

Imperial Valley College Academic Senate

Minutes

Wednesday, September 5, 2018

2:40pm – Board Room

**A. Call to Order by the President: 2:40 pm**

Roll call by recording secretary

Present: Mary Lofgren, Melani Guinn, Cathy Zazueta, Jeff Burt, Temo Carboni, Austin Thelen, Jia Sun, Daniel Ortiz, Jesus Serrano, Stella Orfanos Woo, Jose Plascencia, Michael Capeci, Joe Henderson, Zhong Hu, Jesus Esqueda, Elizabeth Trevino, Diane Harris, Kristen Gomez, Gilbert Campos, Christina Tafoya

Absent: Jose Velasquez

Excused: ASG President, James Patterson, Ed Wells, Ric Epps, Veronica Soto,

Visitors: Mary Jo Wainwright, David Drury, Elizabeth Kemp, David Zielinski, Lennor Johnson, Sheila Dorsey-Freeman, Clint Dougherty, Efrain Silva

**B. Visitor's Comments**

- Deedee Garcia, Vice President for Administrative Services, introduced herself.
- Senator Michael Capeci asked for committee input to address the recent issue between Trustee Cardenas and Trustee Sigmond, witnessed by Trustee Edney. ASG and CTA are in support of seeking resolution. He will be at the next board meeting and would like to know what the senators think about the matter. Members were not sure if it is under their purview and since it is alleged maybe the committee should wait to provide their position until an investigation is completed. The consensus of the members is to wait.
  - The letter is available on board docs from the last board meeting.

**C. Consent Agenda**

1. Academic Senate minutes for 21 February 2018
2. Academic Senate minutes for 21 March 2018
3. Academic Senate minutes for 6 June 2018
4. Academic Senate minutes for 15 August 2018
5. Curriculum Committee actions of 7 June 2018

*(MSC: Orfanos-Woo/Guinn) Motion carried.*

**D. President's Report**

1. When there is another 5<sup>th</sup> Wednesday Mary Lofgren may schedule a senator retreat.

**E. Treasurer Report**

Balance: \$2,869.65

## F. Action Items

1. TLC Standing Committee (first reading) – Elizabeth Kemp

### RESOLUTION IN SUPPORT OF CREATING FACULTY DEVELOPMENT STANDING COMMITTEE

*Whereas*, the California Community College faculty minimum qualifications do not include requirements for andragogical knowledge or teacher preparation, and

*Whereas*, the Teaching and Learning Center is currently funded through the TALCAS grant and therefore only temporary, and

*Whereas*, the academic and professional matters identified in Title 5 §53200 include “faculty professional development policies” as an area that falls under the purview of local academic senates, and

*Whereas*, faculty are the most aware of their own needs regarding training,

**Resolved**, that the Imperial Valley College Academic Senate create a faculty development standing committee consisting of faculty members to address the training and preparatory needs of faculty at the college.

Mary Jo – requested from Martha Garcia to provide funding for faculty development.

- Professional development funds must be distributed equally to all faculty.
- Faculty would be able to request funding for travel and conferences.
- This committee would be a good fit for proposals to fund professional development activities.
- Members agreed that it is important to keep the facility open as a faculty development center past the grant award.

M/S/C (Guinn/Ortiz) to suspend the rules and move directly to the second reading. Motion carried.

M/S/C (Guinn/Carboni). All members were in favor. Motion carried.

2. Chapter 5 Board Policy & Admin. Procedures Updates (25 May 2018)

- Lennor Johnson reviewed the updates made as provided by CCLC. Highlighted items were updated, minor revisions and additions. Refer to agenda documents for full details.

M/S/C (Capeci/Orfanos-Woo). All members were in favor of approving the updates to Chapter 5 Board Policy & Admin. Procedures as presented. Motion carries.

3. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

See AP 7211 Faculty Service Areas (Revised Apr 2015) and AP 7211 (brief)

- Clint Dougherty – legal requirement is that the equivalency process is in an Administrative Procedure (AP 7211). The AP must have board approval. Minimum Qualifications are determined by Academic Senate

- It is recommended that minimum qualifications be reviewed by the faculty members that are part of each hiring committee
- The reason this is being brought to the attention of Academic Senate is that the accreditation standard covering equivalency is in the HR section of standards
- This AP needs approval to meet accreditation requirements to show that we have an equivalency process.
- The document presented is the legally mandated language. Members should meet to provide any additional language.
- There is an equivalency committee although not represented fully at this meeting, those members will be contacted to assist with the update to the AP. Discussion of the equivalency committee members ensued.
- Mary Lofgren will contact the equivalency committee members to begin work on the document and asked for additional volunteers.
- Mary Jo Wainwright and Daniel Ortiz volunteered.
- Mary Jo briefly explained the process that the committee follows, members discussed who and when members would be needed to be part of the committee.
- Training will be provided if members are interested in participating in the process.

M/S/C (Guinn/Gomez) to refer the AP to the Equivalency Committee with additional faculty volunteers being tasked to update AP 7211.

#### **G. Discussion Items**

1. CART Rec 3: for Instructional Programs' Comprehensive Program Review: each department's comprehensive program review should include a faculty review of the program pathway(s) and make specific recommendations for General Education courses. (Fall 2018, Fall 2019, Fall 2020)
2. CART Rec 4: to Request the Curriculum Committee Develop 3-6 Meta-Majors for Effective Date of Fall 2020
  - Temo Carboni briefly reviewed the CART recommendations.

#### **H. Reports**

1. Curriculum
  - The institute was attended by Mary Lofgren, Dixie Krimm, Allyn Leon, Kristen Gomez, and Elizabeth Trevino.
  - Dixie – revisions to the Chancellor's Office inventory has led to the implementation of self-certification. Curriculum Committee members were provided training at their first meeting to assure that processes from submission through approval were adhered to.
2. ISSC – none
3. BFPC
  - Budget approved in June and is being revised at the special meeting tomorrow to be approved at next week's board meeting
4. Equivalency – none
5. SLO
  - Mary will continue to reach out to receive reports via email
6. DE - none

**I. Information Item(s)**

1. Curriculum Committee minutes for 7 June 2018

**J. For the Good of the Order**

David Zielinski asked members if they thought it would be a good idea to provide evening and Saturday hours at the library; most members agreed that it would be a good idea.

**K. Adjournment: 3:54 pm**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Academic Senate record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.