

Academic Senate of Imperial Valley College

Adopted Minutes

20 August 2014

A. Call to Order

The meeting was called to order by President Heumann at 1:38p.m.

Present— Nicholas Akinkuoye, Caroline Bennett, Gilbert Campos, Dave Drury, Alex Garza, Daniel Gilison, Michael Heumann, Frank Hoppe, Russell Lavery, Allyn Leon, Ralph Marquez, Lorraine Mazeroll, Priscila Ortiz, Mike Palacio, Jr., David Scott Sheppard, Cathy Zazueta.

Absent—Rick Goldsberry, Eric Lehtonen, Frank Miranda, Laura Mosier, Norma Nuñez, Frank Rapp, Christina Shaner, Ed Wells.

Visitors—Tina Aguirre, Trinidad Arguelles, Melody Chronister, Gayla Finnell, Martha Garcia, Victor Jaime, John Lau, Brian McNeece, Jill Nelipovich, James Patterson, Efrain Silva, Mary-Jo Wainwright, Kevin White (for Bradford Wright).

Excused— Michael Capeci, Bradford Wright.

B. Visitors' Comments

Faculty member Brian McNeece indicated that the current syllabi template violates the accessibility standards required by the Individuals with Disabilities Education Act (IDEA). He requested that the Academic Senate review the template and ensure that it is brought into compliance with these standards. Faculty member Gayla Finnell indicated that in her view the problems with the template are minor and can be easily addressed. She further indicated she would follow up on this and report back to the Academic Senate.

C. Consent Agenda

1. M/S/C (Leon/Rapp) to approve the Consent Agenda of Minutes of 7 May 2014 as amended.

D. Reports

1. President—President Michael Heumann reported that a number of things cropped over the summer and suggested that it would be good if there were some mechanism for the Senate to address those issues and perhaps act on them. President Heumann reported attending the Leadership Institute in San Diego in June for the Senate and announced the dates for some upcoming events. State Senate Executive Committee will be meeting this week at Long Beach City College and another State Senate Executive Committee meeting in September at San Diego City College. President Heumann will be attending the Area D meeting for the State will be at Santa Ana College on October 25. Fall Plenary Session will be in Irvine in November. President

Heumann reported being asked to serve on the State Academic Senate Accreditation Committee, so he will be doing that.

2. Past President—There was no Past President’s report.
3. Treasurer—Senate Treasurer Caroline Bennett reported the Academic Senate started off the year with a total of \$9,310. \$244 of that has been spent to cover partial airfare and meals for Frank Rapp to attend the Curriculum Institute, leaving a balance of \$9,066. Treasurer Bennett had previously reported that Academic Senate fundraising for the Dennis Carnes Memorial Scholarship had resulted in the amount of \$945 in donations. Since then, more contributions have come in, bringing the current total to \$1,190.
4. Associated Student Government—Associated Student Government President Priscila Ortiz reported that the ASG had an information booth outside the College Center and would be holding a Welcome Back BBQ next Thursday Aug. 28 2014 from 11am till noon. A region 10 meeting will be held Friday Aug. 29 2014 in Oceanside.
5. Part-Time—There was no Part-Time Representative report.
6. Budget and Planning—Vice President of Business Services John Lau reported on the current status of the IVC budget. Budget stands \$856K short. “Budget” defined as ongoing expenses less ongoing revenues. \$700K final bond payment will be considered a one-time expense and will be covered from reserves. We’ll look for budget reductions of approximately \$300K which will keep our reserved around 5%. This will save us from job reductions.

Gayla Finnell: Will this reserves reduction fly with accreditation?

John Lau: We hope so, if they’re not predisposed against us.

Ralph Marquez: Is anybody on accreditation neutral?

John Lau: No, but we’re hopeful. It takes time to address a \$30 million liability. Better economic conditions statewide may alleviate some short-term problems but the long-term challenges will remain.

7. Other Committee Reports

Jill Nelipovich (Basic Skills Committee): Embedded tutoring project. Reading apprenticeship will be explored. For Student Learning Objectives, there will be training sessions for instructors on using Student Planning Online (SPOL).

Mary-Jo Wainwright (Equivalency Committee): The committee is halfway through reviewing equivalencies processes. When completed, the committee will present its findings to the Academic Senate for approval.

Gayla Finnell (Distance Education Committee): The committee will be meeting the second Wednesday of September.

E. Update on Previous Discussion and Information Items

1. Calendar Committee—Update to 2015-16 Calendar.

Academic Senate President Heumann: There were discrepancies between the calendar that the Calendar Committee decided on and the calendar sent out by Human Resources. We will be reconvening the Calendar Committee to reconcile those discrepancies.

2. Accreditation Report

Vice President of Academic Services Akinkuoye: In July 2014 IVC was continued by ACCJC on Warning Status. All area Program Reviews must be completed by September 24, 2014. Dr. Akinkuoye discussed the importance and urgency of adequately addressing the accreditation body's concerns so the college can return to full accreditation status.

F. New Discussion and Information Items

1. Online Master Planning Calendar—Tina Aguirre

We've examined models for a Master Planning calendar. Omar Ramos found teamup.com. He suggests trying this for one year and seeing if it can be adapted for our purposes.

Ralph Marquez: I suggest investigating Sakai, an open-source calendar that does interact with Banner.

2. Changes to College Hour/Time Blocks for 2015-16—Dr. Akinkuoye

Currently Campus Hours are held on Tuesdays and Thursdays from 12:00 noon to 1:00 pm. We plan to change the class schedule to incorporate College Hour to be held every weekday from 12:50 pm to 1:50 pm.

Michael Heumann: Do we want this? There might be some advantages.

Ralph Marquez: This will impact Counseling and other service areas. When students don't have class they see counselors, go to labs, the Library, etc.

Gilbert Campos: What will the impact be on nontraditional students?

Russell Lavery: Is there a demand for all that time?

Nicholas Akinkuoye: In some other institutions, it's a time for Knowledge Management, when teachers can share their innovations.

Michael Heumann: We'll revisit this topic at the next meeting.

3. AB 86—Dr. Martha Garcia

Dr. Akinkuoye: State Chancellor's Office. Plan due March 1, 2015.

Martha Garcia: The AB 86 plan focuses on five areas:

1. Diploma/GED programs
2. ESL/Citizenship programs
3. CTE programs
4. Disability programs
5. Apprenticeship programs

We have submitted on July 31, a preliminary draft of our proposals. We will submit again in October and then in March 2015. AB86 Summit will occur October 6 & 7 in Sacramento. Dr. Akinkuoye, Melody Chronister and Martha Garcia will be attending.

4. Academic Senate At-Large Vacancies—Frank Hoppe

There will be an election for two vacant positions for At-Large Senators. Those interested may announce their candidacy by emailing the Secretary between now and no later than 5pm on Thursday Aug. 28, 2014.

5. Other Committee Vacancies

Academic Senate President Heumann: There are vacancies in the following Academic Senate committees. We'd like to encourage candidates without current committee appointments and will give them priority. They include vacancies in the following committees:

- Basic Skills (1)
- Budget & Planning (1)
- College Council (2)
- Distance Education (2)
- Math Lab (1)
- Student Learning Objectives (1)

G. Action Items

1. SLO Coordinator Job Description—First Reading [Tabled]
2. Confirmation of SLO Coordinator Hire [Tabled]

H. *For the Good of the Order*

[Tabled]

I. Adjournment

M/S/C (Gilison/Drury) Motion to adjourn the meeting.

President Heumann adjourned the meeting at 3:08p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 3 September 2014 at 1:30p.m. in the IVC Board Room.



UNADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Monday, September 22, 2014 – 2:30 to 4:00 p.m.
Administration Building Board Room

Chair Gilison commenced the meeting at 2:38 p.m.

MEMBERSHIP

- ✓ Sergio Lopez, Administrative Representative
- ✓ Efrain Silva, Administrative Representative
- ✓ Tina Aguirre, Administrative Representative
- ✓ Ted Ceasar, Alternate Administrative Representative
- ✓ Susan Carreon, Alternate Administrative Representative

- ✓ Dr. Daniel Gilison, Faculty Representative (Chair)
- ✓ Lilia Sandoval Neidiffer, Faculty Representative
- ✓ Aaron Edwards, Faculty Representative
- Cathy Zazueta, Alternate Faculty Representative
- Caroline Bennett, Alternate Faculty Representative
- Mike Palacio, Jr., Alternate Faculty Representative

- ✓ Yethel Alonso, Classified Representative (Vice Chair)
- ✓ Melody Chronister, Classified Representative
- Erika Aguilar, Classified Representative
- Silvia Murray, Alternate Classified Representative
- Sandie Noel, Alternate Classified Representative
- Vacant, Alternate Classified Representative

- ✓ Martha P. Garcia, CMCA Representative
- ✓ Todd Evangelist, CMCA Representative
- ✓ Jeff Enz, CMCA Representative
- Liz Cantu, CMCA Representative
- Jeff Enz, CMCA Representative
- ✓ Gloria Hoisington, Alternate CMCA Representative

- ✓ Priscila Ortiz, Student Representative
- Alexis Soto, Student Representative
- Edalaine Joy Tangoan, Student Representative
- Odiii Cerecedo, Alternate Student Representative

- ✓ Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Todd Finnell, Shawn Larry, Tim Nakamura, Brian McNeece, Lisa Seals, Bill Gay, Eric Lehtonen, Monica Rogers, Lorraine Mazeroll, Mary Jo Wainwright

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

1. August 25, 2014
2. September 8, 2014

M/S/C Tina Aguirre/Melody Chronister to approve the Minutes of August 25, 2014 and September 8, 2014.

Discussion:

The minutes of August 25th were corrected to indicate Member Caroline Bennett was present.

The minutes of September 8th were corrected to indicate Member Jeff Enz was absent.

The Minutes of August 25, 2014 and September 8, 2014 were approved, as corrected.

AREA REPORTS/UPDATES

College Council Report – Daniel Gilison

- Stated the College Council Agenda Committee has been meeting once per month.
- The Committee is working out well with the participation from all area representatives.
- He thanked those members participating in the Agenda Committee.

Measure J and L Report – John Lau

VP Lau was not present at the meeting; no report was provided.

Program Review Update – Ted Ceasar

- Announced Program Review is due on Wednesday, September 24th.
- Staff working hard to meet Program Review deadline.
- EMPC will be meeting on Friday, September 26th to review Program Reviews.

Dean Aguirre clarified that Program Review is due on Wednesday, September 24th; and that the flat budgets for 2015-16 input into SPOL are due on Friday, September 26th.

Budget Update/Financial – John Lau

VP Lau was not present at the meeting; no report was provided.

ASG President Update – Priscila Ortiz

- Hispanic Heritage event was held on September 11th; refreshments were served and Mariachi Mixteco performed.
- Constitution Day was celebrated on September 11th.
- National Voter Registration Day will take place Tuesday, September 23rd.
- She will be attending the HACU Conference in Colorado, on October 4-6, 2014.

President's Update – Victor Jaime

- Announced the Foundation Annual Golf Tournament will take place on September 27th, at the Del Rio Country Club.
- Announced VP Todd Finnell would be leaving IVC and assuming his duties as County Superintendent of Schools on January 5, 2015. He stated a PowerPoint relating to the reorganization would be presented later in the agenda.
- Announced IVC and CETYS University signed an MOU partnership over the summer; CETYS is the first university in Mexico to receive full WASC accreditation.
- He stated SDICCCA has also expressed interest in forming a partnership with CETYS.
- He would be attending the HACU conference in Denver, Colorado, on October 4th.

- Announced two upcoming Board Retreats:
 - Wednesday, October 1st, 6:00-8:00 p.m. to discuss Recommendation 1 from the ACCJC;
 - Wednesday, October 29th, 6:00-8:00 p.m. to discuss AB 86 and implications it may have.

SUB-COMMITTEE REPORTS

Competitive Athletics Committee – Eric Lehtonen

- The committee met on September 11th.
- Approved the committee self-evaluation.
- The next committee meeting is scheduled on Tuesday, October 14th.

Environmental Health & Safety Committee – Tim Nakamura

- Announced tentative date for the Great Shakeout Drill on October 16th at 10:16 a.m.
- Announced tentative date for Campus Safety Awareness Day on October 13th, in the College Center.

Facilities and Environmental Improvement Committee – Jeff Enz

- At its last meeting, the committee discussed a number of items:
 - The installation of a whiteboard in a study room in the 2700 building.
 - Sundial Time Capsule outside the 3100/3200 buildings. Project headed by Frank Miranda; project will be funded by the ASG.
 - Construction update including the demolition of the 500 building as well as a strategic campus beautification plan.

Eric Lehtonen asked if the campus beautification project would include planting shade trees.

Brian McNeece stated he had submitted a service ticket requesting picnic tables near the 1300 building. He also informed the College Council about the Art on Campus campaign that has been started by an off campus committee. The committee has presented the idea to the IVC Foundation and the Facilities and Environmental Improvement Committee.

Public Relations & Marketing Committee – Mike Nicholas

Public Relations Consultant Bill Gay reported as follows:

- The committee met on Wednesday, September 17th, to complete the committee self-evaluation.
- The committee is discussing plans to promote winter session, including the return of a printed class schedule.

Student Affairs Committee – Sergio Lopez

- The committee met on September 3rd.
- Discussed standing rules; provided orientation to new members, including expectations and role of its members.
- Announced Jeff Beckley as the new chair of the Disciplinary Appeals Committee. The committee will begin working on revising the student code of conduct.

Campus Hour and Professional Development Committee – Tina Aguirre

- The committee has not met this semester due to a lack of membership and/or conflicts.
- She stated she would be sending an email to all areas asking for membership.

Vice Chair Alonso asked that she be notified if committees were having problems with classified membership.

Chair Gilison asked that he or Michael Heumann also be advised, from the faculty point of view, of any issues relating to membership.

OTHER COMMITTEE REPORTS

Academic Senate – Daniel Gilison

- The Academic Senate met on September 17th.
- Approved SLO Coordinator job description.
- Approved new revisions to the Campus Hour.
- Approved the Academic Senate and its subcommittees' self-evaluation forms.

Budget and Fiscal Planning Committee – Mike Nicholas

No report was provided.

Technology Planning Committee – Jeff Enz

Member Jeff Enz reported as follows:

- The committee completed the self-evaluation form.
- Discussed the Student Technology Advisory Committee (STAC).
- Started looking at the Technology Plan for 2015.
- Discussed assessment of effective use of technology on campus.
- Updated the IVC website.
- Discussed classroom technology.
- Discussed the possibility of changing the committee standing rules.

Accreditation/CART Committee – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; Brian McNeece reported as follows:

- CART has restructured its membership – half of the departmental chairs and managers will be divided by the CART and EMPC.
- Working on the Follow-Up Report for the ACCJC Recommendations 1 and 8.
- Reviewed the Campus Climate Survey for students which would be going out within the next two weeks. The survey would be made available in classrooms and the website. Will be giving away an electronic device as an incentive.
- Will be reviewing the Campus Climate Survey for employees.
- New accreditation and eligibility standards which are more simplified.
- Crosswalk of the old to new standards has been posted by Dean Aguirre.
- Ongoing discussions regarding whether new or existing standards need to be applied to Mid-Term Report.
- Emphasized that for accreditation purposes, participation from the campus community relating to accreditation activities including the follow-up, mid-term and self-evaluation reports, would be a big help.

Staffing Committee – Shawn Larry

CHRO Larry stated there was no meeting in September; the committee would be meeting in October.

ACTION ITEMS

1. **Approval of College Council and Subcommittees Self-Evaluation Forms – Daniel Gilison (Attachment)**

M/S/C Sergio Lopez/Yethel Alonso to approve the College Council and Subcommittees Self-Evaluation Forms

Discussion:

Chair Gilison stated each of the subcommittee forms had previously been evaluated and discussed by each of the subcommittees. He presented the College Council Self-Evaluation Form, reviewed each section, and asked for input.

Members Chronister, Silva and Aguirre disagreed with the verbiage used in #3 under Major Obstacles or Problems with Committee Function: "Getting relevant agenda items."

After a lengthy discussion regarding the subcommittee process and getting agenda items, the wording in #3 was replaced with, "Lack of awareness of general function of College Council by the campus."

Member Chronister expressed concern relating to the Environmental Health & Safety Committee Self-Evaluation Form meeting only one time.

Vice Chair Alonso stated the Agenda Committee would be discussing the issue.

M/S/C Sergio Lopez/Yethel Alonso to approve the College Council and Subcommittees Self-Evaluation Forms with corrections.

Motion Carried.

DISCUSSION AND INFORMATION ITEMS

1. Changes in reports to College Council – Daniel Gilison

Chair Gilison provided the following information:

- In order to make the College Council meetings more efficient, most of the verbal reports would be eliminated.
- The verbal reports would be limited to six: 1) College Council Report; 2) ASG Update; 3) President's Update; 4) Academic Senate; 5) Budget and Fiscal Planning Committee; 6) Accreditation/CART.
- The reports from all other areas would be submitted in the form of written reports.
- He provided a template for the written reports.
- The written reports would be due a week before the College Council meetings. This will allow the Agenda Committee to review the written reports. The written reports would be included in the agenda packet.

2. College Council Rep for Budget and Fiscal Planning Committee – Daniel Gilison

Chair Gilison asked for a volunteer to fill the vacancy in the Budget and Fiscal Planning Committee. He stated the person would be responsible for giving an oral report at each College Council meeting.

Member Chronister expressed interest; however she would need to check with her department before volunteering.

Chair Gilison stated the matter would be discussed at the next meeting.

3. Extended Coverage Hours for IT Staff – Jeff Enz

Director Enz stated the item had been discussed at the last Academic Senate meeting and is looking for input from all representative areas. He is requesting the College Council take action

on the item at its next meeting. He is in the process of collecting data relating to the issue and would provide that information at the next meeting.

Director Enz stated the IT hours for the first three weeks of the semester were 7:00 a.m. to 7:00 p.m.; currently, the hours are 8:00 a.m. to 5:00 p.m. He stated after the third week of the semester there are only two or three phone calls per week after 5:00 p.m.

Lengthy discussion ensued regarding the pros and cons, including a cost analysis, productivity challenges in the mornings and afternoons, faculty needs versus other departmental needs.

Mary Jo Wainwright asked if the item would be returned to the Academic Senate for action. She questioned whether the College Council is the appropriate committee to take action on the issue, since it is primarily an instructional issue.

Member Alonso stated the faculty representatives could return the item to the Academic Senate for further discussion and/or action.

Chair Gilison stated as VP of the Academic Senate he would be discussing the matter with Michael Heumann, Academic Senate President.

4. New ACCJC/Accreditation standards and Midterm report – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; information was provided by Brian McNeece under the Accreditation/CART Committee report.

5. CART Committee participation – Nicholas Akinkuoye

VP Akinkuoye was not present at the meeting; information was provided by Brian McNeece under the Accreditation/CART Committee report.

6. Student Services, Technology, and Research Reorganization plan – Victor Jaime and Todd Finnell

President Jaime stated that VP Finnell would be leaving to assume the elected position of County Superintendent of Schools. For this reason, a structure that best serves the needs of the institution and the students would need to be put into place.

President Jaime presented a PowerPoint entitled, Student Services, Technology, and Research Reorganization, September 2014:

- The proposed reorganization of Student Services would include Vice President of Student Services, with the same Administrative Assistant; the Dean of Student Affairs and Enrollment Services; Dean of Counseling and Institutional Planning; and Director of Institutional Research.
- The proposed reorganization of Technology Services would include having one of the three directors move up to CTO/CISO, with a Technology Services Technician (formerly SSTR technician; therefore, no additional personnel); and two Directors.
- Fiscal Impacts relating to reorganization:
 - The same numbers of FTE employees are in the plan.
 - The CTO/CISO would receive a stipend amount of \$11,640 for serving as CTO/CISO; thus no additional FTE.
 - Savings of \$74,825 by not filling the Vice President position.
 - One of the existing Deans in Student Services will be appointed as Acting VP for a stipend amount of 5% of their current monthly salary. This appointment is expected to cost \$3,445 or \$3,548.
 - Total net fiscal impact is a savings of \$65,457 to the unrestricted general fund for 2014-15.

- o Beyond 2014-15, there will be a savings of at least \$8,592.
- o The total potential net ongoing cost increase for future years is \$3,048 per year.

President Jaime stated the new CTO/CISO would report to the President; however, in many campuses the CTO/CISO reports to the VP of Administrative/Business Services. He would be re-evaluating that as we move forward. He stated the two directors would report directly to the CTO/CISO.

President Jaime stated the reason for having the Director of Institutional Research under Student Services is due to the program review shifting over from instruction to student services in addition to the Student Success Act which requires a lot of research and data.

Vice Chair Alonso requested clarification regarding the legal requirements in filling the CTO/CISO position; specifically whether the District would need to recruit for the position.

President Jaime clarified that the position would still be classified as a manager with additional duties of CTO.

VP Finnell stated it is an existing position but with extra duties, and modeled after what the leads in the student services area receive.

CHRO Larry clarified under Title 5 there are limited exceptions in which open recruitment is not required due to reorganization.

7. Foundation Scholarships – Todd Evangelist

Foundation Director Evangelist introduced Monica Rogers, IVC Foundation Coordinator, and presented a PowerPoint entitled, IVC Foundation College Council Update, September 22, 2014. He provided an overview of the PowerPoint:

- IVC Annual Golf Tournament will take place on Saturday, September 27, 2014 at the Del Rio Country Club in Brawley.
- Received record number of applications for the Student Ambassador Team for 14-15.
- The Foundation's net worth has increased to \$871,000 over the past five years.
- Compared the total funding for IVC scholarships and other programs from 2011-2014.
- He stated the Foundation faces a dilemma regarding the frequency and timing of the scholarships awarded to students.
- Requested that College Council take a draft survey and provide feedback regarding the frequency and timing of scholarships.
- A final survey will be provided to the campus community.

ADJOURNMENT

Chair Gilison adjourned the meeting at 4:12 p.m.

2014-2015 College Council Meeting Schedule 2:30-4:00 p.m. in the Board Room

2014	2015
September 22	February 23
October 27	March 23
November 17	April 27
	May 18

Measure J and L report (John Lau):

Currently there are two construction projects in progress:

- Removal of the 500 Buildings and subsequent landscaping. The project should be completed within the next 60 days.
- The storage area for Campus Security carts: installation will begin within the next two weeks and should be completed within the next 60 days. It will be located near the Student Affairs building.

The two projects noted above will be the last projects undertaken in the foreseeable future.

The College has authorization to sell another \$50 million dollars of bonds; however, the current property values are not high enough to allow for the sale of bonds. At this time, it appears that it will be some time before another bond sale can take place.

Program Review Update (Ted Caesar):

Nearly all Program Reviews have been completed and entered into SPOL. Some are waiting for Dean or V.P. approval in SPOL. Next step is for Resource Requests to be forwarded to the Resource Planning Committees via SPOL reports for prioritization. The Resource Planning Committees' prioritization is then forwarded to the Budget and Fiscal Planning for further prioritization. The BFP committee's prioritization is then forwarded to the President's Cabinet for decisions on what gets included in the 2015-2016 preliminary budget. All this needs to be done by October 31 to stay on our timeline. President's Cabinet is to finalize all resource requests by 11/18/2014, with the preliminary budget completed by 1/20/2015.

Budget Update and Financial (John Lau):

The College is currently in the process of developing the budget for 2015-16. The preliminary budget should be finalized by January 20, 2015. This is the first budget process to be done using the SPOL (Strategic Planning On-Line) system. As directed by the Board, this budget will be balanced in the context of on-going revenue meeting or exceeding on-going expenditures.

The College will again have state revenue deferrals in FY 2015-16 which will necessitate mid-year borrowing using TRANS (Tax Revenue Anticipation Notes) of approximately \$4 million to \$5 million dollars.

Competitive Athletics Committee (Jim Mecate):

10-9-14, 12pm to 1pm, Room 700

Discussed: IVC Program Review, Pacific Coast Athletic Program Review site visit at IVC on November 20, 2014, each Athletic Team will be working on a plan to improve their program, and the various sports seeking to hold sport camps using IVC facilities for minimal costs.

Environmental Health and Safety Committee (Tim Nakamura):

October 16, 2014/12:00PM/Room 902

- New mass notification update
- New members and attendance
- Tentative date for evacuation drill

Requesting new faculty members and alternates for the EHS committee.

Facilities and Environmental Improvement Committee (Jeff Enz):

9/26/14; 2:00 pm; Board Room

Cancelled due to lack of quorum

Next meeting: 10/31/14; 2:00 pm; Board Room

Public Relations and Marketing Committee (Mike Nicholas):

1. IVC Promotion in the Community – Discussion focused on summary of some of IVC’s recent marketing efforts in the community (Mall Signage, Billboards & Bus Shelter Signs) and the main challenges we would encounter if we try to expand our outreach efforts... such as the cost to bring back a printed schedule.
2. Committee Self-Evaluation – The committee completed the self-evaluation form for College Council. Discussion focused on the committee’s major obstacles including lack of funding resources for marketing and lack of quorum at our meetings. Recommendations included having a set meeting date and time and the replacement of non-active members.
3. Brainstorming – Other Marketing Ideas for Winter Intersession/ Spring Semester – Spent time discussing new cost effective marketing ideas. New marketing ideals included asking faculty to inform students about Winter Intersession during classes and the use of campus marquees and common areas to promote registration.

Student Affairs Committee (Sergio Lopez):

No report provided.

Campus Hour and Professional Development Committee (Tina Aguirre):

10-16-2014 12-1pm Board Room

Discussion centered on 4 main topics: 1) membership and representation, 2) revising the Professional Development Plan, 3) revising the Standing Rules, and 4) providing adequate support to the CHPD committee to ensure its viability.

Members Needed: At the last meeting there were 2 CMCA (both from HR), 2 faculty, 1 CSEA, 0 ASG, 1 Administrator, and no alternates. This is insufficient for a committee with a base of 10 + 5 alternates.

Membership Revision: All campus groups are represented, except part-time faculty. Also there was a question if the faculty should have either a representative or a consult from CTA

Separate Committee Work: It was recommended to separate the duties and responsibilities of Campus Hour Management from professional Development Plan Implementation and Management duties and responsibilities.

Resource Support: It was recommended that there be designated support for the Campus Hour functions and there be consideration for fiscal support for the implementation of the Professional Development Plan when it is revised.

Technology Planning Committee (Jeff Enz):

October 9th in the Board Room

- Approved changes to the Standing Rules: Added DE coordinator to the voting membership and removed having the official recording secretary in order to start meeting.
- Reviewed 2014 action plan and began discussing 2015 action plan.
- Began discussing technology use on campus.


Staffing Committee (Shawn Larry):

Staffing Committee meeting will not be taking place this month, so there is no report.

**Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form**

Committee Name					
Committee Charge (Summary)		The charge of the Competitive Athletics Committee is to evaluate and make recommendations to the College Council concerning various areas of the athletic program including but not limited to improvement of facilities, hiring of new staff and revisions in policies.			
For Academic Year		2013-2014		Date of Evaluation	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Nov	21	8	1	n/a	Review and revise Standing Rules of CAC
Jan					
Feb					
Mar	12	6	1	1	Review and prioritize athletic needs
Apr	9	6	1	1	Review new CCCAA Rules, out-of-state tuition fees, and athletic needs
May	14	9	1	1	Review previous meeting items, discuss the 3C2A Exam
Avg Attendance		7.3	100%	100%	
Major Accomplishments or Achievements in Past Year		1 Revised Standing Rules of the CAC			
		2 Developed a prioritized athletic needs list			
		3 Webpage has agendas, minutes, and Standing Rules			
		4 Campus and administration aware of athletic needs			
		5			
Major Obstacles or Problems with Committee Function		1 There is not a perfect time that all members can attend the CAC meeting			
		2			
		3			
		4			
Recommendations for Improving Process or Efficiency		1 Identify an hour that most members can attend the CAC meeting			
		2			
		3			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	<p>1 Replace Tennis Courts linked to Institutional Goal #3</p> <p>2 Goal 2 partially met, field needs leveling, Institutional Goal #3</p> <p>3 Goal 3 addressed by prioritized #2 within Student Services Area</p>
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<p>1 Promote the need for Tennis Courts replacement/resurface</p> <p>Related to: Institutional Goal: 3</p>
	<p>2 Promote the need for Full-time Athletic Counselor</p> <p>Related to: Institutional Goal: 2</p>
	<p>3 Promote the need for a Sports Information Director</p> <p>Related to: Institutional Goal: 3</p>
	<p>4 Promote the need to upgrade athletic facilities</p> <p>Related to: Institutional Goal:</p>
Chair/Co-Chair Signature x	 9-11-14
<i>Typed or Printed Name</i>	<i>Jim Mecate, Athletic Director</i>
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	
IVC Institutional Goals	
<p>Goal 1 (Institutional Mission & Effectiveness): The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.</p>	
<p>Goal 2 (Student Learning Program & Services): The College will maintain programs & services which support students success & the attainment of student educational goals.</p>	
<p>Goal 3 (Resources): The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.</p>	
<p>Goal 4 (Leadership & Governance): The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .</p>	
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AP 4235 Credit by Examination

Reference: Title 5, Section 55050

Credit by Examination Regulations

1. A student must have a minimum cumulative grade point average (GPA) of 2.0.
2. A student must be in good standing and have no financial obligations owed to Imperial Valley College (IVC).
3. The course identified for Credit by Examination must be listed in the current IVC catalog.
4. A student may complete Credit by Examination of an individual course only once.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. NOTE: the student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade, except in the case of High School Credit by Examination.
6. Credit by Examination counts as an enrollment for repeatability purposes.
7. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
8. Credit by Examination is not available where:
 - a. The student has already completed a more advanced course in the discipline.
 - b. The student has previously received an evaluative symbol grade (A, B, C, D, F, W, CR, P, NC, or NP) for a course taken at IVC or another college.
 - c. The student who has failed a Credit by Examination test cannot petition to retake the course by Credit by Examination.
9. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average and for determining scholarship awards.
10. Credit by Examination shall only be available in Fall or Spring semesters. The student must be enrolled in an approved CTE/High School articulated program during the semester in which the credit by exam is attempted.
11. The petition must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and exam completed before the end of the semester.

A. Student Procedures

1. The student must meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations.
2. The student must obtain the Credit by Examination form from the counselor. Each examination requires a separate petition form.
3. The student must complete the Course Identification and the Eligibility Determination sections with a counselor who will verify eligibility.
4. The student is responsible for obtaining the appropriate signatures required for the petition and for paying appropriate fees.
 - a. The student must obtain agreement, approval, and signature from the full-time faculty member who will administer the examination. It is recommended that the arrangements for completing the examination and the actual administration be made between the student and the instructor at this time.
 - b. The student must obtain the approval of the appropriate Department Chair and Division Dean.
 - c. The student must pay applicable enrollment and administrative fees in the IVC Business Office.
 - d. The student must then submit the completed Credit by Examination petition form to the Office of Instruction, location: Building 10, Office 40.
5. The student will attempt the Credit by Examination test in the place and the time arranged with the instructor.

B. Counselor Procedures

1. The counselor will be available to review Credit by Examination eligibility, procedures, and regulations with interested students.
2. The student should be advised that the use of units awarded through the Credit by Examination to establish eligibility for athletics, financial aid, and veteran's benefits is subject to the rules and regulations of the external agencies involved.
3. The counselor will assist the student in completing the Course Identification and Eligibility Determination sections, including verification of the student's eligibility under current policy, procedures, and regulations.
4. The Counselor will assist the Economic and Workforce Development Division with the CTE/High School program by presenting an orientation, the IVC admission application (CCC Apply), and the completion of the Credit by Examination petition form prior to the exam being given.

C. Business Office Procedures

1. Upon receipt of the appropriate enrollment and administrative fees, the IVC Business Office staff will complete and initial the Payment of Fees section of the Credit by Examination petition form.
2. The Credit by Examination fee for resident or non-resident students is the current enrollment fee per unit rate of the District.

D. Office of Instruction Procedures

1. The Office of Instruction shall compile and maintain a list of possible classes and interested instructors for Credit by Examination. This list shall be provided for Student Services for distribution to the counseling staff. The listing of a course does not guarantee/mandate the availability of an instructor in the discipline. The listing of an instructor does not guarantee/mandate the instructor's availability for Credit by Examination.
2. Upon Receipt by the Credit by Examination petition form from the student, the Office of Instruction staff will verify completeness, notify the instructor of record, and hold the petition form pending grade by the instructor.
3. Once the instructor of record has submitted a grade and signed the Grade Assignment section of the Credit by Examination form, and upon the signature of the Vice President for Academic Services (or designee), the Office of Instruction will forward the petition form and grade to Admissions and Records for posting of the student's grade and filing of the completed petition form.
4. CTE/High School articulated programs will be processed via the Economic and Workforce Development Division in conjunction with the Office of Instruction.

E. Admissions and Records Procedures

1. Once the Admissions and Records (A&R) Office receives the completed Credit by Examination petition form, with the examination date, grade awarded, and signatures of the administering instructor and Vice President of Academic Services (or designee), the A&R office staff will post the final grade and the Credit by Exam document to the student's permanent record.
2. The results of the Credit by Examination test, with the grade and grade points, will be entered on the student's permanent record with clear notation that the credit was earned by examination.

F. Instructor Procedures

1. The instructor will meet with the student to discuss the possibility of developing and administering Credit by Examination. If the instructor agrees, the instructor will sign the Credit by Examination petition form where appropriate. At that time, it is recommended that the student and instructor set a tentative schedule for the time and place where the examination will be given.

2. The examination itself may take any appropriate form such as written, oral, demonstration, or a combination of methods. A copy of the course outline and/or other pertinent information may be provided to the student to help the student prepare for the examination.
3. The instructor will develop an examination which covers the scope and content of the course identified with regard to the official Course Outline of Record (COR). The instructor may also wish to correlate the examination with the Student Learning Outcome(s) identified for the course.
4. After the instructor has been notified by the Office of Instruction that the fees have been paid and the petition has been received (D.2 above), the instructor will proctor the examination as scheduled with the student.
5. The CTE faculty member will, in conjunction with Economic and Workforce Development Division, notify students of the outcome of the Credit by Examination and provide copies of the exam and results to the appropriate Department Chair and Division Dean.
6. The instructor will grade the examination and submit the grade (and copy of the examination) to the Office of Instruction within the time specified by the Faculty Contract. At that time, the instructor will complete and sign the Grade Assignment section of the Credit by Examination petition form.

G. CTE/High School Student and Faculty Regulations and Procedures

1. Regulations

- a. An approved course articulation agreement must be established between the appropriate high school and Imperial Valley College (IVC) before Credit by Examination can take place.
- b. Only high school students enrolled in articulated courses are eligible to take the Credit by Examination.
- c. The high school student must have an overall GPA of a 2.0 or higher.
- d. The high school student must complete the CTE/HS course with a grade of "C" or higher and successfully pass the IVC Credit by Examination test to receive college credit.
- e. Enrollment and administrative fees will not be charged for credit earned through CTE High School Credit by Exam.

2. Applying For Credit by Examination Career Technical Education Transitions Process

- a. A Student must be registered and in good standing to earn college course credit.

- i. A student will be considered "in good standing" once they have completed the IVC admission application and will hold that status until the student's actions or performance result in a loss of that standing.
 - ii. A student will be considered "registered" at the college by submitting an active admission application for the term in which the college credit is being earned.
 - b. Within 18 months of high school graduation date, student must complete and submit:
 - 1) IVC Application for Admission;
 - 2) Petition for High School Credit by Examination articulated course credit.
[Note: Multiple courses may be listed on the petition, but must match agreements in place during time of high school enrollment. Parent permission is required for all students under the age of 18.]
 - c. Student submits the document listed in 5.b to the CTE Transitions Office.
 - d. The CTE Transitions Office verifies student information on the Petition for CTE Credit, attaches the completed Credit by Exam petitions and forwards the petition forms to the Office of Admissions and Records.
 - e. The IVC Office of Admissions and Records will record the college credit on the student's academic record in the term the credit is processed.

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		College Council			
Committee Charge (Summary)		The IVC College Council ensures that all students, faculty, staff, and administrators have equal opportunity to express their opinions and ideas at the campus level. Its members work to facilitate decisions that support student learning and improve institutional effectiveness. All recommendations by this Council are directed to the Superintendent/President.			
For Academic Year			2013-2014		Date of Evaluation 8/26/2014
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Aug	26	13	1	1	Reviewed purpose and function of College Council, discussed how subcommittees should be reporting to the College Council, discussed community visioning process
Sept	9	14	1	1	Discussed subcommittee reporting and community visioning process
Sept	23	14	1	1	Discussed subcommittee reporting, disaster/evacuation drills
Oct	14	15	1	1	Approved 2014-15 academic calendar, discussed subcommittee reporting and Campus Hour/Professional Development committee standing rules (draft)
Oct	28	14	1	1	Approved FEIC and EV&S committee standing rules, discussed subcommittee reporting and started populating CHPD Committee
Nov	18	17	1	1	Approved updated College Council standing rules, discussed subcommittee reporting and 2013-14, 2014-15 planning and budget calendar
Jan	27	11	1	1	Approved CAC standing rules
Feb	3	11	1	1	Special meeting to accept accreditation follow-up report
Feb	10	15	1	1	Approved CHPD standing rules, discussed changed to format and meeting structure of College Council
Feb	24	12	1	1	Created ad-hoc committee to review/update College Council bylaws
Mar	10	12	1	1	Discussed subcommittee websites and progress of ad-hoc committee
Mar	24	14	1	1	Approved updates to CC standing rules - meeting 1x/month, creation of agenda committee, and clarification of membership
Apr	7	12	1	1	Special meeting to accept accreditation special report
Apr	14	12	1	1	Update on subcommittee progress

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Apr	28	12	1	1	Discussed membership of agenda committee and provided feedback on the Professional Development Plan
Avg Attendance		12.5	100%	100%	
Major Accomplishments or Achievements in Past Year					
1 Participated in Community Visioning process					
2 Improved efficiencies of subcommittees					
3 Made major changes to functioning of College Council					
4					
5					
Major Obstacles or Problems with Committee Function					
1 Continued subcommittee performance and lack of reporting					
2 Attendance and participation at College Council meetings					
3 Lack of awareness of general function of College Council by the campus					
4					
Recommendations for Improving Process or Efficiency					
Continue to follow-up with subcommittee chairs about committee					
1 performance and reporting					
2 Review attendance of CC members to see if membership needs to be changed					
3 Agenda committee members to bring agenda items to College Council					

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form


Review of Goals from Previous Year & Related Institutional Goal	1 N/A
	2 N/A
	3 N/A
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	1 Evaluation of functional changes to College Council Related to: Institutional Goal: 4
	2 Review of subcommittee evaluations to examine how to improve functioning of subcommittees Related to: Institutional Goal: 4
	3 Related to: Institutional Goal:
	4 Related to: Institutional Goal:
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> <i>Daniel Gilison (Chair)</i>	
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> <i>Yethel Alonso (Vice Chair)</i>	
IVC Institutional Goals	
Goal 1 (Institutional Mission & Effectiveness): The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.	
Goal 2 (Student Learning Program & Services): The College will maintain programs & services which support students success & the attainment of student educational goals.	
Goal 3 (Resources): The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.	
Goal 4 (Leadership & Governance): The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .	
IVC Mission	
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Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name					
Committee Charge (Summary)		The charge of the Competitive Athletics Committee is to evaluate and make recommendations to the College Council concerning various ares of the athletic program including but not limited to improvement of facilities, hiring of new staff and revisions in policies.			
For Academic Year			2013-2014		Date of Evaluation
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Nov	21	8	1	n/a	Review and revise Standing Rules of CAC
Jan					
Feb					
Mar	12	6	1	1	Review and prioritize athletic needs
Apr	9	6	1	1	Review new CCCAA Rules, out-of-state tuition fees, and athletic needs
May	14	9	1	1	Review previous meeting items, discuss the 3C2A Exam
Avg Attendance		7.3	100%	100%	
Major Accomplishments or Achievements in Past Year		1 Revised Standing Rules of the CAC			
		2 Developed a prioritized athletic needs list			
		3 Webpage has agendas, minutes, and Standing Rules			
		4 Campus and administration aware of athletic needs			
		5			
Major Obstacles or Problems with Committee Function		1 There is not a perfect time that all members can attend the CAC meeting			
		2			
		3			
		4			
Recommendations for Improving Process or Efficiency		1 Identify an hour that most members can attend the CAC meeting			
		2			
		3			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	<p>1 Replace Tennis Courts linked to Institutional Goal #3</p> <p>2 Goal 2 partially met, field needs leveling, Institutional Goal #3</p> <p>3 Goal 3 addressed by prioritized #2 within Student Services Area</p>
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<p>1 Promote the need for Tennis Courts replacement/resurface</p> <p>Related to: Institutional Goal: 3</p>
	<p>2 Promote the need for Full-time Athletic Counselor</p> <p>Related to: Institutional Goal: 2</p>
	<p>3 Promote the need for a Sports Information Director</p> <p>Related to: Institutional Goal: 3</p>
	<p>4 Promote the need to upgrade athletic facilities</p> <p>Related to: Institutional Goal:</p>
Chair/Co-Chair Signature x	 9-11-14
<i>Typed or Printed Name</i>	<i>Jim Mecate, Athletic Director</i>
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	
IVC Institutional Goals	
Goal 1 (Institutional Mission & Effectiveness):	
The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.	
Goal 2 (Student Learning Program & Services):	
The College will maintain programs & services which support students success & the attainment of student educational goals.	
Goal 3 (Resources):	
The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.	
Goal 4 (Leadership & Governance):	
The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .	
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Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Campus Hour and Professional Development Committee			
Committee Charge (Summary)		The charge of the CHPD Committee is to identify & recommend to the College Council actions, strategies, or plans to improve and sustain the Campus Hour and professional develop activities. It is further charged to collaborate with campus and community groups to promote the professional growth of our academic community.			
For Academic Year		2013-2014		Date of Evaluation 5/15/2014	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Nov	19	9	1	n/a	Review committee purpose and related documents
Jan	28	8	1	1	Approved Standing Rules, mtg dates, & goals. Reviewed surveys of Nov-Dec '13
Feb	20	11	1	1	Reviewed rough draft of PD Plan. Developed 4th goal.
Mar	20	9	1	1	Reviewed final draft of PD Plan & calendar
Apr	17	7	1	1	Student survey distributed. PD Plan & proposed calendar to be forwarded to College Council & Academic Senate. First review of PD Resource Requests done
May	15	8	1	n/a	Virtual mtg to prioritize PD resource requests, election of chair for the next year, and review self-eval.
Avg Attendance		8.7	100%	100%	
Major Accomplishments or Achievements in Past Year		<ul style="list-style-type: none"> 1 PD Plan 'draft' to College Council & Academic Senate. 2 Baseline surveys of faculty, staff, admin done 3 Webpage has minutes, agendas, rules, etc. 4 Possible web-based integrated calendar identified 5 Student survey distributed w/ results pending for June. 			
Major Obstacles or Problems with Committee Function		<ul style="list-style-type: none"> Negotiable items in PD Plan are a concern & to be emailed to PTFA, CTA, and 1 CSEA 2 Not all members can attend at 08:00 3 Lack of a budget for PD activities 4 Lack of designated support staff 			
Recommendations for Improving Process or Efficiency		<ul style="list-style-type: none"> 1 Identify designated support staff 2 3 			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	1 Goals approved & linked to Institutional Goals 01/28/2014 2 Have not yet addressed Diversity goal #4 3 Goal 1, 2, 3 approximately 85% completed
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	1 Develop a District Plan for Professional Development Related to: Institutional Goals: 2 & 3
	2 Prepare for & complete work of the Professional Development Resource Planning Committee Related to: Institutional Goal: 2 & 3
	3 Develop a Calendar of Campus Hour and Professional Development Activities Related to: Institutional Goal: 2 & 3
	4 Promote awareness of cultural and human diversity Related to: Institutional Goal 1, 2, & 3
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i>	<i>Justina Aguirre, Dean of Health and Sciences</i>
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i>	<i>Sergio Lopez, Dean of Student Affairs</i>
IVC Institutional Goals	
Goal 1 (Institutional Mission & Effectiveness):	
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Goal 2 (Student Learning Program & Services):	
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Goal 3 (Resources):	
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Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

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Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Environmental Health & Safety Committee			
Committee Charge (Summary)		To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and main such an environment.			
For Academic Year			2013-2014		Date of Evaluation 9/5/2014
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Nov	#####	0	1	0	Unable to meet quorum.
Jan	N/A	0	0	0	No scheduled meeting.
Feb	#####	4	1	1	Upcoming drills, ariel mapping of campus, preparedness
Mar	#####	0	1	0	Unable to meet quorum.
Apr	N/A	0	0	0	No scheduled meeting.
May	#####	0	1	0	Unable to meet quorum.
Avg Attendance		0.7	67%	17%	
Major Accomplishments or Achievements in Past Year		1 "Safety Walk" around campus to determine areas of need improvement.			
		2 Conducting the first night time evacuation drill on campus.			
		3 Campus wide participation in the "Great Shakeout" drill			
		4 Creating a Community Emergency Response Team (CERT) on campus.			
		5			
Major Obstacles or Problems with Committee Function		1 Making quorum.			
		2			
		3			
		4			
Recommendations for Improving Process or Efficiency		1 Assigning additional/new faculty members to make quorum.			
		2			
		3			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	1 Executing an evacuation drill with campus wide participation.
	2
	3
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	1 Making quorum Related to: Institutional Goal: 1
	2 Participation in the "Great Shakeout" with faculty involvement. Related to: Institutional Goal: 2
	3 Disaster response education through distance learning via internet. Related to: Institutional Goal: 3
	4 Related to: Institutional Goal:
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	<i>Tim T. Nakamura</i>
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	
IVC Institutional Goals	
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Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Public Relations and Marketing Committee			
Committee Charge (Summary)		The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College.			
For Academic Year			2013-2014		Date of Evaluation 9/17/2014
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Dec	12	5	1	0	Approved 2014-2017 Public Relations/Marketing Plan
Feb	19	6	1	1	Social Media Guidelines / Summer-Fall 2014 Promotion
Mar	27	7	1	1	Review of 2012-14 & 2014-15 Marketing Budgets
Apr	N/M				
May	22	5	1	0	Prioritization of Marketing Resource Request – Program Review 2014 - IVC Branding / Marketing Campaigns
Avg Attendance		5.8	100%	50%	
Major Accomplishments or Achievements in Past Year		1 Created 2014-2017 Public Relations/Marketing Plan			
		2 Proposed Social Media Policy for the College			
		3 Completed Resource Requests Program Review for 2014			
		4 Successful College Promotion- Billboard, Bus Stop, Mall, Radio & Facebook			
		5 Improved college wide branding efforts			
Major Obstacles or Problems with Committee Function		Lack of funding to support all campus marketing request - especially with			
		1 community outreach and external campus promotion/marketing			
		2 Need more campus-wide participation to obtain college marketing goals			
		3 Lack of quorum at some meetings			
Recommendations for Improving Process or Efficiency		4 Lack of man power to fully complete all campus marketing requests			
		1 Review non-active membership and make changes to improve attendance			
		2 Secure better funding through PR Program Review to support college mission			
		3 Schedule a standing monthly meeting time to approve attendance			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	1 N/A
	2
	3
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	1 Continue to build upon the committee created Public Relations/Marketing Plan Related to: Institutional Goal: 1,2 & 3
	2 Provide students with clear, concise and timely information to help them achieve their educational goals and inform the public of education opportunities at IVC Related to: Institutional Goal: 1 & 2
	3 work to improve existing marketing efforts with appropriate fiscal resources and the establishment of a comprehensive Public Relations/Marketing capability Related to: Institutional Goal: 1,2 & 3
	4 Related to: Institutional Goal:
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> <i>Mike Nicholas, Publications Design Coordinator</i>	
Chair/Co-Chair Signature	x
<i>Typed or Printed Name</i> <i>Bill Gay, Director of Public Relations</i>	
IVC Institutional Goals	
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Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name		Student Affairs			
Committee Charge (Summary)		The function of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of student life, community services, and public relations. This Committee shall be responsible for formulating policies regarding various student activities, including clubs, assemblies, and elected student bodies, and shall make recommendations and policies concerning commencement and disciplinary matters pertaining to disciplinary appeals.			
For Academic Year		2013-2014		Date of Evaluation 9/11/2014	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
Oct	7 & 14	15 & 16	1	1	Reviewed committees mission statement. Approved changes to the Student Complaint Policy. Elected a chairperson for the Disciplinary Appeals sub-committee.
Nov	4 & 15	14 & 14	1	1	Disciplinary hearings - the disciplinary sanctions were upheld.
Jan	29	15	1	1	Disciplinary hearings - the disciplinary sanctions were upheld.
Feb	3		1	0	Cancelled for lack of quorum
Mar	3	14	1	1	Disciplinary hearings - the disciplinary sanctions were upheld.
Apr	7	15	1	1	Reviewed and selected 2013-14 Scholar Athlete nominated by the Athletic director. Selected 2013-14 Club of the year.
May	5	15	1	1	Reviewed and selected Pepsi scholarship recipients. 6 \$1,000 and 1 \$500 scholarships were awarded.
Avg Attendance		14.8	100%	83%	
Major Accomplishments or Achievements in Past Year		1 Revised the Student Complaint policy.			
		2 Updated committee's minutes and agendas on webpage.			
		3 Disciplinary Appeals sub-committee attendance has increased.			
		4 Awarding of scholarships.			
		5			
Major Obstacles or Problems with Committee Function		1 Not all members can attend disciplinary hearings when scheduled.			
		2 Composition of the Disciplinary Appeals sub-committee.			
		3			
		4			
Recommendations for Improving Process or Efficiency		1 Reduce the the number of members serving on the disciplinary hearing committee.			
		2			
		3			

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Review of Goals from Previous Year & Related Institutional Goal	<p>1 Discussed revising sanctions for disciplinary matters to include community service. Calls for discussion with CSEA regarding employee issues. Ongoing.</p> <p>2 Revised the Student Complaint form.</p> <p>3</p>
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	<p>1 Provide training to new members on procedures for reviewing disciplinary appeals and the function of the committee. Related to: Institutional Goal: 2 &3</p> <p>2 Revise Student Code of Conduct Board policy. Related to: Institutional Goal: 4</p> <p>3 Develop a plan to address the growing number of graduates and how it impacts the commencement ceremony. Related to: Institutional Goal: 2 & 3</p>
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	<i>Sergio A. López, Dean of Student Affairs & Enrollment Services</i>
Chair/Co-Chair Signature x	
<i>Typed or Printed Name</i>	
IVC Institutional Goals	
Goal 1 (Institutional Mission & Effectiveness):	
The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.	
Goal 2 (Student Learning Program & Services):	
The College will maintain programs & services which support students success & the attainment of student educational goals.	
Goal 3 (Resources):	
The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.	
Goal 4 (Leadership & Governance):	
The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .	
IVC Mission	
<i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities; to assist students in achieving their educational & career goals; and to be responsible to the greater community.</i>	



Imperial Valley College
 Campus-Wide Standing Committee
 Self-Evaluation Form



Facilities and Environmental Improvement

Committee Charge (Summary): Deal with physical appearance and sustainability of campus

For Academic Year: 2013/2014

Date of Self Evaluation: 06/2014

Month	Meeting Date(s)	# of Members Attending	Agendas E-Mailed in Advance?		Minutes Posted On-Line?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Nov.	11/25/13	7	X		X		Re-formulation of committee
Feb.	02/28/14	5	X		X		Discussed Art and Beautification
March	03/28/14	6	X		X		1600 Mural, parking Lot
April	04/30/14	8	X		X		Sundial/Time Capsule
May	05/09/14	6	X		X		Sundial/Time Capsule

Average Attendance

Major Committee Accomplishments & Achievements in Past Year	<ul style="list-style-type: none"> • Re-establish committee • Work on vision
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Major Obstacles/Problems with Committee Function	<ul style="list-style-type: none"> • Committee participation from all represented groups.
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Recommendations for Improving Committee Process/Efficiency	<ul style="list-style-type: none"> • We should continue to look for ways in which we can successfully communicate with the campus community.
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Review of Goals from Previous Year	
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Committee Goals (If Appropriate)
for Coming Year

- Plan for Beautification
Institutional Goal #3
- Parking Plan
Institutional Goal #3
- Establishing & implementing a campus wide policy/procedure for issuance of keys
Institutional Goal #4

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: _____

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: _____

INSTITUTIONAL GOALS

Goal One (*Institutional Mission and Effectiveness*): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Goal Two (*Student Learning Programs and Services*): The College will maintain programs and services which support students success and the attainment of student educational goals.

Goal Three (*Resources*): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Goal Four (*Leadership and Governance*): The Board of Trustees and the Superintendent/President will each establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

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.