

Imperial Valley College Academic Senate
Minutes
Wednesday, 16 October 2019
2:40 PM Board Room

A. Call to Order by the President: at 2:44 p.m.

Roll call by Secretary

Present: Mary Lofgren (President), Ric Epps (President-Elect), Craig Blek, Jeff Burt, Gilbert Campos, Temo Carboni, Steven Cauchon, Jesus Esqueda, Kristen Gomez, Melani Guinn, Diane Harris, Joe Henderson, Eric Lehtonen, Daniel Ortiz, James Patterson, Ed Scheuerell, Veronica Soto, Jia Sun, Austen Thelen, Xochitl Tirado, Elizabeth Trevino, Ed Wells, Cathy Zazueta, Christina Tafoya (VP Academic Services), Moises Hernandez (ASG President)

Excused: none

Absent: Jose Plascencia, Helena Quintana, Jose Roman, Margarita Vizcarra, Michael Heumann

Visitors: Dave Drury, Lennor Johnson, Elizabeth Kemp, Allyn Leon, David Poor, Aileen Sanchez

B. Visitor's Comments

Dr. Thelen shared the concerns of the Psychology Department faculty resulting from a prerequisite challenge process prior to the fall semester:

"The IVC Psychology Department is concerned that bypassing prerequisite classes goes against important curriculum sequencing determined by both the Psyc Department and the IVC curriculum committee, as well as the Chancellor's Office. Both Psyc 101 and 214 are required by the Chancellor's Office before enrolling in Psyc 212.

"Allowing students to take the courses out of sequence is not in the students' best interest as Psyc majors. Students do not have a sufficient understanding of the material needed to be successful in Psyc 212 without the prerequisites.

"The Psyc Department is concerned that decisions regarding curriculum, instruction, and sequencing are being made at the administrative level, without input from Psyc Department faculty. As IVC Psyc majors, the students need to complete the curriculum. Having students take classes out of order for scheduling convenience should not take precedence over completing the program as directed. Taking classes out of order would not have been an option for our main campus students. All IVC students who get a degree in Psychology from our college should meet the same standards.

"Other concerns include how skipping prerequisites might impact articulation and guided pathways in Psychology. While the department understands that the administration had the ability to wave prerequisites under reason #5, the Psychology Department does not believe that this was the correct course of action because it was not in the best interest of the students who lacked the prerequisite courses in question.

"If students can challenge a prerequisite because a course is not scheduled in a timely manner, then there should be a firm definition regarding the time-frame in question. We suggest new policy language for reason #5, whereby the challenge cannot be granted unless the prerequisite course in question has not been available for the previous three semesters."

Dr. Johnson announced that AP 3900 needs to be updated and will be brought to Academic Senate soon.

C. President's Report

President Lofgren shared information that the Senate Exec group meets on the second and fourth Wednesdays of the month in the Academic Senate Office 303. The meetings are open to senators. The Prerequisite Challenge process and related BP/AP 4260 will be a discussion item on the next Senate agenda. President Lofgren announced that late registration would open soon for the ASCCC Fall Plenary session on November 7-9 in Newport Beach. She also announced that faculty positions were now available on the new Outcomes & Assessment Committee and a Starfish Advisory committee.

D. Treasurer's Report

Treasurer Trevino reported a balance of \$3,459.18.

E. ASG President's Report

ASG President Hernandez reminded everyone to wear blue on Mondays to stand against bullying and to wear pink on Wednesdays for Breast Cancer Awareness month. He announced that he and other ASG Senators

E. Presentation(s)

1. Academic Senate Constitution & Bylaws review/update – Mary Lofgren reported that the Senate Exec group had put together a mark-up of changes to the Academic Senate bylaws – specifically relating to changes in the sub-committee section – and the need to update the delineation of Division Rep. Senators in the Senate constitution. The mark-up was sent to the Academic Senators with their agenda packet. President Lofgren encouraged all to review the bylaw changes prior to the next meeting.
2. Institution-Set Standards – As Accreditation Coordinator, James Patterson gave a presentation on Institution-Set Standards which are part of the annual report to ACCJC for the college. Patterson shared the federal regulations mandating institution-set standards (3), the ACCJC's policy on institution-set standards, and the IEPI indicators for institution-set standards (30+). He also presented historical data on standards reported to the ACCJC over the past four years. In some cases, IVC has surpassed the standards/goals, so those goals need to be revisited. In some cases, historical memory no longer knows where some standards/goals came from. CART has agreed to work with Institutional Research this year to shepherd the Institution-Set Standards through the participatory governance bodies to review and update (and document) the standards, both mandatory and preferred, for future ACCJC annual reports.

F. Consent Agenda

1. Approval of Academic Senate minutes for 2 October 2019
[Lehtonen/Blek/approved]

G. Action Items

None

H. Discussion

1. Faculty Professional Development fund request process – Elizabeth Kemp reviewed the proposed fund request online form and review/approval process developed by the Faculty Teaching & Learning Committee. TLC has a Canvas webpage.

Fund Request Process for Academic Senate Funds

1. Submit fund request through TLC website (imperial.edu/tlc)
 - a. Submit fund request as soon as possible. Committee recommends requesting funding at least 2 months in advance to allow ample time for review and procedural tasks. Also note that any out of state requires board approval and may need extra time.
2. Committee evaluates requests
 - a. Committee will evaluate at monthly meetings; special meetings or electronic votes may be scheduled as needed
 - b. Requests will be considered based on benefit to college, departmental need, type or relevancy of event, cost, and availability of other potential funding sources.
3. Approval of funding, partial funding, or conditional approval will be allocated within a month of the request
 - a. Applicants will be notified via email by a member of the FTLC committee
4. After approval, faculty members must complete the travel request form and submit it to their area's staff support technician, dean, or administrator.
5. After completion of event or project, faculty members should follow up by disseminating information to at least one group on campus
 - a. This could be sharing information at a department meeting, giving a report or presentation to a committee, facilitating a workshop, etc.

Elizabeth Kemp reported that the Faculty Teaching & Learning Committee is still working on a rubric for prioritization when funding requests are greater than available funds.

I. Reports

1. Curriculum – Kristen Gomez and Allyn Leon reported on the Curriculum Committee's work on credit for prior learning.
2. Pathways to Student Success – Temo Carboni reported that the next meeting of the committee would be October 28.
3. Budget & Fiscal Planning – none.
4. Equivalency – Mary Lofgren reported that no new equivalency applications had been received.
5. Outcomes & Assessment – James Patterson reported that he had met with the new committee for the October meeting to review the ACCJC Recommendation 1 relating to learning outcomes assessment processes across campus.
6. Distance Education – Xochitl Tirado reported that ten (10) new online courses are under review currently. The DE Committee is working to adjust IVC's approval process to mirror the OEI approval rubric. Xochitl Tirado also announced Can-Innovate on October 25.
7. Faculty Teaching & Learning – see information under Discussion earlier.
8. Open Educational Resources – This committee is on hold.

J. Information Item(s)

None

K. For the Good of the Order

None

F. Adjournment at 4:00 p.m.

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.