

## Minutes

### *Meeting of the Representative Council*

*Thursday, November 30, 2006*

*2 - 4 p.m., B103*

#### **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 Proxy

##### **Fine Arts**

Stephen Rochford Present  
Jan Wyma Present

##### **Guidance & Counseling**

Bari Rudmann Present  
Steve Lee Present

##### **Health/PE/Athletics**

Tom Pestolesi Present  
Martin McGrogan Present/Proxy

#### **Humanities & Languages**

Roy Bauer Proxy  
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 Proxy  
Rich Zucker Present  
Dottie Sherling (alternate) Absent

#### **Physical Sciences & Technology**

Ray Chandos Absent

#### **Social & Behavioral Sciences**

Elizabeth Chambers Present  
Donna Gray Present  
Mark McNeil (alternate) Absent

#### **A. CALL TO ORDER**

The meeting was called to order at 2:05 p.m.

#### **B. ADOPTION OF AGENDA**

##### **Item 2: Adoption of Agenda**

*Discussion:* None

*Action Taken:* Agenda adopted with no changes.

M: Rudmann	S: Willard	Y: 15	N: 0	A: 0
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#### **C. INTRODUCTION OF GUESTS**

**Guests Present:** Cal Nelson, Interim Vice President, Instruction

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**D. PUBLIC COMMENTS**

**Public Comments were made by:** Barry Rudmann, who encouraged faculty to support the Adopt-A-Family program; Wendy Gabriella, who announced that the General Assembly meeting for the accreditation visiting team went very well.

**E. RECORD OF THE PREVIOUS MEETING**

**Item 2: Approval of Minutes**

*Discussion:* None

*Action Taken:* Minutes were approved.

M: Schmeidler	S: Bishopp	Y: 17	N: 0	A: 0
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**F. REPORTS OF STANDING COMMITTEES**

**Academic Affairs:** Greg Bishopp reminded faculty that about \$8,000 is still available for staff development activities and that requests for funds should be turned in before 15 April 2007. After that date some second requests may be granted, if funds are available.

**Curriculum:** Kathy Schmeidler reported that curriculum is steadily being processed.

**G. CONSENT CALENDAR**

**Item 3: Committee Assignments**

*Discussion:* None

*Action Taken:* Updated committee assignments were approved. Kenn Bennett and Ron Manuel-Ellison were appointed to the Director of Marketing and Public Relations Hiring Committee.

M: Chambers	S: Willard	Y:18	N: 0	A: 0
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**H. OLD BUSINESS**

**Item 4: District Distance Ed Task Force Update**

*Discussion:* No news was reported

*Action Taken:* None. Information item.

**Item 5: Board Policy Review Process (BP 5505: Grade Grievance Policy)**

*Discussion:* President Gabriella walked the Representative Council through the revised draft Grade Grievance Policy. A question was raised about who could be an ombudsman and it was suggested that clarification be provided about this. It was suggested that the type of employee should be “instructional”.

*Action Taken:* BP 5505 approved with clarification of the ombudsman language requested so that the type of employee is “instructional”.

M: Bishopp	S: Willard	Y: 21	N: 0	A: 0
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**Item 6: Board Policy Review Process (AR 6140: College Speakers)**

*Discussion:* At the 9 November 2006 meeting of the Representative Council, questions were raised about whether Board approval should be sought for speakers paid for through grants and foundation funds. Faculty were concerned that seeking Board approval for all speakers receiving funding could open up the door for “prior restraint” under the guise of funding concerns. Wendy Gabriella reported that she brought these concerns to the attention of the administration and they were “noted”, but not “adopted”.

*Action:* None. Item was for information only.

**Item 7: Program Review Process**

*Discussion:* President Gabriella presented minor revisions to the Program Review Process. No objections were raised to the changes.

*Action Taken:* None

**Item 8: Accreditation Midterm Report Due October 2007**

*Discussion:* President Gabriella reported that this is moving to the “front burner” now that the Progress Report is finished. The two big tasks are to (1) respond to all recommendations and (2) respond to every planning agenda item from the 2004 self study and correct any deficiencies.

*Action Taken:* None. Item was for information only.

**Item 9: ASIVC Co-Curricular Task Force (ACCTF)**

*Discussion:* President Gabriella reported that the Senate Cabinet’s request for information regarding the co-curricular funding allocation process has not received a response. It is possible that the process for allocating funds may not be in a writing.

*Action Taken:* None. Item was for information only.

**Item 10: Student Information Systems Project**

*Discussion:* Wendy Gabriella and Kathy Schmeidler provided an update on the SIS Project, pointing out that thanks in large part to the work of Brenda Borron, IVC has become a model on matriculation and assessment. Faculty need to be involved on the four component committees. Kathy Schmeidler requested that a brief summary of what each committee does be provided so that faculty can better understand what they’re being asked to participate in.

*Action Taken:* None

**Item 11: SC Senate Resolution (Invocations)**

*Discussion:* President Gabriella reported that the ASCCC has problems with the language of this resolution, arguing that it is too broad, and is trying to determine appropriate wording.

*Action Taken:* None

**Item 12: GE Committee Recommendation (University Studies Without Emphasis)**

*Discussion:* President Gabriella reported that in December 2007 there will be a conference call between the Office of the President, Office of Instruction, Senate President and Curriculum Chair and the State Chancellor’s Office. Using data from

Admissions and Records, the IVC representatives will explain how statewide policy on University Studies Without Emphasis impacts IVC and how IVCs concerns intersect with wider issues, such as equal access.

*Action Taken:* None. Item was for information only.

**Item 13: Syllabus Guidelines**

*Discussion:* Greg Bishopp presented the Academic Affairs committee's draft syllabus guidelines. Senators were requested to take the draft syllabus guidelines back to their schools for distribution and discussion. The guidelines are recommendations, not boilerplate. The draft will be cleaned up and the Interim Vice President of Instruction will be asked to distribute it in Dean's Council.

*Action Taken:* None. Item was for information only.

**Item 14: College Distance Education Committee**

*Discussion:* Kathy Schmeidler reported that she and Bob Urell will soon present the Senate with a proposed Distance Education Approval Process. If our DE approval process is not "squeaky clean", serious articulation problems may emerge.

*Action Taken:* None. Item was for information only.

**I. NEW BUSINESS**

**Item 15: Full-Time Faculty Hiring Obligation 2007-2008**

*Discussion:* Wendy Gabriella reported that according to a report from the District Vice Chancellor's Office, the district is 25.1 FTEF in excess of the state minimum. District-wide retirements may help these numbers go down.

*Action Taken:* None. Item was for information only.

**Item 16: College Budget Development Process & Strategic Planning**

*Discussion:* Wendy Gabriella reported that Title 5 requires that there be a collegial consultation process between the Strategic Planning Focus Group and the Academic Senate on designing a Budget Development Process.

*Action Taken:* None. Item was for information only.

**Item 17: 2006 Progress Report (Recommendation 7—Collegial Consultation Process)**

*Discussion:* Wendy Gabriella reported that the cabinet will present a draft Collegial Consultation Process to the Representative Council in Spring 2007.

*Action Taken:* None. Item was for information only.

**Item 18: Campus Video Surveillance**

*Discussion:* Wendy Gabriella reported the Board's interest in this issue.

*Action Taken:* None

**Item 19: District Video Surveillance Task Force**

*Discussion:* Wendy Gabriella, in response to issue brought up during discussion, will write a letter to the Chancellor recommending that this committee be broadened to include wider district safety issues.

*Action Taken:* Kent Madole was appointed to this task force. No vote took place.

**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 3:35 p.m.