Academic Senate of Imperial Valley College

Adopted Minutes

2 October 2013

I. Call to Order—The meeting was called to order by President Lehtonen at 1:31p.m.

Present—Eric Lehtonen, Laura Mosier, Scott Simpson, Cathy Zazueta, David Zielinski, Dave Drury, Frank Miranda, David Scott Sheppard, Caroline Bennett, Russell Lavery, Rick Goldsberry, Bradford Wright, Ralph Marquez, Norma Nunez, Michael Capeci, Mike Palacio, Robert Baukholt, Daniel Gilison, Michael Heumann, Mary Lofgren, Frank Rapp, Christina Shaner, Kevin White, Kathy Berry, Ricardo Ibarra.

Absent— Ed Wells.

Excused—Barbara Nilson, Allyn Leon.

Visitors—Trinidad Arguelles, Ted Ceasar, Travis Gregory, Eric Jacobson, Victor Jaime, Sergio Lopez, Brian McNeece, David Poor, Sydney Rice, Mary Jo Wainwright.

II. Visitors' Comments—Vice-President for Academic Services Kathy Berry stated that the Imperial Valley College Nursing program had been accredited by the California Board of Nursing Education and Nursing Registration.

III. Consent Agenda

1. M/S/C (Heumann/Gilison) to approve the Consent Agenda as presented.

IV. Reports

1. President—President Lehtonen welcomed Michael Capeci as the newly-elected Part-Time Faculty Representative to the 2013-2014 IVC Academic Senate and Laura Mosier as a new Arts, Letters, and Learning Services Division representative.

President Lehtonen further informed the Senators present that an informal gathering would take place at the home of IVC Academic Senate Secretary Frank Rapp on the evening of Friday, 18 October 2013 as a prelude to the Area D meeting to be held at IVC on Saturday, 19 October 2013.

President Lehtonen reminded the Senators present that the discussion to be held during "Action Item 1. Academic Calendar" would follow the pro/con format and that any "Call the Question" movements were required to receive a two-thirds majority vote to pass.

2. Past President—Past President Kevin White reported that, following the most recent Budget and Fiscal Planning Committee meeting, the 3%/$10,000.00 variance recommendation of the committee had been presented to the IVC Board members.

3. Treasurer—Treasurer Cathy Zazueta reported that the Senate's account balance stands at $5,926.89.

4. Associated Student Government—Associated Student Government President Ricardo Ibarra reported that the IVC Associated Student Government had recently hosted two events at which renowned artist Simon Silva had spoken to IVC students and members of the community.

He further reported that the ASG members shall host a Health Fair in the College Center on Tuesday, 8 October 2013, and a Dia de Muertos Art Exhibit on Tuesday 8 October 2013, in the Juanita Lowe Art Gallery.

5. Part-Time—Part-Time Faculty Representative Michael Capeci reported that the executive board of the Part-Time Faculty Union shall cover the cost of decorative improvements to the Part-Time Faculty Office facility in the 800 building and reminded the senators present that said office is available to all.

Representative Capeci further wished to thank all those who had voted for him in the recent election for a Part-Time Faculty Representative.

6. Curriculum Committee—Curriculum Committee Chairman Michael Heumann reported that the Curriculum Committee had approved enrollment priority procedures and that discussion of additional such procedures shall be discussed in upcoming Curriculum Committee meetings, as would course enrollment capacity.

7. College Council—College Council Co-Chairman Daniel Gilison reported that the College Council was currently working on the Campus Hour/Staff Development Committee standing rules draft.

Co-Chairman Gilison further reported that a disaster drill shall take place on the IVC campus on Thursday, 17 October 2013.

8. Budget and Fiscal Planning—Co-Chairman of the Budget and Fiscal Planning Committee Kevin White deferred his report, referring to the information he had reported in his capacity as IVC Academic Senate Past President.

9. Basic Skills Initiative—Basic Skills Initiative Co-Chairman Frank Rapp reported that the Basic Skills Initiative Committee was considering joining an on-line tutoring program in order to expand the availability of tutoring for IVC students.

10. Honors Program—Honors Program Chairman Robert Baukholt reported that there are a total of six classes offering honors programs this semester and that the program had expanded with all honors instructors this semester being different honors instructors than had offered honors programs in the Spring 2013 semester.

11. CART—CART Committee Chairman Brian McNeece reported that members of the Continuous Accreditation Report Team (CART) would be attending Accrediting Commission for Community and Junior Colleges Conference on Student Learning Outcomes at College of the Desert.

Chairman McNeece further reported that the CART Committee had formed "teams" for focus on the different accreditation recommendations and that the committee shall be using the Strategic Planning On Line (SPOL) form for planning and record keeping purposes, with Wednesday, 30 October 2013, as a deadline for initial drafts of response reports.

10. Other Committee Reports—There were no other committee reports.

V. Action

1. Academic Calendar—2014-2015—Eric Lehtonen

M/S/C 15 "Yes," 6 "No" (Nunez/Heumann) to approve the proposed academic calendar for the 2014-2015 academic year as presented.

Discussion ensued, including concerns regarding the date of the service day in January 2015, the likelihood of a Winter Session in 2015, the pedagogical effects of no classes being held during Thanksgiving Week, the time necessary for Admissions and Records to receive and process final grades between sessions and semesters, the pedagogical effects of the resultant reduced grading time, and whether or not graduation in Spring 2015 would be a mandatory service day for faculty.

2. Committee Openings—New Faculty Orientation—Eric Lehtonen

M/S/C (Gilison/Nunez) to appoint two full-time and one part-time faculty members to the New Faculty Orientation Committee.

Norma Nunez and Mike Palacio, Jr. volunteered to serve on said committee.

VI. Discussion

1. Student Complaint Form—Sergio Lopez.

Dean of Student Affairs Sergio Lopez presented the proposed changes to the IVC Student Complaint Procedures.

Discussion ensued, including concerns regarding the type of complaints covered under the policy; the designation of what individual or what office for the handling of different types of complaints; the designation of differences between formal and informal complaints; the methods of handling complaints, particularly regarding the question of what constitutes fairness in the process; the inclusion or not of counselors in the complaint process; and whether or not a written record is kept of complaints and their eventual resolutions.

2. Director of Nursing and Allied Health Position—Eric Lehtonen

President Lehtonen stated that he had received several inquiries regarding the recent announcement of the open position of Associate Dean of Nursing and Allied Health at Imperial Valley College which until this time has been the Director of Nursing and Allied Health position.

Vice-President Berry and Superintendent/President Victor Jaime both stated that there is no difference in job description nor in pay scale for the position and that the only difference is that the Director position is a classified management position and that the Associate Dean position is an administrative position.

No discussion ensued.

VII. Information

1. Hiring Procedures and Policies Ad Hoc Committee—Eric Lehtonen

President Lehtonen informed the Senate that the positions for the Hiring Procedures and Policies Ad Hoc Committee had been filled by Eric Lehtonen; Lorrainne Mazeroll; Kevin White; Mike Palacio, Jr.; and representatives from Human Relations.

2. Part-time Election Update—Frank Rapp

Secretary Rapp informed the Senate that Mike Capeci had garnered the majority of nineteen (19) ballots cast in the recent Special Election for Part-Time Faculty Representative to the 2013-2014 IVC Academic Senate.

He further wished to thank each of the three additional candidates: AJ Gaddis, John Fahim, and Elizabeth Kemp, and to encourage each of them to consider running for the Senate in future elections.

3. Class Enrollment Capacity—Eric Lehtonen

President Lehtonen informed the Senate that recent negotiations between IVC/CCA/CTA and district negotiators had involved discussion of minimum and maximum classroom capacity levels and that said discussions are informed by state law establishing that this is a negotiable issue.

VI. *"For the Good of the Order"*

CART Committee Chairman Brian McNeece informed those present that faculty and student members would be needed to volunteer to assist with a survey necessary for the response to the recent accreditation report for IVC.

VIII. Adjournment

President Lehtonen adjourned the meeting at 2:57p.m.

The next regularly scheduled meeting of the IVC Academic Senate shall take place on 16 October 2013 at 1:30p.m. in the IVC Board Room.