



## Minutes

Of the Meeting of the Representative Council  
March 02, 2017 from 2:00 – 4:00 pm in B 209

### Roster/Roll 03/02/17

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
President	Kathy Schmeidler	X		
Recorder	Cheryl Delson	X		
Parliamentarian	n/a			
Voting				
Vice President	Bob Urell	X		
Chair, Academic Affairs	Brett McKim	X		
Chair, Curriculum	Chris Loeffler	X		
Past President	Lewis Long		X	
Senators (22 votes)				
Adjunct Faculty	James Watkins	X		
Adjunct Faculty	Karen Vaught			X-Watkins
Adjunct Faculty Alternate	Carla Reisch		X	
Adjunct Faculty Alternate	Stephanie Tanio		X	
Business Science	June McLaughlin	X		
Business Science	Rick Boone	X		
Business Sciences Alternate	Roopa Mathur	X		
Arts	Stephen Rochford	X		
Arts	Pat Beckmann			X -Rochford
Arts Alternate	Joe Gerges		X	
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Michelle Minkler	X		
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology, Health & Athletics	Martin McGrogan	X		
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate	Henry Carnie		X	
Languages & Learning Resources	Tony Lin	X		
Languages & Learning Resources	Anca Popsecu			X- Lin
Languages & Learning Resources Alt.	All LLR Faculty		X	
Life Sciences	Meredith Dorner			X - Hurlbut

Life Sciences	Diana Hurlbut	X		
Life Sciences Alternate	Devon Bradley		X	
Math/CIS/Engineering	Ilknur Erbas White	X		
Math/CIS/Engineering	Joel Sheldon	X		
Math/CIS/Engineering Alt.	R.J. Dolbin	X		
Physical Sciences	John Davison		X	
Physical Sciences	Massimo Mitolo	X		
Social & Behavioral Sciences	Elizabeth Chambers	X		
Social & Behavioral Sciences	Mary McDonough	X		

A. CALL TO ORDER  
The President called the meeting to order at 2:00pm.

B. ADOPTION OF AGENDA

**Item 1 Agenda: March 02, 2017**

Discussion: Motion to adopt the agenda  
Action Taken: approved

M: Diana	S: Elizabeth	Y: 17	N: 0	A: 0
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C. INTRODUCTION OF GUESTS –

Elissa Oransky, Arleen Elseroad, Linda Fontanilla, Cathleen Greiner, Traci Fahimi, Brooke Choo, Edwin Tiongson, Angel Hernandez, Celina Lee, Dennis Gordon, Christina Delgado, Tiffany Tran.

D. PUBLIC COMMENTS

Alyssa – tickets are still available for the foundation dinner. The Academic Senate bought two tables. The Foundation is still looking for auction items; if valued at \$125 or more, donors may enter a drawing for a free ticket to the event.

Edwin – CAANAPE (B353) is having a screening of the documentary “Pilgrimage” a 12:55 pm on March 8 and 9.

Linda – Preview day is on March 7<sup>th</sup> at 10 am – 1 pm. 800 students have RSVP online. They will have 10-15 min workshops that will focus on pathways and meta-majors. The clubs and counselors associated with meta-majors will be in the clusters with the departments.

June – College campuses are establishing themselves as sanctuaries around the US. June will send out information about this to see if we want to join them. These campuses believe that they are not obligated to report any undocumented persons.

E. RECORD OF THE PREVIOUS MEETING

**Item 2 Minutes of the Previous Meeting: December 15, 2016**

Discussion: n/a  
Action Taken: Approval

M: Diana	S: Robert	Y: 24	N: 0	A: 0
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**Item 3 Minutes of the Previous Meeting: February 16, 2017**

Discussion: n/a  
Action Taken: Approval

M: Roy	S: Diana	Y: 24	N: 0	A: 0
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## F. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler

IVC received one recommendation for improvement at the accreditation exit report. The district and colleges shared a recommendation for compliance and we received eight commendations. The site visiting team was really impressed by the cohesiveness of the college, how well we work together, and that everyone has their eyes on the prize. We were also commended for the participation of the faculty in governance. We got a commendation for the transparency of the resource request process; plans to improve the process is described in one of the QFE. We need to continue the discussion of SLOs in the COR. The SLOTF will bring back a recommendation to the Senate.

Please take a 10 + 1 mug from the CAFÉ. It is a gift, but please support one of the foundations on campus by putting money in a piggy.

Vice-President: Bob Urell

Work is progressing on the resource requests that have been going to the strategic planning committees. About 99 million dollars have been requested, there is about \$2 million in categorical funding available. General funds are not really available. Funding recommendations will be out after spring break.

Academic Affairs Chair: Brett McKim

Reiterated the process for reimbursement of Professional Development funding requests.

- 1) Website: pre-approval activity
  - a. When you are signing up on the PD website. It takes a few days to look through the activities and approve and/or get information.
  - b. Then go do your activity
  - c. Come back to the website to do the post-activity information
    - i. Need receipts
    - ii. Need credit card receipts
    - iii. Showing that you have PAID
    - iv. Takes a few days to sort and put the receipts into their appropriate location
- 2) Information then get puts into Workday
  - a. It can take 2-4 weeks once in Workday.
  - b. The type of receipts that are submitted are not always acceptable and faculty need to submit the correct versions
- 3) District will send a check (this can take 6-8 weeks)

If you try to do it yourself in Workday, the funds don't come out of the correct funding source and then they have to be untangled and is very difficult. Just follow the instructions that was sent out in email. If you don't understand the email please let them know: missing info, clarification, etc.

Please go back to your departments and let your faculty know about this process.

Curriculum Committee Chair: Chris Loeffler

Please respond back about the IVC/SC comparable courses. The Fall 18/19 deadlines for submitting revised CORs is April 21<sup>st</sup>, for new courses is August 25<sup>th</sup>. If you need assistance email Chris.

## H. CONSENT CALENDAR

Items: 5, 6, 8, 9

## I. OLD BUSINESS

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

Discussion:

Action(s) Taken: Approval.

M: Bob	S: Diana	Y: 24	N: 0	A: 0
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### Item 5 Consent Program Reviews

Discussion: None.

Action Taken: None.

**Item 6 Consent      Senate President Signature Requests**

Discussion: None.  
Action(s) Taken: None.

**Item 7                      Board Policies and Administrative Regulations**

Discussion: None  
Action(s) Taken: None

**Item 8 Consent      Grade Grievance and Student Discipline Panel Pool**

Discussion: Please email if willing to serve.  
Action(s) Taken: None.

**Item 9 Consent      2016-2017 Committee Appointments**

Discussion: None.  
Action(s) Taken: None.

**Item 10                      Faculty Student Club Advisor Handbook**

Discussion: None  
Action(s) Taken: None.

**Item 11                      Budget Update: [Davit Khachatryan] Bob Urell**

Discussion: None  
Action(s) Taken: None

**Item 12                      AACC Pathways Project and Conference Attendance**

Discussion: Preview day is on March 7<sup>th</sup>; booths will be organized based on the meta-major clusters as approved on 2/16/17.  
Action Taken: None.

**Item 13                      DE Coordinator Co-Chair**

Discussion: The DE co-chairs have been interviewing candidates and will bring their recommendations to the senate.  
Action Taken: None.

**Item 14                      Academic Calendar 2018-19**

Discussion: There is only one calendar that meets the requirements, ever effort was made to balance the days within the week and between the semesters. If you have a concrete alternative suggestion, please email Miriam Castroconde. The District calendar meeting is 3/9/17.  
Action Taken: Motion to approve.

M: Ilknur	S: Tony	Y: 24	N: 0	A:0
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**Item 15                      IVC Foundation Awards Dinner, March 11, 2017**

Discussion: None  
Action Taken: None

**Item 16                      Academic Senate By-Laws Revisions**

Discussion: This is the last day to nominate the Pres and VP. If we want to recommend by-laws changes on the ballot we must make that decision today. Academic Affairs Committee recommends option 2.

Action Taken: Motion to put Option 2 of the by-law revisions on the ballot.

M: Roy	S: Steve	Y:	N:	A:
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**Item 17 TATF Co-Chair**

Discussion: None  
Action Taken: None

**Item 18 SLO Coordinator and Co-Chair**

Discussion: None  
Action Taken: None

**Item 19 Adult Education Block Grant (AEBG AB 104)**

Discussion: None  
Action Taken: None

**H. New Business**

**Item 20 2017-2018 Proposed Technology Projects**

Discussion: TATF has made the posted recommendations to District Technology Committee (DTC).  
Action Taken: Motion to approve.

M: Bob	S: Britany	Y: 24	N: 0	A: 0
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**Item 21 Integrated SSSP-SEP-BSI – Arleen Elseroad**

Discussion: The College has been required to write SSSP, SEP, and BSI plans but now the state wants us to integrate the three plans. They have a template with very specific questions and spelled out including six goals of which we must address at least five. The new plan is due to Sacramento by Dec. 1<sup>st</sup>, therefore we need to have the plan written by the end of August. The workgroups are working on this and will report back to the senate. The template and goals will be put in the senate folder.  
Action Taken: None

**Item 22 International Students Reserved Seats**

Discussion: Christina Delgado, Director, International Student Program, International Student Center. International students must register for 12 units and by law are not allowed to enter the US early than 14 days before the semester starts. New international students need seats to be held for them; every attempt will be made to spread out the international students amongst sections. The faculty members whose classes will be affected by this will be notified.

Action Taken: Motion to approve this plan to support the international plan. No more than 5 seats per section will be reserved and instructors will be notified if their class is being affected.

M: Bob	S: Martin	Y: 22	N: 0	A: 2
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**Item 23 Pathways – Logistics Work Group**

Discussion: Has met and will meet again soon.  
Action Taken: None

**Item 24                      Planning and Decision Making Manual**

Discussion: There are many revisions to charge and membership descriptions, including a change to the PEC membership that adds the Executive Director of Marketing and Creative Services, Public Information.  
Action Taken: Motion to approve the PDM with the exception of the membership of the President's Executive Council.

M: Bob	S: Robert	Y: 22	N: 0	A: 2
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**Item 25                      Senate Approval of Residence Requirements for Certificates of Achievement and Proficiency: 2017-2018 Catalog**

Discussion: We have a 12 unit residency requirement, which means that a student must complete 12 units at IVC to earn an IVC certificate. Students who transfer here to take a few classes might have to take additional classes solely to meet the residency requirement. The discussion of whether to reduce the residency requirement for certificates of achievement and proficiency started last year. Pro – would allow students to get the certificate without having to take additional classes. Con – we can't verify the quality of education that the students received at other colleges so some programs don't want to award a certificate from IVC without the ability to guarantee the quality of education. Rebuttal: program faculty determine which transferred classes are acceptable for a certificate. However, it is not clear that a course could be accepted for credit without being accepted for a certificate award.

Action Taken: Take back to Curriculum Committee for revision.

**Item 26                      Laser Week Work Group**

Discussion: The Laser Week Workgroup recommends holding laser week during the week immediately before classes begin and in lieu of scheduling many flex week activities encouraging faculty members to participate in laser week activities. The school meetings, the faculty meetings, and other flex week activities will be scheduled to accommodate laser week events in order to focus on the laser week activities. Flex week submitted proposals will be considered in this framework.

Action Taken: Motion to approve to support the design of the fall 2017 Flex week to reflect the laser week.

M: Bob	S: Diana	Y: 24	N: 0	A: 0
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**SCHOOL REPORTS: (limit to 1 minute)**

- o Social and Behavioral Sciences
- o Physical Sciences and Technologies
- o Mathematics, Computer Science and Engineering
- o Languages & Learning Resources
- o Life Sciences & Technologies
- o Humanities
- o Kinesiology, Health, and Athletics
- o Guidance and Counseling
- o Business Sciences
- o Arts

**G. STANDING REPORTS: (limit to 1 minute)**

- o SLO Task Force: Cheryl Delson
- o Accreditation Report: Kathy Schmeidler
- o Foundation Accounts/PRO-IVC: Stephen Rochford
- o Early College: Brett McKim
- o Bookstore:
- o Cafeteria:

- o Calendar Committee Report: Jeff Kaufmann/Miriam Castroconde
- o Environmental Leadership (ELC): Jeff Kaufmann
- o Distance Education Task Force: Roopa Mathur/Cathleen Greiner
- o Technology Task Force: Celina Lee
- o Safety and Security: Kathy Schmeidler
- o LGBTQ Liaison Report: Alan Bilsborough
- o CTE: Diana Hurlbut
- o ELEVATE API – Edwin Tiongson

**I. ANNOUNCEMENTS AND OPEN FORUM**

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

	Bob Urell	Brett McKim	Chris Loeffler	James Watkins	Karen Vaught	June McLaughlin	Rick H. Boon	Stephen Rochford	Pat Beckmann	Robert Melendez	Michelle Minkler	Simon Davies	Martin McGrogan	Roy Bauer	Brittany Adams	Tony Lin	Anca Popsecu	Meredith Dornier	Diana Hurlbut	Ilknur Erbas White	Joel Sheldon	Massimo Mitolo	Elizabeth Chambers	Mary McDonough	Total Y	Total N	Total O
Item 1	Y	Y	Y			Y	Y	Y	Y	Y	Y		Y					Y	Y	Y	Y	Y	Y	Y	17	0	0
Item 2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 14	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 16	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 20	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0
Item 22	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	A	22	0	2
Item 24	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	A	Y	Y	Y	22	0	2
Item 26	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	0	0