



# 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  
September 18, 2014 from 2:00 – 4:00 pm in BSTIC 101

### Roster/Roll 9/18/14

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
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	Dan Scott			
Arts	Eddie Tiongson	X		
Arts	Stephen Rochford	X		
Arts Alternate	Amy Grimm		X	
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Michelle Scharf	X		
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 – Bauer
Humanities Alternate				
Languages & Learning Resources	Melanie Haeri	X		
Languages & Learning Resources	Cheryl Delson			X - Haeri
Languages & Learning Resources Alt.				

Life Sciences	Roland Rodriguez	X		
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**

The Vice President called the meeting to order at 2:06pm.

**B. PROCEDURAL ITEM**

None.

**C. ADOPTION OF AGENDA**

**Item 1 Agenda: September 18, 2014**

Discussion: None.

**Action(s) Taken:** The Representative Council adopted the Agenda of the September 18, 2014 meeting as submitted.

M: Hurlbut	S: Bauer	Y: 15	N: 2	A: 1
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**D. INTRODUCTION OF GUESTS**

Nancy Montgomery – IVC Director of Health, Wellness and Veterans  
 Angela Mahaney – Executive Assistant to Dr. Fontanilla  
 Arleen Elseroad – Dean of Enrollment Services  
 Denise Donn – Assistant Dean of Financial Aid and Student Support Services  
 Mark Minkler – Veterans Counselor  
 Jerry Ruddman – Psychology Instructor  
 Cathleen Greiner – IVC Dean of Online and Contract Education  
 Michael Chan – IVC President of ASIVC

**E. PUBLIC COMMENTS**

Mahaney: Introduced Denise Donn new Assistant Dean of Financial Aid and Student Support Services.  
 Bauer asked if District Sabbatical Committee does or does not count as committee hours. Schmeidler confirmed that serving on district committees does satisfy committee hours. If further questions occur, the Grievance Chair is available to discuss.

Montgomery: Moving Health and Wellness Center next week while it is being re-floored to B105A for the week.

Hurlbut: Melanie Haeri's team, The Unreal Housewives of Irvine, walk 60 miles in 3 days for the Susan G. Komen Walk for the Cure. She needs to raise \$2300. You can donate to her team at [www.the3day.org/goto/teamirvine2014](http://www.the3day.org/goto/teamirvine2014) Wendy Gabriella is running for state Assembly District 73. You can donate at <http://www.wendygabriella.com/>

Scharf: Distributed a list of colleges and universities that are ineligible for Cal Grants due to their high loan default rates and low graduation rates:

[http://www.csac.ca.gov/pubs/forms/grnt\\_frm/2014\\_15\\_ineligible\\_cal\\_grant\\_schools.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/2014_15_ineligible_cal_grant_schools.pdf)

Schmeidler will post on the [forum in Academic Senate InsideIVC site](#) an agenda for meetings for new and any interested faculty held each Monday from 2-4pm in Library CAFÉ. If any faculty are interested in presenting at these meetings, email [ASENATE@ivc.edu](mailto:ASENATE@ivc.edu).

There was a discussion concerning facilities (missing chairs in classrooms, cleanliness in classrooms and restrooms, etc.). Urell: we will bring it to the attention of APTC.

Fahimi: Oct 3<sup>rd</sup> First Friday Hike email went out. Everyone is welcome.

**F. RECORD OF THE PREVIOUS MEETING**

**Item 2 Approval of Minutes September 4, 2014**

Discussion: None.

**Actions Taken:** The Representative Council approved the minutes from 9/4/14.

M: Bauer	S: Scharf	Y: 17	N: 2	A: 1
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**G. SCHOOL REPORTS: (limit to 1 minute)**

- o Business Sciences: No report.
- o Arts: Concert this Saturday: Jazz Ensemble with new faculty member Dan St. Marseille at 7:30pm. 6<sup>th</sup> Annual IVC Music Alumni recital next week, Sept. 27<sup>th</sup> at 7:30pm. Sending 38 students next semester to the conference of the Music Association of CCCs. If you want to sponsor students it is \$50. Call or write Stephen Rochford. IVC congratulates music major Sina Karachiani for his first prize award at the 2014 Music Association of California Community Colleges State Composition Contest. Mon., Sept. 29<sup>th</sup> British Debate at PAC at 7pm. Topic is "Obama's Coalition against ISIS is misguided."
- o Guidance and Counseling: No report.
- o Kinesiology, Health, and Athletics: The school reported upcoming athletic events where faculty are invited to attend to recognize faculty contributions. Oct. 24<sup>th</sup> there will be a soccer home game. Oct. 29<sup>th</sup> women's volleyball has a home game.
- o Humanities: Remain disgruntled.
- o Life Sciences & Technologies: Environment Leadership Committee – you will be getting an email shortly on things occurring. Meeting is Wed. 2-3:30pm. Land between B200 and LSB approved to become a native California plant garden. BEES Garden certified as a butterfly habitat and migratory bird way station. LSB won an award for LEED certification. Award will be presented at next board meeting.
- o Languages & Learning Resources: No report.
- o Mathematics, Computer Science and Engineering: No report.
- o Physical Sciences and Technologies: No report.
- o Social and Behavioral Sciences: Model UN conference being held on Oct. 25<sup>th</sup> and Global Policy Forum will be held Nov. 20<sup>th</sup> in BSTIC 101 at 7pm.

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

- o SLO Task Force: Delson absent. Hurlbut: IVC is working to develop an outward facing SLO webpage with the results of our SLOs.
- o Accreditation Report: Schmeidler provided brief update of current progress.
- Foundation Accounts/PRO-IVC: Schmeidler reported. Rochford: Suggested the Senate form a 3-4 faculty ProIVC committee to promote ProIVC. Consensus indicates for Schmeidler to bring this idea to the Foundation.
- o Early College: McKim: The Academic Affairs Committee is gathering information in consultation with the Office of Research to compile data from the past five years. AAC will be reporting on this at a later date.
- o Bookstore: No report.
- o Calendar Committee Report: Urell/Schmeidler: No report.
- o Environmental Leadership (ELC): See Life Sciences school report.
- o Distance Education Task Force: Mathur: Have been working on the [DE Faculty Manual](#). Review and provide feedback to your DETF representative.

- o Technology Task Force: Mathur no report. Schmeidler: There has been dialog concerning roles, responsibilities and contracts and laws affecting our technology and distance education committees. Interests of the IVC faculty are being well represented. IVC faculty have the support of the administration regarding these issues.

## **I. CONSENT CALENDAR**

Items 3, 4, 5, 7, 8

## **J. OLD BUSINESS**

### **Item 3 Consent Senate Approval of Curriculum for 2014-2015 Catalog**

Discussion: None.

Action(s) Taken: Consent.

### **Item 4 Consent Program Reviews 2014-2015**

Discussion: Per [Program Review process](#), program reviews will be submitted for review. See [Program Review Schedule](#).

Action(s) Taken: Consent.

### **Item 5 Consent Senate President Signature Requests**

Discussion: Schmeidler: Signed off on two grant proposal signature sheets for two NSF grants coming out of Physical Sciences and Engineering. One was for Photonics the other for DMP. DMP proposal is for \$900,000 over three to five years.

Action(s) Taken: Consent.

### **Item 6 Board Policies and Administrative Regulations**

Discussion: Rochford: Request to bring back Cash Handling policy. Perhaps BPAR workgroup meet alternate Thursdays of Senate. Request to please send the policies to this workgroup prioritized for their review.

- [BP 4011.1 Full-time Faculty Hiring](#) (9/12/14, pg. 11) Section II, bullet point three "tenure status" edit still in question. Rochford suggested forming a workgroup to review the BP/ARs. The following faculty volunteered: Tracy, Roy, Joel, Kathy and Diana.
- [BP & AR 5050 \(5609\) Student Success and Support Programs](#) (9/12/14, pg. 1)
- [AR 4005\(a\) Teaching Assignments for Administrators and Classified Managers](#) – (9/12/14, pg. 27)
- [BP 4310 Duties and Responsibilities of Dept./Academic Chair](#) - (4/18/14, pg. 12) Read and bring back comments.

Action(s) Taken: None.

### **Item 7 Consent Grade Grievance and Student Discipline Panel Pool**

Discussion: Ross volunteered to serve on the Grade Grievance Panel.

Action(s) Taken: Consent.

### **Item 8 Consent 2014-2015 Committee Appointments**

Discussion: President Schmeidler presented the [Committee Grid](#) for councils, committees, task forces and work groups.

Action(s) Taken: Consent.

### **Item 9 Security and Safety**

Discussion: No report; committee will be meeting this fall. Bauer requested Safety Committee report on the the acquisition of military surplus items.

Action(s) Taken: None.

### **Item 10 Faculty Club Advisor Handbook**

Discussion: Gordon absent. Tammy Livingstone been hired as Student Development Office Assistant and will oversee the revisions of the handbook. Schmeidler will invite Gordon again to attend.

Action(s) Taken: None.

**Item 11 IVC Faculty Involvement in Contract Education and Economic Workforce Development**

Discussion: Corine Doughty, new Dean of Instruction and Economic Workforce Development, and Dean Greiner have been invited to speak on faculty involvement in Contract, Community, and Economic Workforce Development and AB86.

Action(s) Taken: None.

**Item 12 Student Equity Plan**

Discussion: Schmeidler: Data still being gathered for [Student Equity Plan Draft](#) which is in the revision stage. If you have revisions, send them to [ASENATE@ivc.edu](mailto:ASENATE@ivc.edu) or to Dr. Fontanilla.

Action(s) Taken: None.

**Item 13 Appointments to Academic Planning and Technology Committee (APTC)**

Discussion: Faculty membership is the AS President, Vice President, Curriculum Chair, Academic Affairs Chair, and one additional faculty member. APTC meets the 2<sup>nd</sup> and 4<sup>th</sup> Mondays, 2 – 4pm. DeRoulet and Choo volunteered to serve.

Action(s) Taken: The Representative Council voted to keep nominations open and support President Schmeidler in appointing faculty representatives to the APTC.

M: Bauer	S: Mathur	Y: 21	N: 0	A: 0
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**NEW BUSINESS**

**Item 14 IVC Student Success and Support Program (SSSP) Plan**

Discussion: IVC's [SSSP Plan Draft \(version 5\)](#) is presented to Academic Senate for Rep Council's review. Arleen Elseroad is available to answer faculty questions. Elseroad: Draft has included faculty involvement of Brenda Borron, Miriam Castroconde, Jeff Wilson, Rebecca Beck, and Robert Melendez. SSSP reinstates old matriculation dollars but they can only spend on orientation, assessment, and advisement. In response, IVC launched Freshman Advantage. The Counseling department indicated there has been an impact because students are now required to have a comprehensive education plan once they reach 15 units or in their 3<sup>rd</sup> semester. Also, students surveyed preferred in-person orientation over the online orientation option. As a result, Counseling and A&R recommend hiring four counselors and two senior matriculation specialists.

Additionally they recommend hiring two evaluators to review transcripts, as well as an additional administrative assistant to provide support. Send comments and suggestions to [ASENATE@ivc.edu](mailto:ASENATE@ivc.edu).

Action(s) Taken: None.

**Item 16 Full-time Faculty Hiring Priority List Development**

Discussion: Schmeidler: Initial data has been released and sent out through your deans. Counselor data is still being calculated. Concerns or questions about the data report back to [ASENATE@ivc.edu](mailto:ASENATE@ivc.edu), the OOI or the Research Department.

Action(s) Taken: None.

**Item 17 Scholarship Policies and Procedures**

Discussion: The Scholarship Process Workgroup recommends approval of their draft to guide scholarship process this year with the intention of reviewing and revising as necessary after the completion of the process. Read the drafted policy.

Action(s) Taken: None.

**Item 18 Faculty Development**

Discussion: Chair of Academic Affairs Committee, McKim, discussed the recommendations of the AAC regarding distribution of faculty development funds for 2014-2015. It was recommended by AAC that all

\$60,000 of the funds be allotted for faculty requests and that the limits from last year continue: \$1400 for full time faculty and \$700 for part time faculty.

Action(s) Taken: The Representative Council approves the recommendations of the AAC regarding the distribution funds for 2014-2015.

M: Rochford	S: Haeri	Y: 19	N: 2	A: 0
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**K. EXECUTIVE REPORTS – Tabled due to time limit.**

Senate President: Kathy Schmeidler

Vice-President: Bob Urell - Attachments [1](#), [2](#), [3](#), [4](#), [5](#), [6](#)

Academic Affairs Chair: Brett McKim

Curriculum Committee Chair: Diana Hurlbut

**L. ANNOUNCEMENTS AND OPEN FORUM**

- Interested parties are welcome to meet at [Lazy Dog Café](#) again on Jamboree in the [Irvine Marketplace](#) at 6pm for a social exchange.

**M. ADJOURNMENT 3:57pm**

	Bob Urell	Brett McKim	Diana Hurlbut			Bennet Tchaikovsky	Roopa Mathur	Stephen Rochford	Eddie Tjongson	Robert Melendez	Michelle Scharf	Roy Bauer	Brittany Adams	Cheryl Delson	Melanie Haeri	Priscilla Ross	Roland Rodriguez	Joel Sheldon	Ben Vargas	Carlo Chan	John Davison	Kiana Tabibzadeh	Traci Fahimi	Elizabeth Chambers	Total Y	Total N	Total O
Item 1		Y	Y			Y	Y	Y	O	Y	Y	Y			Y	Y	Y	Y		Y	N	N	Y	Y	15	2	1
Item 2	Y	Y	Y			Y	O	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	N	N	Y	Y	17	2	1
Item 13	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	21	0	0
Item 18	Y	Y	Y			Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	19	2	0
Item																											
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