs. The morning session was led by a guest speaker and the afternoon session divided participants into departments for group work on outcome development and data assessment. There were approximately 90 participants including part-time and full-time instructors, counselors, classified staff, and administrators. Evaluations were completed by attendees and used to plan spring semester activities. Based on these evaluations, many of which expressed a desire for mini-workshops to assist with form completion and offer more examples of faculty and staff SLO work, nine mini-workshops were offered on campus during the spring of 2009. These mini-workshops helped faculty and staff complete both SLO identification forms and cycle assessment forms. To highlight progress made this year and to

fulfill requests made by faculty, an end-of-the-year workshop was held: "SLOs: Our First-Year Experience." Five IVC instructors presented their outcomes, assessments, and ideas for improving learning in their classes.

An SLO committee was formed, and met each month to discuss activities pertinent to the outcomes and assessment process. All agendas and minutes are available on the SLO committee website: <http://www.imperial.edu/index.php?pid=3771>. IVC provided nine units of reassigned time to the SLO coordinator and also funded travel to the "Student Success Conference," as well as regional workshops.

After a review by the WASC Accreditation team in December, 2008, IVC was moved up to Level II status, the developmental level on the "Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes." The following is a description of the steps the District made in to progress to the next level.

Course Level SLOs: A strong effort was put forth across the campus to integrate outcomes and assessments into courses. As of May 13, 2009, 83% of the courses taught during the 2008-2009 school year had at least one identified outcome and assessment, and some had two or three identified. At the time of this writing, the SLO cycle assessment has been completed for 17% of courses. A recent request from the coordinator and a June 2009 deadline for cycle assessment completion are expected to prompt further completions.

Instructional Program Level SLOs: At the time of this writing, seven degree programs are piloting an SLO program grid. The grid has been designed to assess how well the courses in various degree programs assess the five ISLOs. After the pilot forms are returned at the end of the spring semester, improvements will be made before the program grid is officially launched campus wide. Also being designed is a grid that will measure how well IVC's general education program addresses student acquisition of the college's ISLOs. This endeavor will begin after pilot project results have been assessed and improvements implemented.

Non-Instructional Program Level SLOs: All eighteen non-instruction departments submitted SLO identification forms in the fall of 2009. At the time of this writing, two departments had submitted completed SLO cycle assessment forms. The remaining departments are expected to complete the cycle by the deadline for submission, June 30, 2009.

Institutional-Level SLOs: IVC's ISLOs have been defined in the "Strive for Five" form, which is now on IVC's website. All courses and programs identify how one or more of the ISLOs is being introduced and/or reinforced in a particular class or program.

### **LOOKING FORWARD**

Future plans include designing cycle assessment tools to help faculty members participate in the process. A fall workshop is being planned to engage the IVC community in the SLO process and to improve assessment skills. Further emphasis will be placed on developing and measuring instructional programs (degrees and certificates) and their outcomes. A general education group will convene to review outcomes and assessments. During the 2009-2010 academic year, faculty members will be asked to identify additional outcomes as well as to include SLOs on their syllabi. Once the CurricUNet system is implemented, faculty will be able to include SLOs as an attachment to the course outline of record, making it easier for all interested parties to access outcomes through IVC's website. The SLO team will continue to support faculty and staff with course-level and non-instructional program SLOs as well as continuing to work with the campus on instructional program-level outcomes.

## **RECOMMENDATIONS**

While Imperial Valley College has made significant progress in developing and implementing SLOs across the campus, the college could improve its effort to reach a sustainable, continuous cycle by:

1. Continuing to infuse SLOs into the IVC community
2. Completing instructional program SLOs
3. Promoting part-time faculty involvement and engaging more full-time faculty in the SLO cycle
4. Preparing for accreditation visit
5. Increasing opportunities for robust SLO dialogue
6. Aligning SLOs with institution-wide practices and plans



## **EDUCATIONAL MASTER PLANNING COMMITTEE RECOMMENDATIONS**

In order to fulfill the mission of the college, to improve student success, and to increase overall institutional effectiveness, IVC participated in program review. The input from this process will become the basis for the staffing, facilities, technology, marketing, SLO, professional development, and budget and fiscal plans. All plans will be reviewed by the strategic planning committee in order to prioritize and address the college's needs within the constraints of available resources, and its recommendations will be submitted to the college president for consideration.

From the data collected in the program review process, the following recommendations have been made by the EMPC. (See Appendices A, B, C, and D.)

### **EMPC STAFFING RECOMMENDATIONS**

1. Quantitative data based on evaluation criteria generated from a central source should accompany all program review requests for staff. Other non-quantitative rationale for staffing should also be attached to program reviews. The data and rationale, along with the comprehensive program reviews, will be used to rank requests.
2. An addendum to the program review, which includes data and rationale, should be submitted to the EMPC when positions are vacated during the budget year.  
Reclassification requests should also be submitted through a program review addendum that includes evaluation criteria. In this manner, recommendations for replacements and/or reclassifications that occur after program review has been completed can be included in the educational master planning process.
3. Procedures should be developed to merge EMPC with campus committees that recommend prioritization, replacement, and reclassification of staff. Such committees

include the academic senate, curriculum and instruction committee, faculty replacement committee, and reclassification committee.

4. Decisions for determining actual funding of positions should be based on a district fiscal resource allocation plan, which outlines strategies for distributing funds to academic services, student services, business services, and the president-superintendent.
5. The thaw committee (a shared governance, ad hoc committee formed in 2008-2009 to address staffing during a budgeting “freeze”) should be expanded and ultimately become the staffing committee, which will develop the staffing plan. This plan will be based on quantitative and qualitative data submitted through the program review process.
6. The 2008-2009 rankings of the thaw committee should be accepted for prioritizing the hiring of staff in 2009-2010. (See Appendix E for details.)

### **EMPC PROFESSIONAL DEVELOPMENT RECOMMENDATIONS**

The EMPC recommends that professional development requests be prioritized into the following three levels:

1. Training related to the implementation of SLOs will be given the highest priority, because IVC’s success is contingent upon the effective integration of SLOs. It should be noted, as identified in several program reviews, that SLO training must include part-time faculty in order to ensure the implementation of SLOs in all courses.
2. Second-level priorities are those training needs that are necessary in order to address accreditation, state contract, and/or program certification requirements, as well as national standards. These types of training needs were identified by the following programs: nursing, alcohol and drug studies, POST, building construction, HVAC, automotive collision, and water treatment.

3. Third-level priorities are those training needs necessary for faculty and staff to stay current in their field or subject area. These types of needs were identified by the following departments, divisions, and programs: applied sciences, business, humanities, science, math, and engineering, CFCS, automotive tech, electronic tech, water treatment, welding, ACCESO, business services, human resources, and information systems. (See Appendix D for details.)

### **EMPC FACILITIES RECOMMENDATION**

With input from the campus community through the program review process, the facilities committee developed a ten-year plan for new facilities, as well as expansion and upgrades to existing facilities. (see Appendix F for details.) The EMPC endorses the ten-year plan as it addresses priorities identified by programs and departments in program reviews, including the following:

1. Needs related to safety and compliance were given the highest priority. Emergency situations were identified in the humanities and industrial technology program reviews; however, resolving safety and compliance issues to create an exemplary learning environment was a priority in all divisions and departments.
2. Modernization requests were given second-level priority. Most departments and divisions identified a compelling need to modify and/or expand existing facilities in order to improve or enhance programs. These types of needs were listed in the program reviews from the following departments and divisions: academic services; applied sciences; business; behavioral and social sciences; child, family, and safety; distance education; humanities; library and learning services; nursing and health technologies; science, math and engineering; student services; and exercise science, wellness, and sport.

## **EMPC TECHNOLOGY RECOMMENDATIONS**

The EMPC recommends the following prioritizations become the basis for updating the technology plan.

1. Incorporate recovery planning, redundancy, increased security, and maintenance of existing systems in the technology plan.
2. Provide resources to maintain compliance with regulatory standards to embrace current and emerging technology to educate the workforce of tomorrow.
  - a. Banner integration (DegreeWorks, Banner Enrollment Management, Banner Position Control, and Banner Finance)
  - b. CurricUNET program
  - c. Etudes course management system for online education
  - d. Inter-Industry Conference on Auto Collision Repair (I-CAR)
  - e. Analytical software for electrical/solar energy electronics
  - f. Stat Crew software
  - g. Turnitin software
  - h. Digital image editing software
  - i. Construction and Design
  - j. ESL reading improvement software
3. Support the increasing demand for a secure virtual library and library management technology.
4. Continue planning and implementation of smart classrooms including multimedia lecterns, webcam capability, videoconferencing and digital videotaping capabilities, enhanced internet access, digital voice recording, and clicker technology.
5. Continue with ongoing and systematic replacement of outdated hardware.

6. Provide guidance to division chairs as to specificity and rationale for technology requests prior to the annual program review process.
7. Establish working relationships within information technology, maintenance and operations, and academic services for projects to modify or expand computer labs, secured storage for related robotics/electronics, and alarmed space for system configuration labs.
8. Offer ongoing professional development specific to Etudes training and to Banner applications training.
9. Support the college's efforts to become more "green" and efficient in their meetings through 'Board Docs' or other software.

### **EMPC MARKETING RECOMMENDATIONS**

To advance the college's visibility and highlight the excellent educational opportunities it provides to the community, the EMPC makes the following marketing recommendations.

1. Create an integrated marketing plan that promotes and fosters student and community relations as well as institutional value. To this effort, the college shall appoint a marketing committee with representation across all institutional stakeholders to develop and implement a consistent and integrated marketing strategy and program. The committee shall also be tasked with prioritizing the identified marketing needs.
2. Centralize a marketing effort that addresses individual departmental needs but focuses on the need for an integrated marketing strategy.
3. Develop an institutional awareness of marketing as an operating principle for the college.

## **SUMMARY**

In 2008-2009, Imperial Valley College enhanced the effectiveness of its governance and decision-making processes by clearly defining and articulating the roles of its committees and the overall planning flow pattern; by basing the process on institutional research; and by developing a means to evaluate its decision-making processes and use those results to improve upon it. IVC also took action to strengthen the link between its planning and budgeting in order to directly align its resources with goals stemming from program review and comprehensive master planning. As it addressed these challenges, IVC continued its work to identify, assess, and integrate SLOs throughout the campus. By coordinating, monitoring and implementing these efforts, the Educational Master Planning Committee ensured that all components coalesced to become the basis for sustainable and inclusive planning at Imperial Valley College.

## **APPENDICES**

- Appendix A: 2009-2010 Annual Program Reviews
- Appendix B: 2009-2010 Comprehensive Program Reviews
- Appendix C: Subcommittee Reports and Summaries
- Appendix D: Subcommittee Recommendations
- Appendix E: Thaw Committee Staff Rankings
- Appendix F: Ten-Year Facilities Plan