



ACADEMIC SENATE

Minutes

Of the Meeting of the Representative Council
September 15, 2016 from 2:00 – 4:00 pm in B 209

Roster/Roll 09/15/16

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	Chris Loeffler	X		
Past President	Lewis Long		X	
Senators (22 votes)				
Adjunct Faculty	Joshua Junker	X		
Adjunct Faculty	Melody Harper	X		
Adjunct Faculty Alternate	Carla Reisch		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		
Arts Alternate	Joe Gerges		X	
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Michelle Minkler			X-Melendez
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology, Health & Athletics	Martin McGrogan			X-Davies
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate	Henry Carnie	X		
Languages & Learning Resources	Keith Gamache	X		
Languages & Learning Resources	Melanie Haeri		X	
Languages & Learning Resources Alt.	Cheryl Delson	X		
Life Sciences	Roland Rodriguez	X		
Life Sciences	Diana Hurlbut	X		

Life Sciences Alternate	Meredith Dorner	X		
Math/CIS/Engineering	Ilknur Erbas White		X	
Math/CIS/Engineering	Joel Sheldon	X		
Physical Sciences	R.J. Dolbin	X		
Physical Sciences	Dale Carranza	X		
Physical Sciences Alternate	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: September 15, 2016

Discussion: Motion to adopt the agenda. –Move up item 21

Action Taken: approved

M: Roy	S: Diana	Y: 23	N: 0	A: 0
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C. INTRODUCTION OF GUESTS – Traci Fahimi, Edwin Tiongson. Melissa Martinez, Cori Doughty, Joseph Poshek, Alvin Ng (ASIVC), Samantha Zen (ASIVC), Te' Vannah Smith (ASIVC), Candice Kaiser, Jonathon Forde, Sahar Wahidi, Cathleen Greiner, Elissa Oransky, Charles Carranza, Celina Lee, Anissa (Cessa) Heard-Johnson, Maria Nunez, Nathan Quach.

D. PUBLIC COMMENTS -

- Melanie Haeri – Accepting donations to her Susan G. Komen fund in the fight, treatment, diagnosis, and support of those with breast cancer. All donations are tax-deductible. The link is <http://www.the3day.org/goto/unrealhousewives2016>.
- Brittany Adams – An incident took place at Saddleback College in which Margot Lovett, chair of the history department at Saddleback College, removed posters that were not placed in the appropriate free speech area. Inappropriate comments made towards Margot were posted by users and not removed from Saddleback's Facebook page. A discussion of college rules and policies on free speech ensued.
- ASIVC had 102 applicants for student leadership positions. ASIVC representatives addressed some student issues including students being unable to enroll in classes for transfer, and their request for extended library hours during finals.

E. RECORD OF THE PREVIOUS MEETING

Item 2

Minutes of the Previous Meeting: September 01, 2016

Discussion: None.

Action Taken: Approval

M: Adams, B.	S: Beckmann, P.	Y: 25	N: 0	A: 0
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F. SCHOOL REPORTS: (limit to 1 minute)

- o Arts : Many upcoming concerts. The first student has applied for the Arts AS-T degree. There are 54 music majors, the largest number in their history.
- o Business Sciences – The American Bar Association is coming for an accreditation site visit in December for the Paralegal Program.
- o Guidance and Counseling – Upcoming events include transfer workshops and activities, and stress management workshops. Please announce and send students.
- o Kinesiology, Health, and Athletics – None.

- o Humanities – Remains disgruntled.
- o Life Sciences & Technologies –The Bee’s Garden Club is up and active.
- o Languages & Learning Resources – The Student Success Center is open on Saturday for drop-in tutoring; the library is open on Saturdays. Please announce and send to students.
- o Mathematics, Computer Science and Engineering – The Math Center is also open on Saturdays.
- o Physical Sciences and Technologies – None.
- o Social and Behavioral Sciences – None.

G. STANDING REPORTS: (limit to 1 minute)

- o SLO Task Force: Cheryl Delson – The first SLO meeting will be on documentation and checking if everyone up to date. Please contact Cheryl for help on SLO reporting.
- o Accreditation Report: Kathy Schmeidler – Bill Etter is the main writer. Accreditation workgroups are working and drafts being posted on InsideIVC. All are invited to read and/or comment. Schmeidler has no update on replacing ACCJC, but hopes that more will be learned during Senate Plenary. Senate, VPI, and others are facilitating the new faculty orientation meetings. The agenda for the meetings are posted on Senate website. Everyone is welcome to attend; it is held on most Mondays 2-4 in the CAFÉ.
- o Foundation Accounts/PRO-IVC: Stephen Rochford – The Foundation Board approved \$40K pool for Pro-IVC. March 11 Foundation Dinner at Discovery Science Center.
- o Early College: Brett McKim - None
- o Bookstore: none
- o Cafeteria: none
- o Calendar Committee Report: Jeff Kaufmann/Miriam Castroconde - none
- o Environmental Leadership (ELC): Jeff Kaufmann - none
- o Distance Education Task Force: Roopa Mathur/Cathleen Greiner – @1 training for online teaching and introduction to CANVAS is a 4 week class for which faculty members can earn 3 units towards salary level, or hours for Professional Development. Email Roopa Mathur for information.
- o Technology Task Force: Celina Lee –The TF is looking into the needs in classrooms: equipment, lights projectors, and AV. Please let your representative know what you need.
- o Safety and Security: Kathy Schmeidler: The Police newsletter is being posted on the IVC website. So far August is posted and September is anticipated shortly.
- o LGBTQ Liaison Report: Brooke Choo – Tony Lin and Brooke Choo hosted a successful LGBTQ Safe Space Training on Aug. 16th with over 100 students, staff, faculty and administration in attendance. This standing-room only event was led by Tony Ragazzo, previous Safe Space Trainer of CSU-Fullerton. Mr. Ragazzo will be returning on Friday, Oct. 14th at 1pm in BSTIC 101 to offer a second, advanced Safe Space training examining the intersectionality of identities within the LGBTQ community. All faculty, staff, students and administration are invited. Please let Tony or Brooke know if you have any questions; we hope to see you there. For faculty members who missed the training, please see the resources posted online about creating safe spaces in your classroom on our [IVC LGBTQ Resources webpage](#). Brett McKim is the new faculty advisor for the IVC LGBTQ student club that has held two meetings so far this semester.
- o CTE: Diana Hurlbut –CTE representatives from kinesiology and humanities are requested for their discipline expertise. ASIVC added 2 student representatives for CTE. Groundbreaking for ATEP will be held on September 16.

H. CONSENT CALENDAR

Items: 3, 4, 5, 7, 8

I. OLD BUSINESS

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

Discussion: None.

Action(s) Taken: None.

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: Schmeidler's suggestions for clarifying BP 6011.6 regarding the chancellor hiring process was received by the interim chancellor, and will be discussed at the next BPARC meeting. Schmeidler was tasked with suggesting clarification only, without any significant changes since we are already beginning the process using the adopted BP.
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 addressed the delay in getting the Club Advisors Handbook together. When she arrived, all she found was a PDF form in a file from Keith Shackelford. Much of what was in the Club Advisors Handbook was the student constitution and by-laws that had not been updated since the 1990's and listed IVC as part of Saddleback Community College District. Jonathan Forde spent the entire last year to update the By-laws to comply with the board policies. All of the current advisors were sent copies of the updated constitution and by-laws that are relevant to clubs. Things that are missing are district procedures like Workday. Student travel, in the old process, was to send Helen a form, which does not exist in a Workday world; Helen would complete the paperwork. We need support from the district to be able to translate those processes into any kind of document, so that we can have the procedures for these. We are still waiting for support from the district. Cessa is bringing documents to the faculty in pieces, such as constitution, by-laws, codes, budget and finance codes, information on the annual allocation process, and still waiting for the travel procedures for the faculty. One on one meetings with club and co-curricular advisors, a flex week event, and orientations are being held, and trainings that used to be in the handbook, making them more integrated and interactive in lieu of not having the support to be able to put it into a book format. The constitution and by-laws information is on the website, and Cessa is working with advisors individually to help work out any issues.
Action(s) Taken: None.

Item 10 ASIVC Budgeting Process

Discussion: ASIVC officers explained their budget and process with a PowerPoint presentation. A discussion about funding faculty member's travel expenses for extracurricular activities and the fundraising money held by Foundation accounts ensued. The ASIVC leaders expect improved income because they have instituted an opt-out system for purchasing ASIVC stickers when students enroll in classes.
Action Taken: None.

Item 11 Budget Update: [Davit Khachatryan] Bob Urell

Discussion: Bob discussed the 2016-17 resource request funded list and the rating system for the resource requests. An email detailing the decisions was sent to all resource request submitters. The 2016-17 budget, posted, will link to the 5 year projections, with the increase in cost in STRS/PERS.
Action(s) Taken: None

Item 12 **AANAPISI Grant - Project : Edwin Tiongson**

Discussion: None.
Action Taken: None

Item 13 **AACC Pathways Project and Conference Attendance**

Discussion: None.
Action Taken: None.

Item 14 **IVC Faculty Involvement in Contract Education, Community Education, and Continuing Education**

Discussion: None.
Action Taken: None.

Item 15 **Production Policy Proposal**

Discussion: CTE supports Academic Affairs taking on the issues.
Action Taken: Motion to send to Academic Affairs.

M: Hurlbut, D.	S: Bauer, R.	Y: 25	N: 0	A: 0
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Item 16 **Full-Time Faculty Hiring Priority List Development Process (FTFPLDP)**

Discussion: The proposal has two revisions, one for the Tier 4 positions and the other for changes regarding non-instructional faculty (librarians and counselors). The Counseling Department requests that Senators vote down the revisions for non-instructional faculty policies.
Action Taken(s):
Motion to approve entire revision, and simultaneously send it to Academic Affairs for a more complete review and revision.

M: Rochford, S	S: Sheldon, J.	Y: 4	N: 20	A: 1
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Motion to approve the Tier 4 revision, and simultaneously send it to Academic Affairs for a more complete review and revision.

M: Sheldon, J.	S: Melendez, R.	Y: 14	N: 9	A: 2
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Item 17 **Final Exam Schedule**

Discussion: The workgroup's recommendation is to go back to holding finals during the regular class schedule rather than a separate dedicated final exam week schedule.
Action Taken: Motion to approve.

M: Urell, B.	S: Sheldon, J.	Y: 18	N: 7	A: 0
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Item 18 **IVC Mission Statement**

Discussion: Continued to next meeting
Action Taken: None.

Item 19 **Chancellor Hiring Process**

Discussion: Please look at the documents for future discussion.
Action Taken: None

Item 20 College Open Forum Content

Discussion: None.
Action Taken: None

Item 21 IVC Technology Plan

Discussion: None.
Action Taken: Motion to approve.

M: Urell, B.	S: Rodriguez, R.	Y: 25	N: 0	A: 0
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H. New Business

Item 22 Adult English as a Second Language (AESL) Program

Discussion: None
Action Taken: None.

Item 23 Faculty Professional Development Funding

Discussion: The recommendation is to keep the same limits as last year [\$1800 limit for full-time, \$900 limit for part-time faculty] for faculty professional development.
Action Taken: Motion to approve.

M: Rodriguez, R.	S: Urell, B.	Y: 25	N: 0	A: 0
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I. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler
Vice-President: Bob Urell - [attachment1](#), [attachment2](#)
Academic Affairs Chair: Brett McKim
Curriculum Committee Chair: Chris Loeffler

J. ANNOUNCEMENTS AND OPEN FORUM

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

K. ADJOURNMENT at 4:00pm

