

Minutes

Meeting of the Representative Council

Thursday, February 15, 2007

2 - 4 p.m., B102

Senate Officers:

Wendy Gabriella, President: Present
Jeff Kaufmann, Vice President: Present
Past President: Vacant
Traci Fahimi, Recorder: Present
Greg Bishopp, Chair, Academic Affairs: Present
Kathy Schmeidler, Chair, Courses: Present

Senators:

Business Science:

Kenn, Bennett Present
Dave Shinnick Present

Fine Arts

Stephen Rochford Proxy
Jan Wyma Present

Guidance & Counseling

Bari Rudmann Proxy
Steve Lee Present

Health/PE/Athletics

Tom Pestolesi Proxy
Martin McGrogan Present

Humanities & Languages

Roy Bauer Present
Julie Willard Present

Library Services

Carol Wassmann Present
Fred Forbes Proxy

Life Sciences & Technologies

David Fretz Proxy
Roland Rodriguez Proxy
Kathy Schmeidler (Proxy/Alternate) Present
Jeff Kaufmann (Proxy/Alternate) Present

Math/CIS/Engineering

Miriam Castroconde Present
Rich Zucker Proxy
Dottie Sherling (alternate) Absent

Physical Sciences & Technology

Ray Chandos Present

Social & Behavioral Sciences

Elizabeth Chambers Present
Yemmy Taylor Present
Mark McNeil (alternate) Absent

A. CALL TO ORDER

The meeting was called to order at 2:06 p.m.

B. ADOPTION OF AGENDA

Item 1: Adoption of Agenda

Discussion: None

Action Taken: Agenda adopted with Item 21 moved up between Item 2 and Item 3.

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| M: Kaufmann | S: Bishopp | Y: 16 | N: 0 | A: 0 |
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C. INTRODUCTION OF GUESTS

Guests Present: Cal Nelson, Interim Vice President, Instruction; Bob Cosgrove, President, Saddleback College Academic Senate; Bill Hewitt, Treasurer, Faculty Association; Shirinnaz (Shauna) Zekavati, Vice President, ASIVC; Isidro Zuniga, President, Interclub Council.

D. PUBLIC COMMENTS

Public Comments were made by: Isidro Zuniga, President, Interclub Council, who asked that the Academic Senate recommend that separate student trustees be appointed representing Irvine Valley College and Saddleback College; Bob Cosgrove, who reported that the Saddleback College Academic Senate had already approved Zuniga’s request; Bill Hewitt, who asked that faculty members participate in the Faculty Association survey; and Wendy Gabriella, who announced that Zuniga’s request will be placed on the next Representative Council agenda.

E. RECORD OF THE PREVIOUS MEETING

Item 2: Approval of Minutes

Discussion: None

Action Taken: Minutes were approved.

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| M: Wyma | S: Bennett | Y: 19 | N: 0 | A: 0 |
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F. REPORTS OF STANDING COMMITTEES

Academic Affairs: No report

Curriculum: No report

G. CONSENT CALENDAR

Item 3: Committee Assignments

Discussion: None

Action Taken: Motion passed: To reaffirm that members of the former Institutional Technology Committee are now members of the College Distance Education and Technology Committee.

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| M: Bauer | S: McGrogan | Y: 22 | N: 0 | A: 0 |
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H. OLD BUSINESS

Item 4: Curriculum Revisions

Discussion: None

Action Taken: Motion passed: To approve the curriculum revisions recommended by the Curriculum Committee that have been available for review in the Senate Office since February 1, 2007.

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| M: Bishopp | S: Schmeidler | Y: 21 | N: 0 | A: 0 |
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Item 5: Strategic Planning Process

Discussion: None

Action Taken: Motion passed: To appoint Jeff Horn to serve on the Enrollment Management focus Group.

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| M: Bennett | S: Wyma | Y: 19 | N: 0 | A: 0 |
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Item 6: District Planning Process

Discussion: President Gabriella reported that faculty input regarding district-wide goals is due February 20, 2007. Eventually, a document containing such goals will be produced by the Chancellor’s Cabinet and circulated to the Representative Council, providing another opportunity for faculty input. The special Chancellor’s Cabinet meeting to discuss district-wide goals will be held on February 27, 2007 from 8:30 to 12:00 and the meeting is open.

Action: None

Item 7: Board Policy Review Process—Update

Discussion: President Gabriella reported that BP2110/AR2110 (Vacancies on the Board of Trustees) and BP2130 (Duties of the Board of Trustees) were not discussed at the last Board Policy Review meeting because the meeting focused solely on the Classified Hiring Process. Language was added to the Classified Hiring Process allowing faculty to serve on classified hiring committees “when appropriate”. President Gabriella also reported that BP 5505 (Grade Grievance) is on the February 26, 2007 Board agenda for approval.

Action Taken: None. Item was for information only.

Item 8: Accreditation Midterm Report Due October 2007

Discussion: President Gabriella reported the All College Meetings on Accreditation held in February were a success, provided a brief explanation of what a “focused midterm report” requires, announced that the Oversight Committee has met and that a preliminary draft of standards 1-4 exists and will soon be circulated. It was suggested during discussion that a “letter of concern” be issued to the Board of Trustees regarding their role in helping or hindering the resolution of ACCJC Recommendations 6, 7 and 8. It was decided that this matter will be agendized if it appears necessary based on the February 26, 2007 Board of Trustees meeting.

Action Taken: None. Item was for information only.

Item 9: GE Committee Recommendation (University Studies Without Emphasis)

Discussion: Kathy Schmeidler, Chair, Curriculum Committee, distributed a draft Petition Form and process for resolving the status of students who are University Studies Without Emphasis (USWoE) majors, a major that has recently been disallowed by the State Chancellor’s Office. This process may be used by as

many as 50-60 impacted students, mostly in Physical Education, who can petition that they be permitted to graduate with a USWoE major because switching to a new major is “not feasible”. The proposed model for review and approval of the petitions was to assign the job to a small task force, including a counselor and at least one other faculty member.

Action Taken: Motion approved: To accept the Petition Form recommended by the Curriculum Committee and have the Petition Process include a 2-person task force composed of a counselor and one other faculty member.

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| M: Bishop | S: Schmeidler | Y: 19 | N: 0 | A: 3 |
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Item 10: Student Learning Outcomes

Discussion: President Gabriella reported that (1) E-Lumen, a software that tracks both SLOs and Program Reviews, will be demonstrated at the District on March 9, 2007, at 1 p.m.; (2) at the Accreditation Institute she became aware of districts that make SLO development a formal part of faculty evaluations; and (3) it may be wise to incorporate finished Program Reviews into the Strategic Planning Process.

Action Taken: None. Item was for information only.

Item 11: Early College—Beckman High School and IUSD

Discussion: President Gabriella shared a document highlighting some of the challenging logistical issues that are currently being “worked through” by the college and high school districts. These include items like “bathroom passes” and a “basket of tools” that will help college faculty function on a high school campus. During discussion many additional questions were raised about parent-instructor interaction, which Ed. Code provisions apply and who can attend classes. President Gabriella reported that the high school district plans to produce a “handbook” to help parents and faculty understand “early college.”

Action Taken: None.

Item 12: Chancellor’s “Goals” for College President Evaluation

Discussion: President Gabriella presented a document that, according to the Chancellor, is just “one portion” of the overall evaluation criteria for IVC’s College President. The Representative Council discussion centered on how the evaluation criteria were clear examples of the “micromanagement” cited in the ACCJC’s recommendations to the colleges and demonstrated a management philosophy that was “antithetical to shared governance”. Five areas of the “President’s Goals for Annual Evaluation Period 11/1/06-11/1/07” were of particular concern to the Representative Council: (1) the call to create “4-6 new academic and/or career programs”, which contradicts the college’s “New Program Development Policy”; (2) the call to create “4-6 online degree programs”, which contradicts the recommendations of the District Distance Education Task Force and also is an attempt to “mandate a mode of instruction”; (3) the call to ensure that “reassigned time and stipends” do not exceed 2.4% of the budget during 07-08, which infringes on contract matters over which the College President has no

control; (4) the call to integrate district goals with college goals, which contradicts the recommendation of the District Planning Committee; and (5) the call to implement accreditation recommendations, which is impossible, since some of the recommendations pertain to the Chancellor and Board of Trustees, over whom the College President has no control or authority.

Action Taken: Motion passed: To ask the Academic Senate to write a “letter of concern” to the Chancellor underscoring our concerns about micromanagement.

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| M: Wyma | S: Bauer | Y: 17 | N: 1 | A: 2 |
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Item 13: 2007-2008 Program Review Cycle

Discussion: The Program Review Cycle for 2007-2008 was presented to the Representative Council as an information item. There was no discussion.

Action Taken: None. The items was for information only.

Item 14: Staff Development Officer

Discussion: Kenn Bennett expressed his willingness to serve as Staff Development Officer. There was some discussion of the stipend amounts for Flex Officer and Staff Development Officer.

Action: Motion Passed: To close nominations and appoint Ken Bennett as Staff Development Officer, to serve starting immediately through June 2008 .

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| M: Bishopp | S: Bauer | Y:19 | N: 0 | A: 1 |
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Item 15: Staff Development—Recommendation Academic Affairs

Discussion: Greg Bishopp, Academic Affairs Committee Chair, presented the recommendations regarding increasing the funding limits for full and part-time faculty due to a recent increase in available staff development monies. He also raised an Academic Affairs Committee concern about faculty members participating in co-curricular activities, primarily funded by ASIVC, who use staff development funds for their own (not the students’) co-curricular conference-related expenses. The committee will be conducting further research on the legality of that use of staff development funds.

Action Taken: Main motion passed: To accept the Academic Affairs Committee recommendation to allow \$1000 per full time faculty member per year and \$500 per part time faculty member per year in staff development funding.

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| M: Bauer | S: Taylor | Y:21 | N: 0 | A: 0 |
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Action Taken: Subsidiary motion failed: To amend the main motion to allow equal funding of \$1000 per year for full time and part time faculty.

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| M: Bauer | S: McGrogan | Y: 4 | N: 12 | A: 4 |
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Procedural Motion: Re-order Agenda

Discussion: None

Action Taken: Motion passed: To re-order the agenda as follows: Skip item 16 and consider items 17-20.

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| M: Kaufmann | S: Bauer | Y: 21 | N: 0 | A: 0 |
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Item 16: Class Schedule Revisions: Block Scheduling

Discussion: None

Action Taken: Item continued to next meeting

Item 17: Chief of Police Hiring Committee

Discussion: President Gabriella reported that Colin McCaughey has been nominated to serve on the Chief of Police Hiring Committee.

ActionTakens: (1) Motion passed: To open nominations for the Chief of Police Hiring Committee.

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| M: Schmeidler | S: Bennett | Y: 21 | N: 0 | A: 0 |
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(2) Motion passed: To close nominations and appoint Colin McCoughey to serve on the Chief of Police Hiring Committee.

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| M: Castroconde | S: Bennett | Y: 21 | N: 0 | A: 0 |
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I. NEW BUSINESS

Item 18: Amended Course Outline of Record (COR) Template

Discussion: President Gabriella explained to the Representative Council that it was recently discovered that many so-called “learning objectives” in the Course Outlines of Record are, in fact, “SLOs” (Student Learning Outcomes) and that, with the Representative Council’s authorization, these can henceforth be marked as such. As faculty are undergoing Program Review and/or Curriculum Review, it now makes sense to scrutinize the so-called “Learning Objectives” in the CORs, perhaps with the help of the SLO committee, to ascertain whether any of these are or can readily be tweaked into “SLOs”. Kathy Schmeidler, Chair, Curriculum Committee, announced that the committee would like to post curriculum up for Representative Council approval on a weekly basis on the college Intranet and that a regular agenda item asking the Representative Council to approve the curriculum for a given time period would henceforth be offered, all of this to help facilitate processing the enormous load of curriculum coming through the committee.

Actions Taken: (1) Motion approved: To re-title the section of the COR template currently called “Learning Objectives” to “Learning

Objectives/Outcomes” and to from this point forward place a symbol next to each “objective” that is really an “outcome”.

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| M: Schmeidler | S: Bennett | Y: 21 | N: 0 | A: 0 |
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(2) Straw poll assent: To post curriculum up for Representative Council approval on a weekly basis on the college Intranet and that a regular agenda item asking the Representative Council to approve the curriculum for a given time period would henceforth be offered.

Procedural Motion: Re-order Agenda

Discussion: None

Action Taken: Motion passed: To extend the meeting 5 minutes.

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| M: Bauer | S: Chambers | Y: 15 | N: 0 | A: 4 |
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Item 19: Classified Hiring Priority Committee (Two Representatives Needed)

Discussion: None.

Actions Taken: (1) Motion passed: To open nominations.

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| M: Bishopp | S: Bauer | Y: 20 | N: 0 | A: 0 |
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(2) Motion passed: To close nominations and appoint Steve Rochford and Jeff Kaufmann to the Classified Hiring Priority Committee.

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| M: Bishopp | S: Bauer | Y: 20 | N: 0 | A: 0 |
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Item 20: Budget Committee (One Representative Needed)

Discussion: None

ActionTaken: Motion passed: To open nominations.

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| M: Bishopp | S: Bauer | Y: 20 | N: 0 | A: 0 |
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Item 21: Faculty Association Consultation with Senate (Tenure Review and Faculty Evaluations)

Discussion: Bill Hewitt, Treasurer, Faculty Association, reported that negotiations on the Faculty Contract will be re-opening soon, and that strong intergroup cooperation (between the two senates and faculty association) is needed before negotiations begin. A re-opening of the Faculty Evaluation and Tenure Review processes is imminent. Specifically, faculty are asked to review these two documents carefully and provide their suggestions for changes. A key question is, “should the tenure review process include the items on the faculty evaluation form?” Another area of concern is the contradiction between the extensive non-classroom items on the Faculty Evaluation form and the contractual

Minutes

Representative Council, 15 February 2007

Page 7 of 8

language that seems to require that tenure review procedures/evaluations be based strictly on a 50-minute classroom/lecture observation. It was recommended that the cabinet make the feedback process easier by providing senators with an electronic copy of the relevant sections of the Academic Employee Master Agreement and the Faculty Performance Evaluation Review document, including annotations that prod the faculty for answers to specific questions.

ActionTaken: Motion passed: To have senators ask the faculty in their schools to review the Faculty Performance Evaluation Review document and Article XVII of the Academic Employee Master Agreement (Evaluations) and return comments to asenate@ivc.edu by Friday, February 23, 2007.

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| M: Bauer | S: McGrogan | Y: 21 | N: 0 | A: 0 |
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J. REPORTS OF SPECIAL COMMITTEES

No report

K. PRESIDENT'S REPORT

No report

L. ANNOUNCEMENTS AND OPEN FORUM

No announcements

M. ADJOURNMENT

The meeting was adjourned at 4:06 p.m.