

## Minutes

### *Meeting of the Representative Council*

*Thursday, September 28, 2006*

*2 - 4 p.m., B103*

#### **Senate Officers:**

Wendy Gabriella, President: Present  
President-Elect: Vacant  
Jeff Kaufmann, Past President: Present  
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 Present  
Julie Willard Present

#### **Library Services**

Carol Wassmann Present

#### **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 Present  
Dottie Sherling (alternate) Present

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

Ray Chandos Absent

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

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

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

The meeting was called to order at 2:08 p.m.

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

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

*Discussion:* None

*Action Taken:* Agenda adopted.

M: Rochford	S: Schmeidler	Y: 17	N: 0	A: 0
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**C. INTRODUCTION OF GUESTS**

**Guests Present:** Dennis White, Vice President of Instruction; Karima Benremouga, Dean, Humanities and Fine Arts; Susan Corum, Dean, Business and Social Sciences; Keith Shackelford, Dean, Health, PE & Athletics; Susan Cooper, Dean, Math, Science & Engineering; David Anderson, Director, Extended Education; Tran Hong, Director, Technology Services; Jacqueline Franks, Executive Assistant; Gee Dickson, Senior Administrative Assistant; Claudia Horak, Senior Administrative Assistant; Lois DiAlto, Curriculum/Scheduling Specialist; Bob Cosgrove, President, Saddleback College Academic Senate.

**D. PUBLIC COMMENTS**

**Public Comments were made by:** Dennis White, who announced the termination of his duties effective 31 December 2006. He thanked several people by name: Greg Bishopp, Bill Hewitt, Dottie Sherling, Roy Bauer, Kathy Schmeidler, Wendy Gabriella, and Gwen Plano, as well as the Deans (Benremouga, Cooper, Corum, Cipres, Shackelford) and his Office of Instruction Staff (Franks, Dickson, DiAlto, Venditti). Wendy Gabriella, who announced that a faculty representatives are needed on the ACCJC and Board of Governors and that the State Academic Senate will be holding an Accreditation Conference on 5-6 January 2007.

**E. RECORD OF THE PREVIOUS MEETING**

**Item 2: Approval of Minutes**

*Discussion:* None

*Action Taken:* Minutes were approved.

M: Bauer	S: Willard	Y: 15	N: 0	A: 1
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**F. REPORTS OF STANDING COMMITTEES**

**Academic Affairs:** Greg Bishopp reported that (1) the committee will be drafting advisory language for syllabi that will come back to the Senate for approval and (2) out of \$19,000 in staff development funding available, \$3,000 is encumbered for the Speakers Forum and the remainder is available for distribution in maximum increments of \$500 per request until 1 April 2007. After 1 April 2007, if there are funds remaining, the committee will consider requests for additional funding.

**Curriculum:** Kathy Schmeidler reported that (1) the committee is discussing the role of non-credit courses in curriculum; (2) many courses needing revision are still unrevised (Last year’s cluster will not be offered in Spring 2007 if left unrevised this semester. This year’s cluster will not be offered in Fall 2007 if left unrevised this curriculum cycle); and (3) that faculty should follow up on the campus-wide e-mail concerning comparable courses at Saddleback on IVC. Faculty should look at curriculum outlines on the college website before determining comparability.

**G. CONSENT CALENDAR**

**Item 3: Committee Assignments**

*Discussion:* n/a

*Action Taken:* Updated committee assignments were approved.

M: Rochford	S: Wyma	Y: 19	N: 0	A: 0
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## H. OLD BUSINESS

### **Item 4: ATEP Update—Provost Kopecky**

*Discussion:* President Gabriella announced the Provost Kopecky's presentation to the Representative Council on ATEP will be rescheduled.

*Action Taken:* None. Information item.

### **Item 5: Strategic Planning Process Focus Groups**

*Discussion:* President Gabriella reminded senators that all focus groups are going to meet on October 4, 2006 from 2:00-4:00, in Library 213. President Gabriella also explained the proposed revisions to the Strategic Planning Process.

*Action Taken:* Proposed revisions to the Strategic Planning Process were approved.

M: Bauer	S: Rochford	Y: 18	N: 0	A: 0
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### **Item 6: District Distance Ed Task Force Update**

*Discussion:* Kathy Schmeidler reported that the task force was in unanimous agreement that planning for distance education should be bottom-up, not top-down and that the task force worked in concord at eliminating unfunded mandates and clarifying the role of the district in supporting the colleges in developing distance education.

*Action Taken:* None. Information item.

### **Item 7: SLO Rubric**

*Discussion:* President Gabriella shared the ACCJC's SLO Rubric with the Representative Council, reminding senators that we will be judged this year based on our progress meeting these SLO goals. We are expected to have made good progress toward implementing SLOs by October 2007. Currently 13 programs in Program Review are doing SLOs as part of that process and 5 have already separately developed SLOs. Eventually, we need to move to having assessment results for our SLOs.

*Action Taken:* None. Information item.

### **Item 8: Academic Calendars 2007-2008 and 2008-2009**

*Discussion:* Julie Willard, who attended the District Academic Calendar Committee on 21 September 2006, reported that the 2007-2008 calendar was approved and that the 2008-2009 is under consideration. The latter calendar will be chosen on 12 October 2006. In response to the concerns of some senators about that status of the Compressed Calendar Option supported by the IVC Senate, President Gabriella promised to inquire and report back to the Representative Council.

*Action Taken:* None.

### **Item 9: Accreditation Progress Report 2006**

*Discussion:* President Gabriella reported that the Board received the report without comment, that Chancellor Mathur commended the work of the committee at the Board meeting, that she had signed the cover letter, and that the report would be sent to the ACCJC on Friday, 29 September 2006.

*Action Taken:* None.

**Item 10: District Planning Process**

*Discussion:* President Gabriella reported the District Planning Process (attachment F) was developed collegially, as Title 5 requires, and that it embodies the important idea that college planning will be integrated with district planning.

*Action Taken:* The District Planning Process was approved.

M: Bishopp	S: Bauer	Y: 18	N: 0	A: 0
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**Item 11: Administrative Retreat Rights**

*Discussion:* President Gabriella provided a brief status report on administrative retreat rights for Keith Shackelford, Karima Benremouga, Gwen Plano and Dennis White.

*Action Taken:* None. The item was for information only.

**Item 12: Technical Assistance—Senate’s role of authority (BP 2100.2)**

*Discussion:* President Gabriella reported that the Board approved BP2100.2 at its 25 September 2006 meeting.

*Action Taken:* None. The item was for information only.

**Item 13: 2007-2008 Faculty Hiring Priorities**

*Discussion:* President Gabriella reported that the Senate Cabinet recalculated Tier 1 so that Kaye Mach’s vacant position was included. She also reported that according to the state numbers, there may be four hires district-wide, but that more precise information will be available at a later date.

*Action Taken:* The 2007-2008 Faculty Hiring Priorities list was approved.

M: Wassman	S: Bauer	Y: 19	N: 0	A: 0
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**Item 14: Board Policy Review Process (Grade/Instructional Grievance Task Force)**

*Discussion:* President Gabriella reported that the task force is scheduled to meet on Monday, 2 October 2006.

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

**Item 15: Accreditation Midterm Report Due October 2007**

*Discussion:* President Gabriella reported that the authors of this report need to look back at the previous recommendations of the ACCJC, prior to the Progress Reports. In particular, the authors need to focus on the “planning agenda” areas from the 2004 report. Four standards committee chairs are needed.

*Action Taken:* None.

**Item 16: Senate Reassigned Time Negotiations**

*Discussion:* President Gabriella announced that this issue will come back later when an update can be provided on the Saddleback Senate’s discussions and/or actions.

*Action Taken:* None. The item was for information only.

**Item 17: Class Syllabi—Minimum Content**

*Discussion:* President Gabriella asked senators to forward suggestions and/or model syllabi to [asenate@ivc.edu](mailto:asenate@ivc.edu) so that the Academic Affairs committee can compile “best practices” to incorporate into a document that will later be submitted to the Representative Council for approval.

*Action Taken:* None.

**Item 18: Indiana University**

*Discussion:* Discussion centered on the latest information about this program: (1) that a contract between a college and IU is a 3-year commitment; (2) that the BA offered is through IU Distance Education and is not a standard IU degree; (3) that student participants must take 90 units from IVC or Saddleback, a net gain for the colleges of 30 units per student; (4) that the library is normally the site for testing, so librarians should explore the net impact on their facility of this program; and, (5) currently, there are few to no students enrolled in the program.

*Action Taken:* None. The item was information only.

**Item 19: Faculty Access to Student Records**

*Discussion:* Discussion centered on the benefits and risks of widening faculty access to student records. The general tenor of the discussion was that the risks and liabilities surrounding student privacy outweigh the benefits of easy access. The item will be carried over to the next meeting.

*Action Taken:* None.

**I. NEW BUSINESS**

**Motion to Re-order the Agneda**

*Discussion:* Time constraints require a re-ordering of the agenda.

*Action Taken:* The agenda was re-ordered so that items 21 and 22 immediately followed item 19. Items 20, 24, 25, and 26 are tabled until the next meeting.

M: Bishopp	S: Bauer	Y: 19	N: 0	A: 0
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**Item 21: By-Laws Revision**

*Discussion:* President Gabriella explained the need for a by-laws revision returning the office of the Vice President and eliminating the office of President-Elect. Further revisions would center on clarifying how replacement positions are selected and maintaining consistent language throughout the document.

*Action Taken:* The Representative Council approved reviewing the by-laws from 28 September 2006-12 October 2006 and holding balloting of the General Assembly to revise the by-laws from 5 p.m.12 October 2006-19 October 2006.

M: Bauer	S: Rochford	Y: 19	N: 0	A: 0
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**Item 22: Senate President-Elect**

*Discussion:* Discussion centered on how to efficiently replace the president-elect while at the same time attempting to revise the by-laws.

*Action Taken:* (1) Shall the Representative Council conduct a vote for Senate Vice President at the same time as the vote on the by-laws, with the understanding that if the by-laws revision does not pass, the vote for Vice President shall not be counted?

Approved.

M: Schmeidler	S: Bauer	Y: 14	N: 4	A: 0
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(2) Shall the Representative Council appoint an interim President-Elect who shall serve until a Vice President is elected? Approved.

M: Castroconde	S: Schmeidler	Y: 18	N: 0	A: 0
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(3) Shall the Representative Council open nominations from 28 September 2006 through 4 p.m., October 12, 2006 and conduct balloting on the by-laws revision and Vice President position from 12-19 October 2006? Approved.

M: Schmeidler	S: Bishopp	Y: 18	N: 0	A: 0
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(4) Shall the Representative Council nominate Jeff Kaufmann as interim President Elect until a permanent Vice President is selected in the election?

M: Bishopp	S: Rochford	Y: 16	N: 0	A: 2
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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 4:20 p.m.