



# Academic Senate 2014-2015

Irvine Valley College, 5500 Irvine Center Drive, Irvine, California 92618 [asenate@ivc.edu](mailto:asenate@ivc.edu)  
949/451-5408

## Minutes

Of the Meeting of the Representative Council  
August 21, 2014 from 2:00 – 4:00 pm in BSTIC 101

### Roster/Roll 8/21/14

Quorum = 14

Absolute majority required to pass motions = 14

| Senate Officers (4 votes)                |                       |      |     |               |
|--|-----------------------|------|-----|---------------|
| Non-Voting                               |                       | Pres | Abs |               |
| President                                | Kathy Schmeidler      | X    |     |               |
| Recorder                                 | Brooke Choo           | X    |     |               |
| Parliamentarian                          | N/A                   |      |     |               |
| Voting                                   |                       |      |     |               |
| Vice President                           | Bob Urell             | X    |     |               |
| Chair, Academic Affairs                  | Brett McKim           | X    |     |               |
| Chair, Curriculum                        | Diana Hurlbut         | X    |     |               |
| Past President                           | Vacant                |      |     |               |
| Senators (22 votes)                      |                       |      |     |               |
| Adjunct Faculty                          |                       |      |     |               |
| Adjunct Faculty                          |                       |      |     |               |
| Adjunct Faculty Alternate                |                       |      |     |               |
| Business Science                         | Roopa Mathur          | X    |     |               |
| Business Science                         | Bennet Tchaikovsky    | X    |     |               |
| Business Sciences Alternate              |                       |      |     |               |
| Arts                                     | Marie de la Palme     | X    |     |               |
| Arts                                     | Stephen Rochford      | X    |     |               |
| Arts Alternate                           | Kathryn Milostan Egus |      | X   |               |
| Guidance & Counseling                    | Robert Melendez       | X    |     |               |
| Guidance & Counseling                    | Michelle Scharf       |      |     | X<br>Melendez |
| Counseling Alternate                     | Yolanda Gouldsmith    |      | X   |               |
| Kinesiology, Health & Athletics          | Tom Pestolesi         | X    |     |               |
| Kinesiology, Health & Athletics          | Simon Davies          |      | X   |               |
| Kinesiology Health & Athletics Alternate |                       |      |     |               |
| Humanities                               | Roy Bauer             | X    |     |               |
| Humanities                               | Brittany Adams        | X    |     |               |
| Humanities Alternate                     |                       |      |     |               |
| Languages & Learning Resources           | Melanie Haeri         | X    |     |               |

|  |                    |   |   |          |
|--|--------------------|---|---|----------|
| Languages & Learning Resources         | Cheryl Delson      |   | X |          |
| Languages & Learning Resources Alt.    |                    |   |   |          |
| Life Sciences                          | Roland Rodriguez   | X |   | X - Ross |
| Life Sciences                          | Priscilla Ross     | X |   |          |
| Life Sciences Alternate                |                    |   |   |          |
| Math/CIS/Engineering                   | Joel Sheldon       | X |   |          |
| Math/CIS/Engineering                   | Ben Vargas         | X |   |          |
| Math/CIS/Engineering Alternate         | Carlo Chan         | X |   |          |
| Physical Sciences                      | John Davison       | X |   |          |
| Physical Sciences                      | Kiana Tabibzadeh   |   | X |          |
| Physical Sciences Alternate            | Art Ambrose        | X |   |          |
| Social & Behavioral Sciences           | Traci Fahimi       | X |   |          |
| Social & Behavioral Sciences           | Elizabeth Chambers | X |   |          |
| Social & Behavioral Sciences Alternate |                    |   |   |          |

**A. CALL TO ORDER**

President Schmeidler called the meeting to order at 2:07pm.

**B. PROCEDURAL ITEM**

**Item 1 Seating of New Senators**

Discussion: Senators were introduced.

Actions Taken: The Representative Council ratified the appointments and seated the senators.

|          |          |       |      |      |
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| M: Bauer | S: Haeri | Y: 17 | N: 0 | A: 0 |
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**C. ADOPTION OF AGENDA**

**Item 2 Agenda: August 21, 2014**

Discussion: None.

Actions Taken: The Representative Council adopted the Agenda of the August 21, 2014 meeting as submitted.

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| M: Bauer | S: Fahimi | Y: 18 | N: 0 | A: 0 |
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**D. INTRODUCTION OF GUESTS**

**Guests Present:**

Glenn Roquemore – IVC President

Craig Justice – IVC VP of Instruction

Karima Feldhus – IVC Dean of Humanities

Cathleen Greiner – IVC Dean of Emeritus and Distance Education

Linda Fontanilla – IVC VP for Student Services

Will Glen – IVC Chief of Police

Lianna Zhao – IVC Dean of Math, Science and Engineering  
 Keith Shackelford – IVC Dean of Health Sciences, Kinesiology and Athletics  
 Elizabeth Cipres – IVC Dean of Counseling Services  
 Arleen Elseroad – IVC Dean of Enrollment Services  
 David Gatewood – IVC Dean of the Arts and Business Sciences  
 Michael Chan – ASIVC President; IVC Student  
 Mitchell Khong – Adjunct Math Faculty  
 Josh Danufsky – Full-Time Math Faculty

**E. PUBLIC COMMENTS**

Fahimi: Handout on First Friday Hike. Email also sent out. Roopa Mathur encouraged everyone to attend the hike at least once this semester. Great way to collaborate and meet your colleagues.

VPSS Fontanilla: Student Success Act funds that support counseling, advisement, orientation and assessment were discussed. IVC is going to have a “mega outreach week” Sept. 29th – Oct. 3rd to reach out to 300-500 local organizations and businesses.

President Roquemore: “Happy to be here and available to answer any questions the faculty may have.”

Chief of Police Glen discussed faculty parking passes and overflow parking problems.

**F. RECORD OF THE PREVIOUS MEETING**

**Item 3 Approval of Minutes May 15, 2014**

Discussion: None.

**Actions Taken:** The Representative Council approved the minutes from 5/15/14.

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| M: Bauer | S: Melendez | Y: 19 | N: 0 | A: 0 |
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**G. EXECUTIVE REPORTS**

**Senate President: Kathy Schmeidler**

Cabinet was busy over the summer attending meetings, hiring committees and events and fulfilled its obligation to represent the faculty. Plans for developing the ATEP site are in progress; current focus is “Building 1” which is assigned to IVC.

Anyone interested in serving on ATEP-related committees should contact [asenate@ivc.edu](mailto:asenate@ivc.edu).

President’s Office has supported the request to increase reassigned time for Academic Senate Officers.

Faculty participation is encouraged for accreditation workgroups, and a variety of ongoing projects which will be announced. Interested faculty should contact [asenate@ivc.edu](mailto:asenate@ivc.edu).

The draft [Student Equity Plan](#) developed during the summer will be discussed at next Rep Council meeting.

The scholarship workgroup is scheduled to meet Tuesday, 8-26-14. Faculty members interested in participating should contact [asenate@ivc.edu](mailto:asenate@ivc.edu).

Social gathering after the Rep Council meeting usually takes place at a local restaurant. Email [asenate@ivc.edu](mailto:asenate@ivc.edu) with suggestions of a place to meet.

**Vice-President: Bob Urell**

Budget meeting took place yesterday. On the InsideIVC Senate website is a copy of VP of College Administrative Services, Davit Khachatryan's budget presentation. Faculty can also view online the status of Resource Requests. Faculty can review these two documents for our next rep council meeting.

**Academic Affairs Chair: Brett McKim**

Please send in nominations for DALs and IVC2IVC speakers. Interested faculty should contact [asenate@ivc.edu](mailto:asenate@ivc.edu).

**Curriculum Committee Chair: Diana Hurlbut**

Curriculum Committee meets every Tuesday 1-2pm. The minutes, tentative ballot, and previous meeting's final ballot are posted in InsideIVC on the Curriculum page. The C-Net entry page has the course revision schedule. Oct. 1<sup>st</sup> is the deadline for all new courses; Nov. 1<sup>st</sup> for all programs. Tech Review 1 and Tech Review 2 committees also meet on Tuesdays. All Cooperative Work Experience (CWE) courses were returned from state because they need to be moved from lecture to lab. It is the responsibility of the school to make sure you have the OSH, room utilization, software, etc. to offer any course. Curriculum just reviews the course outline of record (COR).

**H. CONSENT CALENDAR**

Items 4, 5, 6, 9

**I. OLD BUSINESS**

**Item 4 Consent Senate Approval of Curriculum for 2014-2015 Catalog**

Discussion: None

Action(s) Taken: Consent.

**Item 5 Consent Program Reviews [2013-2014](#)**

Discussion: None

Action(s) Taken: Consent.

**Item 6 Consent Senate President Signature Requests & Accept / Affirm  
Actions of the Summer Cabinet**

Discussion: None

Action(s) Taken: Consent.

**Item 7 Board Policies and Administrative Regulations**

Schmeidler: BPARC met in June and has not met since.

Discussion: Some faculty have indicated that for AR 5530 the current language is unsatisfactory. The AR/BPs below were discussed:

- [BP/AR 4101.2 Number of Pay Installments for Academic Personnel](#) (5/9/14 BPARC meeting)
- [BP 3255 Educational Research](#) (4/18/14 BPARC)
- BP 3008 – Records Retention and Destruction
- [BP 3230 – Relations with Vendors](#) (from 5/9/14 BPARC meeting)
- [AR 3230 – Relations with Vendors](#) (from 5/9/14 BPARC)
- [AR 6112 – Distance Education](#) - DOEC-WG will take a stab at drafting; DETF in parallel perhaps (from 5/9/14 BPARC)
- [AR 5404 – Sexual and other Assaults on Campus](#) (from 6/13/14 BPARC)
- [BP 5404 – Sexual and other Assaults on Campus](#) (from 6/13/14 BPARC)
- [BP 7740 – Employment Procedures for Administrators, Managers, and Classified Staff](#) (from 6/13/14 BPARC)
- [AR 5530 Student Rights and Grievances](#) (4/18/14 BPARC)
- [AR 3110 Basic Aid Allocation Process](#) (2/21/14 BPARC)

Action(s) Taken: None.

**Item 8 Grade Grievance and Student Discipline Panel Pool**

Discussion: Melanie Haeri volunteered to serve.

Action(s) Taken: None.

**Item 9 Consent 2014-2015 Committee Appointments**

Discussion: Committee appointments are posted on the [Committee Grid](#). Contact [asenate@ivc.edu](mailto:asenate@ivc.edu) with any changes.

Action(s) Taken: Consent.

**Item 10 Security and Safety**

Discussion: Committee will be meeting this fall.

Action(s) Taken: None.

**Item 11 Faculty Advisor Handbook (For Student Clubs)**

Discussion: No updated version has been submitted yet.

Action(s) Taken: None.

**Item 12 Training to be an Equal Employment Opportunity  
Representative on Hiring Committees**

Discussion: If there is faculty interest in this training, H/R will schedule an event.

Action(s) Taken: None.

**Item 13                    2015-2016 Academic Calendar**

Discussion: Schmeidler: Proposed calendar Senate agreed upon went to Board of Trustees (BOT) at their last meeting.  
Action(s) Taken: None.

**Item 14                    CTE Coordinator**

Discussion: June McLaughlin volunteered to serve again as CTE Coordinator.  
Action(s) Taken: The Representative Council appointed McLaughlin as CTE Coordinator for 2014-2015.

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| M: Bauer | S: Fahimi | Y: 19 | N: 0 | A: 1 |
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**NEW BUSINESS**

**Item 15                    IVC Faculty Involvement in Contract Education, Community Education, and Continuing Education**

Discussion: Corine Doughty, new Dean of Instruction and Economic Workforce Development, is overseeing this area and has been invited to next Rep Council meeting.  
Action(s) Taken: None.

**Item 16                    Host ASCCC Executive Committee Meeting 11/12/14**

Discussion: The Academic Senate for California Community Colleges would like to host one of their executive committee meetings at IVC. President Roquemore supports this request and will sponsor the event.  
Action(s) Taken: The Representative Council approved the hosting of a The Academic Senate for California Community Colleges meeting on Nov. 12<sup>th</sup>.

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| M: Mathur | S: Hurlbut | Y: 21 | N: 0 | A: 0 |
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**Item 17                    Senate-Organized Orientation for New and Interested Faculty Members**

Discussion: Office of Instruction (OOI) with the Academic Senate host orientation sessions for new faculty members every 3<sup>rd</sup> Monday from 2-4pm. The Academic Senate will host sessions every other Monday 2-4pm and invite both first-year faculty members and all other faculty members to participate.  
Action(s) Taken: The Representative Council approved the creation of an Academic Senate-led all faculty orientation.

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| M: Bauer | S: Haeri | Y: 21 | N: 0 | A: 0 |
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**Item 18                    LGBTQ+ Campus Liaison**

Discussion: [Ed Code 66271.2-.3](#) requests that each district designate an employee at each campus as a point of contact for the needs of LGBTQ+ faculty, staff, and students. VPSS Fontanilla will hold a meeting on Aug. 26<sup>th</sup> at 3pm to discuss this matter.

Action(s) Taken: The Representative Council supports establishing a workgroup through the Academic Affairs Committee, to meet with the VPSS to consider establishing the position of a LGBTQ liaison.

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| M: Adams | S: Haeri | Y: 20 | N: 0 | A: 1 |
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**J. SCHOOL REPORTS: (limit to 1 minute)**

- o Business Sciences – Roopa welcomes John Russo and Bennet Tchaikovsky, new full-time faculty. New classes are being offered in Entrepreneurship, CIM, and Paralegal.
- o The Arts – Busy.
- o Guidance and Counseling – Counseling “quick question” tabling took place first three days of classes and was very successful. They answered over 450 student questions.
- o Kinesiology, Health, and Athletics – Proposed a series of events to promote each sport on campus.
- o Humanities -- Remain disgruntled.
- o Life Sciences & Technologies – Welcomed 2 new full time faculty.
- o Languages & Learning Resources – Welcome new full time Sign Language faculty member, Keith Gamache. The Student Success Center is making progress toward piloting online tutoring for IVC students this year.
- o Mathematics, Computer Science and Engineering – Welcomed 3 new full time faculty.
- o Physical Sciences and Technologies – Welcomed 2 new full time faculty.
- o Social and Behavioral Sciences – Welcomed 1 new full time faculty member.

**K. STANDING REPORTS: (limit to 1 minute)**

- o SLO Task Force: Cheryl Delson – No report.
- o Accreditation Report: Kathy Schmeidler – already discussed in President’s Report.
- o Foundation Accounts/PRO-IVC: Kathy Schmeidler – No report.
- o Early College: Brett McKim – No report.
- o Bookstore: No report.
- o Calendar Committee Report: Kathy Schmeidler / Bob Urell – Already discussed in Item 13.
- o Environmental Leadership (ELC): Jeff Kaufmann – No report.
- o Distance Education Task Force: Cathleen Greiner – meeting 1<sup>st</sup> and 3<sup>rd</sup> Mondays.
- o Technology Task Force: Roopa Mathur – Will be meeting in September.

**L. ANNOUNCEMENTS AND OPEN FORUM**

- Request to agendize plus/minus grading issue.
- Request to agendize the election and seating of part-time faculty senators.
- Faculty question: Were logins being changed on computers? Request for IT to send out notification emails.

**M. ADJOURNMENT at 3:53pm.**

Discussion: None.

Action Taken: Move to adjourn.

|            |           |       |      |      |
|------------|-----------|-------|------|------|
| M: Sheldon | S: Vargas | Y: 18 | N: 0 | A: 0 |
|------------|-----------|-------|------|------|

