



Minutes

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

Roster/Roll 12/04/14

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- Davies
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology Health & Athletics Alternate				
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate				

to attend to assure enough food and books for everyone. They would like your feedback on how they can help your students.

Pierce – “Wanted to let you know who I am.” Have taught at IVC for 17 years, 9 courses and 12 years of Women's Studies. Holds two Masters degrees and MFT license. Has experience in psychiatric hospitals and the marine base.

Long: Open to being nominated as Past-President of Senate to serve Spring 2015 semester. Rochford and Haeri nominated Long Past President. This item will be placed on the next Rep Council agenda.

Scharf: Today at 4:30pm a Common Application workshop for the private universities is being held. Monday scholarship applications open up. Dec. 10th a workshop for students on the application is being offered.

F. RECORD OF THE PREVIOUS MEETING

Item 2 Minutes of the Previous Meeting: November 20, 2014

Discussion: None.

Actions Taken: The Representative Council approved the minutes from 11/20/14.

M: Bauer	S: Mathur	Y: 21	N: 0	A: 1
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G. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler. Received two [calendar proposals](#) from Saddleback College for your consideration. IVC has been pushing for a longer break between semesters for a variety of reasons which has received pushback from Saddleback and trustee Wright. If we would like to continue putting forward IVC's position, send Asenate@ivc.edu arguments for maintaining a later start date. Long: Saddleback Nursing instructors are assigned dates by the hospitals, not by choice. FA negotiated a MOU for four extra duty days for the Nursing faculty to accommodate these earlier start dates. Adams: I would like to see a calendar that balances the number of weeks between Spring and Fall semesters. Fahimi: Why do the two colleges have to be on the same calendar? Why does Nursing need to be on the same calendar? Long: FA trying to keep 178-day calendar for all faculty since the Board proposed counselors work more days. Having two calendars may erode this equity among all faculty. Sheldon: What if we have an intersession? Schmeidler: Intersession would be outside of the academic calendar. There are lots of ways to accommodate this per practices seen at other colleges in the area. Faculty can speak on this matter during Public Comments at Board meetings. Full-time faculty hiring update: Trying to move BP 4011.1 forward to January's Board meeting for a first reading and possible second reading at the February meeting. Also requested a presentation to the Board on faculty hiring for early in the Spring semester.

Vice-President: Bob Urell : See budget [report from Sacramento](#) Nov. 24, 2014; share with your colleagues. \$224 million available to CCCs, as well as 4% growth. The FON numbers are growing, and dollars available for an increase to the FON. New bill proposed to provide a cushion for a rainy day fund. For Capital Improvement submissions to the district, see [Basic Aid Facilities Projects List](#). This list will go to BARC. Report on AB 86: [Regional plan](#) was submitted; share with your schools. Working on finalizing the new Resource Request format and timeline, as well as the rating process. Schmeidler: Faculty representatives on BDRPC, Choo and deRoulet, advocated for allowing faculty more time to complete their requests. Urell: Soon the resource requests from last year should be finalized. We are aggressively trying to stick to a tight timeframe so that they can get funded sooner. Schmeidler: Resource requests must be submitted by 8am on January 20th. Urell: On the new resource request format we ask you identify the funding category. We have listed all of the identified funding categories and their individual criteria and restrictions. You can then review the criteria and see if your proposal is eligible for that funding category. Spread the word on this to your schools. There are about 15-20 funding pools. Rochford expressed questions about the dance and performing arts building. Urell: Send me your concerns and I will inquire. Justice discussed this funding and planning process and the difference between CIC/BARC versus state-matched funds and bond funds. These projects are listed in one-year increment, so future year projects are not listed but that doesn't mean they are not in the plan. We plan to pursue the CIC/BARC process, as next bond won't be until 2019. Justice plans to send email to Khachatryan and Gatewood to clarify the Arts buildings plans.

Academic Affairs Chair: Brett McKim – We have not met since October; our next meeting is Tuesday. We plan to have civil discourse about the Women's Studies program. Schmeidler: I asked the Curriculum Committee to look into this matter in order to inform AAC. Curriculum is under faculty purview, but program discussion involves administration as well. Reminder that this discussion should not be about individuals, but

about the topic. This discussion should be in a respectful manner. Greiner: Curriculum Committee began their discussion of min quals. Schmeidler: Also to be discussed by Curriculum is articulation and curricular aspects of the program. Bauer: The question is not who should teach Women's Studies, but where it should be housed. Fahimi: If this is a cluster of classes and not a program, why using the program realignment policy? Schmeidler: That may be the decision of the AAC. Part of the review of the curriculum process is to make sure that what one school wants does not stomp on another school. Adams: We did discuss as a school with two of the courses staying in Counseling and the one course being housed in Humanities. Bauer: The proposal to realignment policy is coming from a School of Humanities, not coming from one or two faculty. The entire Humanities faculty are behind this.

Curriculum Committee Chair: Diana Hurlbut – Absent

H. CONSENT CALENDAR
Items 3, 4, 5, 7, 8

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

Item 5 Consent Senate President Signature Requests

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

Item 6 Board Policies and Administrative Regulations

Discussion: Mathur: [AR 6112 Distance Education](#) rewritten and approved by DETF. Review it carefully and take it back to your schools. Bring back any comments to DETF (Mathur and Stinson) and asenate@ivc.edu. Bauer: Upcoming BP on Limitations of Total Expenditures for Reassigned Time and Stipends – what is the status of that? My school supports the need for more release time for chairs. Schmeidler: The BP has not been discussed yet, but we understand the need for faculty to have the option to accept either reassigned time or stipend for reimbursement. There also seems to be understanding from HR and administration regarding this matter. There is a BPARC meeting tomorrow. BP 3008 Records Retention and Destruction was brought forward last spring. BP 3255 Educational Research, has there been any feedback? Mathur: Can we discuss the BP going through about course repetition?

Action(s) Taken: The Representative Council approves BP 3008 Records Retention and Destruction.

M: Bauer	S: Haeri	Y: 24	N: 0	A: 0
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Item 7 Consent Grade Grievance and Student Discipline Panel Pool

Discussion: None.
Action(s) Taken: Consent

Item 8 Consent 2014-2015 Committee Appointments

Discussion: None.
Action(s) Taken: Consent

Item 9 School Program Realignment

Discussion took place during the AAC report. Curriculum Committee and AAC will meet Tuesday to discuss.
Action Taken: None.

Item 10 Evaluation Part of FA Proposal for Master Agreement

Long: "Last Senate meeting I discussed Article 17, the proposed faculty evaluation (D). I am here to listen to any feedback you have from our schools." Rochford had question about student evaluations. Long: FA has been arguing against student evaluations as a part of the TRC evaluation. There is language in the current process stating that they can see the evaluation but not use the information from the student evaluation. Adams: What is the legality of students being able to keep their anonymity? Long: The process is being negotiated by the implementation group and they are very concerned about keeping it confidential, fair, and unobtrusive. Schmeidler: Student evaluations are required by the law. Discussion ensued. Melendez: We want the TRC feedback as professional development; this needs to be a way to help a faculty member grow in the tenure process and make it meaningful to the faculty member. Long: There are [separate student surveys](#) for classroom faculty, counselors, librarians and LD Specialists. Long then reviewed the student survey with the Senate item by item.

Action Taken: Senate affirms we are in favor of using student survey evaluations through a standardized method of implementation for the betterment of instruction but not for faculty evaluation pre or post tenure, nor for part time faculty evaluations, and affirm the FA's position regarding the use of student survey evaluations in faculty TRC evaluations.

M: Fahimi	S: Urell	Y: 23	N: 1	A: 0
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Item 11 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 closed Nov. 18th and hiring committee will convene shortly. Urell volunteered. No other volunteers.

Action Taken: Schmeidler will let Khachatryan that Urell will represent for the faculty.

Item 12 New Cisco Phones at IVC

Discussion: IT would like to come and demonstrate the new Cisco phones that are being installed at IVC.

Action Taken: None.

Item 13 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. Choo noted that the BSTIC alarm system routinely malfunctions, sending a loud beeping noise lasting entire days at a time that is disruptive to students, faculty and staff. Further, when the alarm is malfunctioning, visible signage should be placed indicating BSTIC is on Fire Watch status.

Action Taken: The Academic Senate supports a request for needed upgrades to the campus alarm system and extension to the Kaplan building.

M: Scharf	S: Fahimi	Y: 24	N: 0	A: 0
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Item 14 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. It was indicated that these trainings should be strictly voluntary.

Action Taken: The Academic Senate recommends to all faculty that they attend an Emergency Evacuation training and consider volunteering to be evening Building Marshals.

M: Mathur	S: Ross	Y: 22	N: 0	A: 2
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Item 15 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. Choo inquired if this proposal was connected to the Capital Improvement electronic lock proposal. Ross: Electronic locks are very expensive, so no. Choo supports inside

door locks that only the faculty or college could lock, but expressed concerns about safety threats if anyone can lock a door from the inside. For instance, someone could shove a student inside an empty classroom, lock the door, and assault her. Further, most faculty do not have keys to their classrooms to be able to access them if they are locked. Additionally, in most active shooter situations you evacuate your classroom and only lockdown in place if a safe evacuation is not possible. Discussed ensued.

Action Taken: The Academic Senate supports outside building doors being able to be locked from the interior and the addition of inside door locks for classrooms that face the outdoors.

M: Haeri	S: Bauer	Y: 21	N: 2	A: 1
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Item 16 Campus Personal Safety Training

Discussion: Concerns have been raised concerning safety for students, employees, and visitors on campus.

Action Taken: The Academic Senate recommends the establishment of regular safety training for students and employees both online and in person.

M: Fahimi	S: Haeri	Y: 22	N: 2	A: 0
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Item 17 Parking Areas Cameras

Discussion: Concerns have been raised concerning safety in parking areas. Fahimi: "I have objections. I want close circuit 24-7 otherwise it may be ineffective." Ross: Monitors will rotate every few seconds.

Action Taken: Senate supports the installation of cameras that use constant and continuously recording 24-7 in all parking lots.

M: Ross	S: Scharf	Y: 20	N: 0	A: 2
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Item 18 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.

Action Taken: The Academic Senate supports offering FLEX training and recommends 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

M: Fahimi	S: Haeri	Y: 19	N: 0	A: 0
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Item 19 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? Item was tabled due to lack of time.

Action Taken: None.

J. NEW BUSINESS → All items tabled due to lack of time.

Item 20 Safety Committee Faculty Membership

Discussion: Safety Committee seeking volunteers from Fine Arts and Kinesiology to represent for those specific disciplines. Presently DSPS is represented on this committee by Judy Henmi. ? Item was tabled due to lack of time.

Action Taken: None.

Item 21 Marquee on Jeffrey and Irvine Center Drive

Discussion: Request made to Public Relations to update the signboard on the corner of Jeffrey and Irvine Center Drive. Item was tabled due to lack of time.
Action Taken: None.

Item 22 Distance Education Faculty Manual

Discussion: The Distance Education (DE) Manual ([E](#)) has been approved by DETF. Item was tabled due to lack of time.
Action Taken: None.

Item 23 Leading from the Middle 2015 Academy

Discussion: The Leading from the Middle 2015 Academy invites teams of four to apply to attend: <http://www.rpgroup.org/projects/leading-middle-academy>. Item was tabled due to lack of time.
Action Taken: None.

- K. SCHOOL REPORTS: (limit to 1 minute) – Tabled due to lack of time
 - o Social and Behavioral Sciences
 - o Physical Sciences and Technologies
 - o Mathematics, Computer Science and Engineering
 - o Languages & Learning Resources
 - o Life Sciences & Technologies
 - o Humanities
 - o Kinesiology, Health, and Athletics
 - o Guidance and Counseling
 - o Business Sciences
 - o Arts

- H. STANDING REPORTS: (limit to 1 minute) – Tabled due to lack of time
 - o [ASIVC](#): Michael Chan
 - o [SLO Task Force](#): Cheryl Delson
 - o [CTE Task Force](#): June McLaughlin
 - o [Safety Committee](#): Priscilla Ross and Judy Henmi: See [proposals](#) for faculty input.
 - o [Accreditation](#) Report: Kathy Schmeidler
 - o [Foundation](#) Accounts/PRO-IVC: Kathy Schmeidler
 - o Early College: Brett McKim
 - o Bookstore: Tam Do, Toshio Whelchel, Joanne Chen and Dennis Gordon
 - o Calendar Committee Report: Kathy Schmeidler / Bob Urell
 - o [Environmental Leadership](#) (ELC): Priscilla Ross -- Minutes [here](#)
 - o [Distance Education Task Force](#): Cathleen Greiner and Roopa Mathur/Amy Stinson. [DE Course Curriculum Form](#) has been proposed and open for feedback.
 - o [Technology Advisory Task Force](#): Roopa Mathur

- M. ANNOUNCEMENTS AND OPEN FORUM
 - Senate not meeting during finals week per the consensus of Representative Council. Email asenate@ivc.edu with any concerns or issues.

- N. ADJOURNMENT at 4:02pm

