



## Minutes

Of the Meeting of the Representative Council  
November 20, 2014 from 2:00 – 4:00 pm in BSTIC 101

### Roster/Roll 11/20/14

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	Carla Reisch	X		
Adjunct Faculty	Melody Harper	X		
Adjunct Faculty Alternate	Mabel Cortes		X	
Adjunct Faculty Alternate	Jim Watkins		X	
Business Science	Roopa Mathur	X		
Business Science	Bennet Tchaikovsky	X		
Business Sciences Alternate				
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	X - Davies
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	X - Wilson
Languages & Learning Resources Alt.	Jeff Wilson	X		
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 Alt.				

A. CALL TO ORDER

The president called the meeting to order at 2:09pm.

B. PROCEDURAL ITEM

None.

C. ADOPTION OF AGENDA

**Item 1 Agenda: October 30, 2014**

Discussion: None.

**Action(s) Taken:** The Representative Council adopted the Agenda of the November 20, 2014 meeting as submitted.

M: Mathur	S: Tchaikovsky	Y: 21	N: 0	A: 0
-----------	----------------	-------	------	------

D. INTRODUCTION OF GUESTS

Lewis Long: English instructor and Faculty Association Negotiating Team member  
 Cathleen Greiner: Dean of Online and Contract Education

E. PUBLIC COMMENTS

Hurlbut: Safe Space title on signage implies training which we do not have in place at IVC.  
 Fahimi: [First Friday hike on Dec 5<sup>th</sup>](#) at Aliso Woods Canyon to Dripping Cave.  
 Fahimi: Is there a copyright BR/AR or statement in place for syllabi? Long: Is it covered by Article 15 in the contract? Schmeidler: That may not be sufficient; will examine this further.  
 Choo of behalf of Haeri: Wants to thank the Senate for their generosity during her fundraising. She is presently in San Diego and starts the Walk for a Cure tomorrow.  
 Rochford: IVC students hold 20 seats in a regional 84-seat band. Perspectives dance performance on Saturday, Nov. 22<sup>nd</sup> at 8pm. Lecture and demonstration on Nov. 21<sup>st</sup> at 12pm.  
 Ross: Student research conference between IVC and Saddleback took place and an IVC student won.  
 Tsongsin: IVC Speech and Debate team took first place at Grossmont competition. Dec 5-7<sup>th</sup> they will participate in at tournament at Mt. SAC.

F. RECORD OF THE PREVIOUS MEETING

**Item 2 Minutes of the Previous Meeting: October 30, 2014**

Discussion: None.

**Actions Taken:** The Representative Council approved the minutes from 10/30/14.

M: Bauer	S: Hurlbut	Y: 25	N: 0	A: 0
----------	------------	-------	------	------

**Item 3 Minutes of the Previous Meeting: November 6, 2014**

Discussion: None.

**Actions Taken:** The Representative Council approved the minutes from 11/6/14 as amended by Fahimi.

M: Bauer	S: Scharf	Y: 23	N: 0	A: 0
----------	-----------	-------	------	------

G. SCHOOL REPORTS: (limit to 1 minute)

- o Social and Behavioral Sciences – Model UN Global Policy Forum tonight 5:30pm BSTIC 101.
- o Physical Sciences and Technologies – No report.
- o Mathematics, Computer Science and Engineering – No report.
- o Languages & Learning Resources – [Library is open on Saturdays](#) 10am-2:30pm for a trial period; spread the word.
- o Life Sciences & Technologies – BEEs Garden: Jeff and Devon have been making succulent creations to go on sale Dec. 9<sup>th</sup>. Plant sale is a great way to support BEEs garden.
- o Humanities – Remain disgruntled.
- o Kinesiology, Health, and Athletics – [Women's volleyball](#) have 21-0 record and play again Friday.
- o Guidance and Counseling – Application deadline is 10 days away for CSU. Transfer center available Monday and Tuesday for drop-in application help.
- o Business Sciences – CIM department won a NetLab+ grant with two other CCs. On Monday, December 1<sup>st</sup> at 4:15pm in BSTIC 209 a [LinkedIn workshop](#) will be held.
- o Arts – Want to know if there will be a search for a new dean for their school.

H. STANDING REPORTS: (limit to 1 minute)

- o [ASIVC](#): Michael Chan – Homecoming taking place Feb. 12<sup>th</sup>. [Applications are due](#) the 8<sup>th</sup>. \$300 scholarship awarded if on court, \$500 if win.
- o [SLO Task Force](#): Cheryl Delson – No report.
- o [CTE Task Force](#): Schmeidler – There was a meeting regarding the \$173k [CTE enhancement funds](#). Merry Kim available to meet with faculty to complete the applications which are due Monday 8am.
- o [Safety Committee](#): Priscilla Ross and Judy Henmi: See [proposals](#) for faculty input. Items 14-19 are on the agenda and are proposals from the Safety Committee.
- o [Accreditation](#) Report: Kathy Schmeidler – the workgroup brought a recommendation to SPAC regarding the accreditation writing workgroups' composition and timeline, and it was accepted. We will be soliciting faculty assistance in participating in various workgroups to write different subsections of the accreditation report. Report deadline is not certain yet. We want to start work a year ahead of time so that we have time to amass the documentation needed, as well as fix any problems identified from our self-study. If you are interested in participating in the self-study contact C. Greiner or K. Schmeidler.
- o [Foundation](#) Accounts/PRO-IVC: Kathy Schmeidler – Rochford: ProIVC will work better if we have a committee made up with our people to promote it. Schmeidler: A few people have tried to test the STARS scholarship system; it has worked for some but not others. The response of the Foundation Office is "thank you" and fixing it immediately. They want it to work. At the Scholarship Workgroup meeting this morning we decided to postpone the start date to ensure it is working properly. Karen Orlando in the Foundation Office is going to hold open workshops to test the STARS system on Dec. 1<sup>st</sup> and 2<sup>nd</sup>. Anyone who can't go those times can call Orlando and set up a time to meet with her individually to test it at your convenience. Dec 3<sup>rd</sup> will be the absolute deadline; no further testing. Dec. 8<sup>th</sup> it will go live to students. Fahimi: Is this always when it goes live? It seems like there are still basic operational errors like how to include and eliminate sets of students for a given scholarship eligibility. Will it realistically be fixed in time? Schmeidler: the financial aid staff have indicated the glitches can be completed in time. Adams: If everyone is not testing the system for every single scholarship, how can we ensure that all criteria are working properly? Schmeidler: Most scholarships do not have such extensive eligibility requirements. Those interested or involved, test it out to ensure errors are fixed. Scharf: The end deadline of when the scholarships are due is Feb. 10<sup>th</sup>. Rochford: How are double majors handled? Schmeidler: Donn in Financial Aid said she can address the double majors. An ASIVC card required for ASIVC scholarship eligibility, but not the other scholarships. Two letters of reference required. The format will be a

combination of radio button rating and text boxes. If letters of reference are used, it may un-blind the evaluation process because names and gender pronouns may be used. Will consult with Dr. Roquemore if we can have text boxes. [note – this has been resolved] A workshop is planned on Dec. 10<sup>th</sup> for students on how to apply for scholarships so that they could work on them during winter break.

- Mathur: What is the status of new Foundation Director search? Schmeidler: It may be a Dean search; it has not convened.
- Early College: Rochford: Status of the EC data? McKim: We are conferring with Craig Justice. Hurlbut: there is genuine interest at the state level for Early College programs. Bauer: Since part-timers teaching most of the EC courses, we need to make a concerted effort to get their feedback since it may be overlooked easily. Discussion ensued regarding faculty's impressions of teaching these students and their maturity levels. There are also territory issues when teaching in the high school classrooms. Hurlbut: On the Education Policy Committee they discussed the model of Middle College with a separate building on campus where the classes take place and how it has worked well. Rochford: I don't see given the strife it causes and money it costs that these programs are needed. High school students can take our classes already if they want. Why is it good for IVC? These students already have their AAs when they are done with HS and thus do not come to IVC.
- Bookstore: Tam Do, Toshio Whelchel, Joanne Chen and Dennis Gordon – No report.
- Calendar Committee Report: Kathy Schmeidler / Bob Urell: We are keeping with the process.
- [Environmental Leadership](#) (ELC): Priscilla Ross -- Minutes [here](#). Meet Fridays once a month 9am-12pm. Open to anyone interested; we welcome your ideas.
- [Distance Education Task Force](#): Cathleen Greiner and Roopa Mathur/Amy Stinson. [DE Faculty Handbook](#) final draft has been submitted for review through the governance process. [DE Course Curriculum Form](#) has been proposed and open for feedback.
- [Technology Advisory Task Force](#): Roopa Mathur – Working on the feedback from the Open Forum.

I. CONSENT CALENDAR  
Items 4, 6, 8, 9

J. OLD BUSINESS

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

Discussion: None.  
Action(s) Taken: Consent.

**Item 5 Program Reviews 2014-2015**

Discussion: Per [Program Review process](#), program reviews will be submitted for review. See Program Review [revised schedule](#). Proposal to separate English and Reading was accepted.  
Action(s) Taken: None.

**Item 6 Consent Senate President Signature Requests**

Discussion: None.  
Action(s) Taken: Consent.

**Item 7 Board Policies and Administrative Regulations**

Discussion: [AR 6112 Distance Education](#) not ready.

- 4011.1 was pulled from the agenda by Saddleback Senate who objected to the notion that the Deans might be called into second level in place of a Vice President and for unknown issues by the Vice Chancellor of HR.
- BP& [AR 5530 Student Rights and Grievances](#) – Long: I have concerns about this. Saddleback has endorsed this draft policy, but it does not work. There are no criteria, so there can never be a violation because we have no definition. It opens faculty up to any grievance (his jokes are bad, etc.). Second, it is unenforceable. It has no disciplinary plan.

**Action(s) Taken:** IVC Senate supports the FA position on AR 5530. Rochford: Friendly amendment: Senate will not approve this BP/AR in its current draft.

M: Fahimi	S: Adams	Y: 25	N: 0	A: 0
-----------	----------	-------	------	------

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

Discussion: None.  
Action(s) Taken: Consent.

**Item 9 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 10              School Program Realignment**

Discussion: None. Proposal for program realignment has been submitted.  
Action(s) Taken: None.

**Item 11              Evaluation Part of FA Proposal for Master Agreement**

Discussion: As part of the Master Agreement Negotiations, the Faculty Association must consult with Academic Senate on topics of mutual oversight. (Second reading.) Long: Proposal attached here ([D](#)) is what was given to the District in response to their proposal. Three changes: First, self-evaluation portfolio of faculty work for the year is being evaluated. Our proposal is to keep what can be included in this portfolio open. Second, TRC process: the FA proposes a non-voting member/advocate on the TRC. This person would be there to represent for that faculty member. The purpose of the TRC is both to evaluate and mentor, but it may be difficult for an untenured individual to go to the TRC with difficulties since the TRC also evaluates. Third, modification of the rule that only materials during the 50 minute evaluation/observation can be included. This is a different climate from eight years ago. The issue is whether to require inclusion of other materials outside of the observation while still restricting hearsay and requiring documentation for sources. Rochford: Are their protections to the non-voting TRC member? Long: Nothing formal in place. Rochford: What are the protections to the TRC voting members? Long: You cannot write a policy for outside activities, but faculty have written in protection in the Master Agreement. Schmeidler: We can never being protected from slander. Long: Mediation for slander occurs outside of District process with lawyers. Fahimi: What is the status of student evaluations? Long: Student evaluations have not been implemented by District. FA believes they should be implemented, but not be used to evaluate faculty contracts. FA proposes the District can see the data, but they cannot take action based upon the data. The student evaluation form was written, but it is not being used. District does not want to use paper evaluations and would prefer to have it done online. FA okay with it online, as long as it is done consistently and includes all students, not just the most happy and most disgruntled. Departments are permitted to use their own instruments *in addition* to or in place of the district student evaluation. Wilson: I feel it is a positive to be able to include direct observations outside of the 50 minute classroom session. Rochford: They are all good ideas, but how will they be applied? If the student evaluations cannot be used, why are we using them? Schmeidler: It is the law. Tabibzadeh: Does the outside information that could be included include evaluations of part-time faculty? Long: SLOs participation, items relevant to assigned faculty member, syllabi, turning grades on time, following BPs, etc. Part-time faculty are evaluated in first semester and then every other semester thereafter. Adams: Can the mentor be outside of the department? Long: TRC members can be outside of the department and the mentor does not need to be a discipline expert for that area. We are proposing the evaluation instrument have five categories of rating instead of current three.  
Action(s) Taken: None.

K. NEW BUSINESS

**Item 12              Faculty Representative for Classified Management Hiring Committee**

Discussion: Davit Khachatryan seeking faculty representative for hiring committee for the position of Manager of College Fiscal Services – Specially Funded. Position closes Nov. 18<sup>th</sup> and hiring committee will convene shortly thereafter. Urell has volunteered to serve. Are there any other volunteers? Email [asenate@ivc.edu](mailto:asenate@ivc.edu) if interested.  
Action(s) Taken: None.

**Item 13                    New Cisco Phones at IVC**

Discussion: Bruce Hagan brought a new Cisco phone that is being installed at IVC to demonstrate.  
Action(s) Taken: None.

**Item 14                    Campus Emergency Alarm System Upgrade**

Discussion: The campus emergency alarm system has failed to fully function on several occasions and does not extend to the buildings used by the Kaplan program. Shall the Academic Senate support a request for needed upgrades to the campus alarm system and extension to the Kaplan building?  
Action(s) Taken: None.

**Item 15                    Emergency Building Marshals**

Discussion: There is need for Emergency Building Marshals for all buildings on campus and for faculty to be trained as marshals for evening hours when classified staff are not present. Shall the Academic Senate recommend to all faculty that they attend an Emergency Evacuation training and consider volunteering to be evening Building Marshals?  
Action(s) Taken: None.

**Item 16                    Locks on the Inside of Classroom Doors**

Discussion: As a safety measure in case of an "Active Shooter" or other emergency, inside door locks would permit controlling access to classrooms. Shall the Academic support the addition of inside door locks for classrooms? Choo: Is this linked to the [Capital Improvement lock proposal](#)? BPRPC discussed this issue as well this week.  
Action(s) Taken: None.

**Item 17                    Campus Personal Safety Training**

Discussion: Concerns have been raised concerning safety for students, employees, and visitors on campus. Shall the Academic Senate recommend the establishment of regular safety training for students and employees? Urell: These trainings should be open to *all* students, not just female students.  
Action(s) Taken: None.

**Item 18                    Parking Areas Cameras**

Discussion: Concerns have been raised concerning safety in parking areas. Shall the Academic Senate support the installation of cameras in some parking areas? Ross: Cameras would be only in public spaces and could possibly be extended to hallways.  
Action(s) Taken: None.

**Item 19                    Emergency Preparedness Training**

Discussion: In order to increase the emergency preparedness of the campus, more staff are needed with a variety of basic skills training. Shall the Academic Senate support offering FLEX training and recommend faculty attendance on the following topics?

- A. Emergency Evacuation
- B. Basic First Aid
- C. CPR training
- D. AED training (automated external defibrillator)
- E. Active Shooter

Action(s) Taken: None.

**Item 20                    District-wide Planning Council (DWPC) Membership Proposal**

Discussion: Currently the membership of DWPC is 28, of whom 4 are faculty and 2 are classified staff. Shall the Academic Senate support increasing the number of faculty and classified staff, with a commensurate or

greater decrease in the number of administrator/managers in the membership of DWPC? It is the consensus of Senate to have more faculty on DWPC.  
Action(s) Taken: None.

L. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler – [Capital improvement projects](#) were discussed at BDRPC that include [Solar Roadways](#) and a solar shade parking lot.  
Vice-President: Bob Urell – Tabled due to lack of time.  
Academic Affairs Chair: Brett McKim – Tabled due to lack of time.  
Curriculum Committee Chair: Diana Hurlbut – Tabled due to lack of time.

M. 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

The president adjourned the meeting at 3:58pm.

	Bob Urell	Brett McKim	Diana Hurlbut	Carla Reisch	Melody Harper	Bennet Tchaikovsky	Roopa Mathur	Stephen Rochford	Eddie Tongson	Robert Melendez	Michelle Scharf	Simon Davies	Tom Pestolesi	Roy Bauer	Britany Adams	Cheryl Delson	Jeff Wilson	Priscilla Ross	Roland Rodriguez	Joel Sheldon	Ben Vargas	Carlo Chan	John Davison	Kiana Tabizadeh	Traci Fahimi	Elizabeth Chambers	Total Y	Total N	Total O
Item 1	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 2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	25	0	0
Item 3	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	23	0	0
Item 7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	25	0	0