



## Minutes

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

### Roster/Roll 03/30/17

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	James 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	Pat Beckmann
Arts	Pat Beckmann	X		
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	Anca Popsecu
Languages & Learning Resources	Anca Popsecu	X		
Languages & Learning Resources Alt.	All LLR Faculty		X	



**Item 2 Minutes of the Previous Meeting: March 16, 2017**

Discussion: n/a  
Action Taken: Approval

M: Pat Beckman	S: Brittany Adams	Y: 22	N: 0	A: 0
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**F. EXECUTIVE REPORTS**

Senate President: Kathy Schmeidler – Please get a 10+1 mug in the café. If you do not know what 10+1 ask!!!  
 Vice-President: Bob Urell - Resource requests are moving through the system.  
 Academic Affairs Chair: Brett McKim – At the next senate meeting we will see the new recommendation for the Full Time Faculty Hiring Priority List Development Process.  
 Curriculum Committee Chair: Chris Loeffler – Curriculum Committee has created a work group to look at the residency requirement for COP and COA. August 25<sup>th</sup> is the deadline for new and revised programs, August 25<sup>th</sup> is also the deadline for new courses, and April 21<sup>st</sup> is the deadline for revised courses.

**G. CONSENT CALENDAR**

Items: 4, 5, 7, 8

**H. OLD BUSINESS**

**Item 3 Senate Approval of Curriculum for 2017-2018 Catalog**

Discussion: Curriculum presented for approval  
Action(s) Taken: Approval.

M: Robert Melendez	S: Bob Urell	Y: 22	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: Board Policies and Administrative Regulations on nepotism, recruitment of classified staff, and enrollment fee reimbursement were updated. The policy on the enrollment fee reimbursement removes the restriction of the number of courses that can be reimbursed when taken at the district.

- Action(s) Taken: Approval of the following:
  - [BP 4003](#) Nepotism
  - [AR 4011.3](#) Recruitment: Classified Staff
  - [BP/AR 4420](#) Enrollment Fee Reimbursement
  - [BP/AR 5600](#) Associate Degree Requirements
  - [BP 6100](#) Curriculum
  - [BP/AR 6110](#) Articulation of Courses and Programs

M: Michelle	S: Bob	Y: 22	N: 0	A: 0
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**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**

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

**Item 9 Faculty Student Club Advisor Handbook**

Discussion: Cessa Heard-Johnson – The Faculty Student Club Advisor forms are available on Workday and are in the process of being combined into a packet with PDF links. Information is provided during flex week at the club advisor/co-curricular advisor meeting, these notes can be found on the ASIVC site.  
Cessa will contact the people who have volunteered and those who have a stake in this handbook to join a workgroup to work on a handbook, including clarifying what we mean by “co-curricular”.  
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: Next meeting will be the first Friday in April.  
Action Taken: None.

**Item 12 Pathways – Logistics Work Group**

Discussion: None  
Action Taken: None

**Item 13 TATF Co-Chair**

Discussion: None  
Action Taken: None

**Item 14 SLO Coordinator and Co-Chair**

Discussion: None  
Action Taken: None

**Item 15 Senate Approval of Residence Requirements for Certificates of Achievement and Proficiency: 2017-2018 Catalog**

Discussion: Curriculum Committee has created a work group to look at the residency requirement for COP and COA.  
Action Taken: None

**Item 16 Sanctuary Campuses**

Discussion: June McLaughlin discussed several approaches to address the issues of undocumented persons. For example Saddleback College sent out an announcement that they are a “safety net.” It doesn’t go as far as sanctuary, but identifies themselves as a safe place and solidarity with their students. There are a lot of organizations in Orange County that want to help students with immigration issues. One possibility for IVC, without becoming a sanctuary campus, would be to provide a list of non-profits that provide services for undocumented persons. The Interim Chancellor has stated that we will protect our students’ privacy.  
Action Taken: None

**Item 17 IVC OE Faculty Handbook Fall 2016 – Spring 2017**

Discussion: The Online Education Task Force is meeting with the Faculty Association and will bring back Minutes –March 30, 2017

information to the Representative Council. The proposed peer review process is not intended to be a faculty evaluation, rather it is designed to evaluate the mode of delivery to assist the instructor in improving their course. It is proposed that if the instructor does not implement the recommendations/undergo review, then the dean could use the right of assignment to not assign the instructor to teach online. For the peer evaluation process trained volunteers will use a rubric to evaluate a course. This information will only be shared between the reviewer and the faculty member. The rubric is available for faculty evaluation and online course development. Department of Education, WASC and ACCJC, are all looking for evaluation of online course instruction.

Action Taken: None

**Item 18 Faculty Responsibilities Respecting Disability Accommodations**

Discussion: Wendy Gabriella – What is the faculty liability when assigning notetakers for a DSPS student? Who is responsible if something goes wrong? It is problematic when there is not a process. Other colleges have different solutions, including DSPS taking a larger role in finding note takers, paying note takers, and having detailed information about the note taker process on their website. There is no title 5 requirement that the instructor needs to secure a notetaker.

Robert Melendez – The instructor is not liable when a problem occurs. The academic senate should recommend funds to compensate note takers. Information and disclaimers about note takers should be made available on the DSPS website, to make sure that the parameters regarding notetakers are clear. This is in process. If the instructor is unable to provide a note taker, then the student must return to DSPS for other assistance. DSPS students have the option of using Smart Pens to record the lecture in lieu of a notetaker.

Action Taken: None.

**I. New Business**

**Item 19 2017 Senate Elections: Open Nominations for Past President and Appoint**

Discussion: The role of the past president: attend cabinet and senate meetings.

Action Taken: Open nominations.

M: Roy Bauer	S: Joel Sheldon	Y: 20	N: 0	A: 0
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**Item 20 Institutional Set Standards**

Discussion: IEC recommends that we accept the institutional set standards presented.

Action Taken: Approved Institutional Set Standards

M: Roy Bauer	S: Brittany Adams	Y: 18	N: 0	A: 2
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**J. 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 – no report
- o Humanities– no report
- o Kinesiology, Health, and Athletics– no report
- o Guidance and Counseling– no report
- o Business Sciences– no report
- o Arts– no report

**K. 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: – no report
- o Cafeteria: – no report
- o Calendar Committee Report: Jeff Kaufmann/Miriam Castroconde – no report
- 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– no report
- o Safety and Security: Kathy Schmeidler– no report
- o LGBTQ Liaison Report: Alan Bilsborough– no report
- o CTE: Diana Hurlbut– no report
- o ELEVATE API – Edwin Tiongson– no report

**L. ANNOUNCEMENTS AND OPEN FORUM**

**M. 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	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	Y	18	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	22	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	22	0	0
Item 6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 19		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	20	0	0
Item 20		Y	Y	Y	Y	A	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	18	0	2