



## Minutes

Of the Meeting of the Representative Council  
May 05, 2016 from 2:00 – 4:00 pm in B 209

### Roster/Roll 05/05/16

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
President	Kathy Schmeidler	X		
Recorder	Carlo Chan	X		
Parliamentarian	n/a			
Voting				
Vice President	Bob Urell	X		
Chair, Academic Affairs	Brett McKim	X		
Chair, Curriculum	Diana Hurlbut	X		
Past President	Lewis Long	X		
Senators (22 votes)				
Adjunct Faculty	Carla Reisch	X		
Adjunct Faculty	Melody Harper	X		
Business Science	Rick H. Boone	X		
Business Science	Bennet Tchaikovsky			X-June McLaughlin
Arts	Stephen Rochford	X		
Arts	Joe Gerges	X		
Arts Alternate				
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Tiffany Tran			X - Melendez
Counseling Alternate				
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology, Health & Athletics	Martin McGrogan			X-Davies
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate				
Languages & Learning Resources	Melanie Haeri	X		
Languages & Learning Resources	Jeff Wilson	X		
Languages & Learning Resources Alt.	Cheryl Delson			
Life Sciences	Roland Rodriguez	X		

Life Sciences	Meredith Dorner			X - Rodriguez
Math/CIS/Engineering	Joel Sheldon			X - Zucker
Math/CIS/Engineering	Ben Vargas			X- Zucker
Physical Sciences	John Davison	X		X-Tabibzadeh
Physical Sciences	Kiana Tabibzadeh	X		
Physical Sciences Alternate	Art Ambrose			
Social & Behavioral Sciences	Robert Hollenbaugh	X		
Social & Behavioral Sciences	Elizabeth Chambers	X		
Social & Behavioral Sciences Alt.	Kari Tucker			

A. CALL TO ORDER

The President called the meeting to order at 2:00pm.

B. ADOPTION OF AGENDA

**Item 1 Agenda: May 05, 2016**

Discussion: Motion to adopt the agenda with the removal of curriculum from consent and we move up items 5, 18, 19, 20, and 25 on to top of agenda.

Action Taken: Vote.

M: Bauer, R.	S: Gerges, J.	Y: 22	N: 0	A: 0
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C. INTRODUCTION OF GUESTS – Traci Fahimi, Joshua Junker, Elissa Oransky, Edwin Tiongson, June McLaughlin, Roopa Mathur, Cathleen Grinder, Craig Justice, Bruce Hagan, Melissa Martinez, Zahra Noroozi, Ben Guzman, Karima Feldhus,

D. PUBLIC COMMENTS

- The date March 11, 2017 is secured for The Foundation Dinner and it will be at the Discover Science Center.
- Steve Rochford and Kathy thanked Carla Reisch for her 6 years of service in Academic Senate as a part-time faculty representative.
- Lewis Long announced that the Faculty Association has new faculty evaluations instruments. Kathy will be IVC representative.

E. RECORD OF THE PREVIOUS MEETING

**Item 2 Minutes of the Previous Meeting: March 03, March 17, & April 07**

Discussion: None.

Action Taken: Vote.

M: Rochford, S.	S: Wilson, J.	Y: 26	N: 0	A: 0
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M: Haeri, M.	S: Gerges, J.	Y: 25	N: 0	A: 1
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M: Harper, M.	S: Rodriguez, R.	Y: 21	N: 0	A: 5
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**F. EXECUTIVE REPORTS**

Senate President: Kathy Schmeidler: The results of Senate election are in. Joshua Junker and Melody Harper are elected as the part-time faculty Academic Senate representatives and Carla Reisch is elected as the part-time alternate representative. Kathy Schmeidler is elected as the Academic Senate President and Bob Urell is elected as the Vice President.

Vice-President: Bob Urell: A resource request for \$100,000 for physics classes was approved by SPAC; we assume it will be funded. Basic Aid allocations are still being discussed. The Basic Aid request that were not

funded included desktop refresh and updated servers. However, funding was approved for improvement of the wireless across campus.

Academic Affairs Chair: Brett McKim: A new FLEX session with faculty presenting their favorite lecture or an interview with a faculty member. It can consist of presenting a classroom technique or discussing an interested topic or passion. Please email Brett McKim with recommendations.

Curriculum Committee Chair: Diana Hurlbut: The list of courses that are due for revision was presented. Please submit those before beginning of the summer. Tech Review will be meeting over the summer. The curriculum deadlines have been moved up to Sept 1 from Oct. 1. There are several programs that need to be updated because pieces are missing at Chancellors office. Curriculum committee representatives have sent out a rubric to improve course approval and Chris Loeffler and Diana will be available to help during the summer. October 1 is the deadline for programs that are incomplete. Non-credit courses falling under vocation training criteria can be clustered into a certificate of competency.

#### H. CONSENT CALENDAR

Items: 3, 4, 6, 8, 10, 11

#### I. OLD BUSINESS

##### Item 3 Consent      **Senate Approval of Programs for 2016-2017 Catalog**

Discussion: None.

Action(s) Taken: None.

##### Item 4 Consent      **Senate Approval of Curriculum for 2017-2018 Catalog**

Discussion: None.

Action(s) Taken: None.

##### Item 5                      **Senate Approval of Residence Requirements for Certificates of Achievement and Proficiency: 2016-2017 Catalog**

Discussion: Ben Guzman – When students come in with course substitutions, approved from other schools to substitute for certificate requirements, they sometimes do not meet the residency requirements. Currently, to earn a certificate one must complete at least 50% of units to earn the certificate at IVC. The recommendation is to change the language to state that IVC prefers that all courses in the certificate be completed at IVC. However, with the discipline faculty approval, course substitution for the certificate can be permitted. All remaining courses in the certificate must be completed at IVC. Ben illustrated with examples of scenarios of certificate completion cases.

Action(s) Taken: There was a motion to adopt the suggested language and call for an e-vote on May 19<sup>th</sup> and due by the 20<sup>th</sup>; asenate will provide a forum for discussion. After further discussion the motion was withdrawn.

##### Item 6 Consent      **Program Reviews 2015-2016**

Discussion: None.

Action Taken: None.

##### Item 7                      **Program Reviews 2017-2018**

Discussion: ESL program review is postponed so that it will include the new adult ESL component of the program.

Action(s) Taken: Motion to approve.

M: Rochford, S.	S: Gerges, J.	Y: 25	N: 0	A: 0
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##### Item 8 Consent      **Senate President Signature Requests**

Discussion: None.

Action(s) Taken: None.

**Item 9 Board Policies and Administrative Regulations**

Discussion: None

- [BP 4720](#) Abusive Conduct in the Workplace – None.

Action(s) Taken: None

**Item 10 Consent Grade Grievance and Student Discipline Panel Pool**

Discussion: Please email if willing to serve.

Action(s) Taken: None.

**Item 11 Consent 2015-2016 Committee Appointments**

Discussion: None.

Action(s) Taken: None.

**Item 12 Faculty Student Club Advisor Handbook**

Discussion: None

Action(s) Taken: None.

**Item 13 Budget Update: [Davit Khachatryan] Bob Urell**

Discussion: Resource requests are being rated. They will be brought to SPAC in early May. Some resource requests from last year that had been approved have not yet been spent. Please check and use the funds right away. There will be another update in the next few weeks.

Action(s) Taken: None

**Item 14 AANAPISI Grant - Project**

Discussion: Upcoming events include student discussion groups, advisory board meeting, and Heritage month, highlighting Asian American Pacific Islanders authors.

Action Taken: None

**Item 15 AACC Pathways Project and Conference Attendance**

Discussion: The conference focus is mapping to create sequencing for programs. The goal is to give more direction to students, and improve completion rates.

Action Taken: None.

**Item 16 WorkDay – Student Development Project: BPA Participation**

Discussion: Let Kathy know if you would like to attend meetings.

Action Taken: None.

**Item 17 Selecting Department Chairs**

Discussion: There is no current mechanism on how to select department chairs. We will continue to ask department on how they select chairs. Please send processes to asenate. One has been sent from Music and one is anticipated soon from Business Sciences.

Steve suggests that the Academic Senate have a policy that each department will develop its own process on how to select and each the department policies will be on file.

Action Taken: Motion to resolve that the process of selecting a Department Chair is a faculty responsibility, and the Senate will keep department processes on file. 0

M: Rochford, S.	S: Bauer, R.	Y: 25	N: 0	A: 0
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**J. New Business**

**Item 18 Curriculum Assistant Chair**

Discussion: Diana Hurlbut is nominated.  
 Action Taken: Motion to approve appointment.

M: Urell, B.	S: Rodriguez, R.	Y: 26	N: 0	A: 0
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**Item 19 CTE Coordinator**

Discussion: Diana Hurlbut is nominated.  
 Action Taken: Motion to approve appointment.

M: McLaughlin, J.	S: Harper, M.	Y: 26	N: 0	A: 0
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Discussion: Appoint Diana Hurlbut as CTE and Noncredit CTE liaison.  
 Action Taken: Motion to approve appointment.

M: Gerges, J.	S: Harper, M.	Y: 26	N: 0	A: 0
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**Item 20 DE Coordinator**

Discussion: Roopa Mathur is nominated.  
 Action Taken: Motion to approve.

M: Urell, B.	S: Wilson, J.	Y: 25	N: 0	A: 1
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**Item 21 Scholarship Event**

Discussion: The event will be on May 23 at 8am and everyone invited. If anyone is interested in reading names or giving speech, please contact Kathy.  
 Action Taken: None.

**Item 22 EOPS Counselor**

Discussion: Steve Lee is retiring. Counseling is requesting that we replace this 100% categorically funded position immediately.  
 Action Taken: Motion to approve the position announcement.

M: Wilson, J.	S: Rochford, S.	Y: 25	N: 0	A: 0
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**Item 23 DSPS Counselor**

Discussion: Hiring committee members to be approved.  
 Action Taken: Motion to approve.

M: Urell, B.	S: Harper, M.	Y: 25	N: 0	A: 0
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**Item 24 Faculty Association Resolution Regarding Faculty Compensation for Migrating Blackboard LMS to CANVAS LMS**

Discussion: See resolution posted. The Faculty Association recommended faculty compensation for those

piloting/testing CANVAS. IVC is not in favor of joining the OEI course exchange. Miscommunications between IVC and Saddleback on their decisions on CANVAS were discussed.  
Action Taken: Motion to approve.

M: Haeri, M	S: McLaughlin, J.	Y: 24	N: 0	A: 0
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**Item 25 Distance Education (DE) Handbook**

Discussion: Faculty who teach online or hybrid should read the handbook. The section on accessibility was updated.

Action Taken: Motion to approve the DE handbook revisions.

M: McLaughlin, J.	S: Rodriguez, R.	Y: 23	N: 0	A: 0
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**Item 26 Full-Time Faculty Hiring Priority List**

Discussion: The current faculty list is posted. Please bring back to schools. If there are any issues, please email asenate. It will be used for next hiring list priority development process. A discussion on hiring policies ensued.

Action Taken: None

**Item 27 Adult English Second Language (AESL) Program**

Discussion: None.

Action Taken: None.

**Item 28 Production Policy Proposal**

Discussion: Steve Rochford brought a production policy proposal for further discussion.

Action Taken: None.

**Item 29 Last Minute Business for the Representative Council Via E-mail**

Discussion: None.

Action Taken: Motion to approve.

M: Rochford, S.	S: Adams, B.	Y: 23	N: 0	A: 2
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**Item 30 Delegation of Authority to the Summer Academic Senate Cabinet**

Discussion: None.

Action Taken: Motion to approve.

M: Rochford, S.	S: Haeri, M.	Y: 23	N: 0	A: 2
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**K. SCHOOL REPORTS (limit to 1 minute)**

- o Social & Behavioral Sciences - None
- o Physical Sciences and Technologies – Michelle Phi won Outstanding Chemistry Student.
- o Mathematics, Computer Science and Engineering - None
- o Life Sciences & Technologies - None
- o Languages and Learning Resources – A reminder for the last DALs event on May 19. The speaker is a cultural anthropologist.
- o Humanities –There is a launch party on May 26 at 6:30 pm in PAC
- o Kinesiology, Health, and Athletics - None
- o Guidance and Counseling - None
- o Business Sciences –CTE taskforce is meeting to discuss C-ID. The first cohort, 28 students, were

accepted to the GAP4+1 program.

- the Arts – The IVC arts website is up. Many students were accepted to Music programs and \$40K was awarded in scholarships.

**L. STANDING REPORTS (limit to 1 minute)**

- LGBTQ Liaison Report: Brooke Choo
- Safety and Security
- Technology Task Force:
- Online Education Task Force: Cathleen Greiner - Please email Roopa Mathur if you would be interested in piloting CANVAS.
- Environmental Leadership (ELC): Jeff Kaufmann
- Calendar Committee Report: Miriam Castroconde
- Cafeteria
- Bookstore:
- Early College: Brett McKim
- Foundation Accounts/PRO-IVC: Stephen Rochford
- Accreditation Report: Kathy Schmeidler
- CTE Task Force: June McLaughlin – Green
- SLO Task Force: Cheryl Delson
- Basic Skills Initiative: Summer Serpas

**M. ANNOUNCEMENTS AND OPEN FORUM**

- Interested parties are welcome to meet California Pizza Kitchen at ~ 6pm for a social exchange.

**N. ADJOURNMENT at 4:00pm**