



Minutes

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

Roster/Roll 03/16/17

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- Diana Hurlbut
Past President	Lewis Long			
Senators (22 votes)				
Adjunct Faculty	James Watkins		X	
Adjunct Faculty	Karen Vaught		X	
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-Beckmann
Arts	Pat Beckmann	X		
Arts Alternate	Joe Gerges			
Guidance & Counseling	Robert Melendez			X - Minkler
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 - Bauer
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 Alternate	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 16, 2017

Discussion: Motion to adopt the agenda
Action Taken: approved

M: Bob	S: Diana	Y: 23	N: 0	A: 0
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- C. INTRODUCTION OF GUESTS –
Lisa Macafee - Counseling intern
Elissa Oransky – Director of the Foundation
Edwin Tiongson – Director of ELEVATE AAPI
Cathleen Greiner – Dean of Business Science
Wendy Gabriella - Anthropology
- D. PUBLIC COMMENTS

Roy Bauer (Humanities)– Brittany has concerns with the scholarship review process. There appears to be no sorting order of scholarship assignments and no norming process for the scholarship applications. The scholarships are no longer requiring letters of recommendation unless a donor requests it. The scholarships are based on the essays from the students, unless otherwise indicated by the donor.

Alyssa – Foundation awards dinner on Saturday night was a success thanks to all the hard work campus wide. They will report the totals when the final counts have been made.

- E. RECORD OF THE PREVIOUS MEETING

Item 2 Minutes of the Previous Meeting: March 02, 2017

Discussion: N/A
Action Taken: Approval

M: Bob Urell	S: Chris Loeffler	Y: 23	N: 0	A: 0
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F. SCHOOL REPORTS: (limit to 1 minute)

- o Social and Behavioral Sciences – no report
- o Physical Sciences and Technologies– no report
- o Mathematics, Computer Science and Engineering -- no report
- o Languages & Learning Resources – no report
- o Life Sciences & Technologies – There are a lot of field courses available during the Spring semesters. Faculty can tag along without needing to enroll as a student. Attendance can be used for professional development. You can get credit towards your pay scale with enrollment and VPI's approval. You cannot get both course

credit and flex credit.

- o Humanities – Lisa Alvarez published a book “Orange County: a literary field guide,” it is available in the IVC bookstore. They are thoroughly disgruntled
- o Kinesiology, Health, and Athletics– no report
- o Guidance and Counseling – no report
- o Business Sciences– no report
- o Arts – Thanks to the Curriculum Committee who has helped the arts get their AS degree and they are working on the transfer AS to Fullerton.

G. STANDING REPORTS: (limit to 1 minute)

- o SLO Task Force: Cheryl Delson- no report
- o Accreditation Report: Kathy Schmeidler-no report
- o Foundation Accounts/PRO-IVC: Stephen Rochford- no report
- o Early College: Brett McKim- no report
- o Bookstore: Still need faculty
- o Cafeteria: Kathy –Students are sending out a survey on what foods that students want to eat, and what dietary restrictions that need to be addressed.
- o Calendar Committee Report: Jeff Kaufmann/Miriam Castroconde. Brett – They district calendar committee accepted the IVC calendar with one exception that commencement will be on Friday; the Thursday will be a student free day. Please tell new faculty members that they need to order their free regalia from the bookstore. Regardless of how long they have been here, faculty members can receive one free regalia per IVC tenure.
- o Environmental Leadership (ELC): Jeff Kaufmann- no report
- o Distance Education Task Force: Roopa Mathur/Cathleen Greiner- no report
- o Technology Task Force: Celina Lee – District Technology did not meet.
- o Safety and Security: Kathy Schmeidler – no report
- o LGBTQ Liaison Report: Alan Bilsborough – They are working on planned events for the summer.
- o CTE: Diana Hurlbut – They are looking into how to use dual enrollment to enhance the CTE programs and to bring more students to the campus. Interested faculty members will need to tell Traci Fahimi early to participate or have courses included. . Mary Kim is the CTE director and is only focusing on Tustin and Irvine USD. She has been negotiating for IVC to ensure that we are front and center at the career days at these high schools.
- o ELEVATE API – Edwin Tiongson – 1) planning is coming along for ELEVATE 2) the event planning to kick off Asian American heritage month on April 29th is active, they have the Dumpling Hut and Ninjas with Attitude planned, 3) viewings of the mini documentary on Manzanar was well attended.

H. CONSENT CALENDAR

Items: 4,5,7,8

I. OLD BUSINESS

Item 3 Senate Approval of Curriculum for 2017-2018 Catalog

Discussion: Curriculum Committee and Tech Review are reviewing programs so that we can approve more of them. Your Curriculum Committee rep should have sent the list of courses that need to be revised to all the departments.

Action(s) Taken: Approval.

M: Diana Hurlbut	S: Bob Urell	Y: 23	N: 0	A: 0
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Item 4 Consent Program Reviews

Discussion: None.
Action Taken: None.

Item 5 Consent Senate President Signature Requests

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

Item 6 Board Policies and Administrative Regulations

Discussion: Non-credit faculty would like BP/AR 5300.5 to include "successful grade completion."
They want to work on having all hiring process board policies as similar as possible and then have the details about the position in the AR.
Action(s) Taken: None

Item 7 Consent Grade Grievance and Student Discipline Panel Pool

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

Item 8 Consent 2016-2017 Committee Appointments

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

Item 9 Faculty Student Club Advisor Handbook

Discussion: Cessa will be at the next senate meeting to discuss the handbook.
Action(s) Taken: None.

Item 10 Budget Update: [Davit Khachatryan] Bob Urell

Discussion: None
Action(s) Taken: None

Item 11 AACC Pathways Project and Conference Attendance

Discussion: Preview Day this year used the meta-major clusters to put together the booths with the intention of putting programs that overlapped next to each other. However, instead of each department or school having their own booth, the booths were shared by many different departments. One improvement over previous Preview Days was that the booths did include dedicated counselors for each meta-major. Next year, the clubs representing specific programs will be located with the appropriate "meta-major" cluster.

This fall Laser Week will be held during Flex Week as discussed in the prior meeting. Faculty are encouraged to participate in the Laser Week activities. Once scheduled, Laser Week will have some professional development activities, plus the campus wide activities, i.e. president's welcome and breakfast, will be scheduled on Friday rather than Monday. The proposal requests for flex week are no longer being accepted.
Action Taken: None.

Item 12 Pathways – Logistics Work Group

Discussion: None
Action Taken: None

Item 13 Academic Calendar 2018-19

Discussion: The link for the revised calendar is in the senate folder
Action Taken: None

Item 14 DE Coordinator Co-Chair

Discussion: Meredith is now on maternity leave. The DE co-chair nominee will be in the position for the rest of this semester and for the 2017/2018 academic year. Nominee: Emiko Kiyochi.
Action Taken: Motion to close nominations and approve the nominee.

M: Bob Urell	S: Pat Beckman	Y: 23	N: 0	A: 0
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Item 15 TATF Co-Chair

Discussion: Please send any nominees to asenate
Action Taken: None

Item 16 SLO Coordinator and Co-Chair

Discussion: none
Action Taken: None

Item 17 Adult Education Block Grant (AEBG AB 104)

Discussion: remove as a standing item
Action Taken: None

Item 18 Senate Approval of Residence Requirements for Certificates of Achievement and Proficiency: 2017-2018 Catalog

Discussion: The Curriculum Committee decided that a workgroup of the Curriculum Committee will be formed to address issues brought up at the Senate and Curriculum Committee meetings.
Action Taken: None

H. New Business

Item 19 Sanctuary Campuses

Discussion: June McLaughlin discussed the concept of sanctuary campuses. For IVC, this is an opportunity for self-reflection about how we want to support immigrants and immigration. There are many steps in between doing nothing and declaring ourselves as a sanctuary campus. It is not known yet how certain issues will affect us legally as there has never been a case taken to court.
Action Taken: None

Item 20 IVC OE Faculty Handbook Fall 2016- Spring 2017

Discussion: The Online Education Taskforce has reviewed and approved the OE Faculty Handbook. Changes from last year include: adoption of the online course review process and online faculty training to qualify for teaching OE (schedule at training.ivc.edu).
The online course review process will require a peer faculty to review the online class with the instructor for one semester; using a rubric to make recommendations that will be implemented the following semester. Once complete, the faculty member is placed on a list they are qualified to teach that course online. This is a peer review of the pedagogy of the class, and not a faculty evaluation or a review from the dean. Nobody will be grandfathered into the approval for teaching online; everyone who wants to teach online must take the training.
Senators will take the OE faculty handbook back to their schools for review and voting will occur at the next senate meeting. All questions should be sent to the OE Taskforce.
Action Taken: Motion to bring the faculty handbook back to the schools for a first reading.

M: Bob Urell	S: Diana Hurlbut	Y: 21	N: 0	A: 0
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Item 21 Faculty Responsibilities Respecting Disability Accommodations

Discussion: Wendy Gabriella -- Recently issues have arisen concerning faculty responsibilities to accommodate students with and without official DSPTS documentation.. The specific issue this time was a student who requested a note taker. The instructor is expected to arrange for another student in the class to take notes and to confer with the student making the request, but if something does not work out properly, is the instructor responsible? Where are liability protections? Neither Title 5 nor the Education Code dictates

that the instructor is responsible for finding a note taker. Many other colleges have a statement on their DSPS page that says that instructors MAY assist in initiating a note taker rather than "shall" assist, which is our statement. Some colleges have their DSPS staff come to the class to ask for a note taker. Another issue that needs to be addressed is the volunteer note taker; notes are becoming much more proprietary and students don't want to voluntarily share their notes. Why aren't we paying the note takers? We pay to have someone come to class to sign for students, so perhaps we need to pay note takers as a campus job. When the note taker is paid there could be fewer liability problems as well, and DSPS can help deal with some of these issues as well as the possibility training and supporting the student note-takers. Judy Hemi from DSPS was unable to attend the Senate meeting today but Michelle Minkler will bring back all the information that we have discussed regarding these issues. One suggestion would be that the faculty's responsibility is to allow DSPS time during the class to ask for a note taker. Another remedy to have a statement in the describing the note taker procedure, as the other colleges have done. The senate should have an active role in the drafting the language in any revision of the faculty handbook and DSPS website pertaining to these concerns. Judi Hemi will be invited to discuss this issue at a future meeting.

Action Taken: None

EXECUTIVE REPORTS

Senate President: Kathy Schmeidler - Over 60% of FT faculty have voted so far (voting ends at 5 pm on 3/16/17). It appears certain that June McLaughlin will be President and Jeff Kaufmann will be Vice President. The Chancellor candidates forwarded to the Board will have tours and forums at both campuses before meeting with the Board, and the Board will get feedback from the people attending these forums before making any decision. The best times for a visit to IVC would be in the morning at 8 am or in afternoon at 2 pm.

Vice-President: Bob Urell - The budget doesn't have any money

Academic Affairs Chair: Brett McKim

Curriculum Committee Chair: Chris Loeffler

I. ANNOUNCEMENTS AND OPEN FORUM

J. ADJOURNMENT at 4:00pm

	Bob Urell	Brett McKim	Chris Loeffler	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	John Davison	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	Y	Y	Y	Y	Y	Y	23	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	23	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	23	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	23	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	21	0	0