



Minutes

Of the Meeting of the Representative Council
March 03, 2016 from 2:00 – 4:00 pm in B 209

Roster/Roll 03/03/16

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
President	Kathy Schmeidler	X		
Recorder	Carlo Chan	X		
Parliamentarian	n/a			
Voting				
Vice President	Bob Urell	X		
Chair, Academic Affairs	Brett McKim	X		
Chair, Curriculum	Diana Hurlbut	X		
Past President	Lewis Long	X		
Senators (22 votes)				
Adjunct Faculty	Carla Reisch	X		
Adjunct Faculty	Melody Harper	X		
Business Science	Rick H. Boone	X		
Business Science	Bennet Tchaikovsky	X		
Arts	Stephen Rochford	X		
Arts	Joe Gerges	X		
Arts Alternate				
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Tiffany Tran			X - Melendez
Counseling Alternate				
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology, Health & Athletics	Martin McGrogan	X		
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate				
Languages & Learning Resources	Melanie Haeri	X		
Languages & Learning Resources	Jeff Wilson	X		
Languages & Learning Resources Alt.	Cheryl Delson			
Life Sciences	Roland Rodriguez	X		
Life Sciences	Meredith Dornier			X - Rodriguez

Math/CIS/Engineering	Joel Sheldon	X		X – Vargas
Math/CIS/Engineering	Ben Vargas	X		X - Sheldon
Physical Sciences	John Davison			
Physical Sciences	Kiana Tabibzadeh	X		
Physical Sciences Alternate	Art Ambrose			
Social & Behavioral Sciences	Robert Hollenbaugh	X		
Social & Behavioral Sciences	Elizabeth Chambers	X		
Social & Behavioral Sciences Alt.	Kari Tucker			

A. CALL TO ORDER

The President called the meeting to order at 2:00pm.

B. ADOPTION OF AGENDA

Item 1 Agenda: March 03, 2016

Discussion: There was a motion to adopt the agenda, and to remove all items from consent.

Action Taken: The Representative Council adopted the Agenda for the March 03, 2016 meeting with no consent items.

M: Bauer, R.	S: Chambers, E.	Y: 19	N: 0	A: 0
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C. INTRODUCTION OF GUESTS – Elizabeth Cipres, Traci Fahimi, Ken Lira, Summer Serpas, and Craig Justice.

D. PUBLIC COMMENTS –

- Ken Lira: The scholarship process launched for reviewers on Tuesday. After a month long review period, awards will be determined. More reviewers will lighten everyone's load so please reach out to schools and contact Ken or asenate@ivc.edu if interested. Ken was asked to provide a current list of reviewers and the deadlines to complete letters of recommendation.
- Elizabeth Cipres: The Cultural Competency Summit will be on Friday, April 15, 2016. Please RSVP. There is limited seating. It is intended for all members of the college and community. The term "cultural competency" and the goal of the summit were discussed.
- Bob Urell presented an article on cheating, in particular, cheating with smart watches. The article will be posted on the Senate website.
- The budget for the Saddleback Stadium was discussed.
- Craig Justice: The Calendar Committee met and discussed the legality of the extra day on the Wednesday before Thanksgiving. Justice explained it is legal and it will be brought back to the Saddleback committee for review. Summer courses have many sections with 42 attendance hours in a 3-unit lecture course but the target is 50 hours to be in compliance. This was due to a technical error at District IT in calculating the hours; the times will be fixed accordingly. Summer courses also have been heavily advertised.
- The Final Exam Workgroup is looking for members. Please bring back to schools and if anyone is interested, please contact asenate@ivc.edu. The first meeting is on March 8 in the CAFE from 4-5pm.

E. RECORD OF THE PREVIOUS MEETING

Item 2 Minutes of the Previous Meeting: February 18, 2016

Discussion: None.

Action Taken: The Representative Council approved the minutes of the February 18, 2016 meeting.

M: Gerges, J.	S: Bauer, R.	Y: 26	N: 0	A: 0
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F. SCHOOL REPORTS: (limit to 1 minute)

- o Social & Behavioral Sciences: None

- Physical Sciences and Technologies: None
- Mathematics, Computer Science and Engineering: None
- Life Sciences & Technologies: None.
- Languages and Learning Resources : None
- Humanities: The History Department is meeting with UCI faculty members to improve dialogue between the two colleges.
- Kinesiology, Health, and Athletics: The Women's Basketball team won and may go to the Final Four Tournament with some future wins.
- Guidance and Counseling: There was a call for applications for the Discipline Faculty Mentors, DFM, for the next academic year. There are changes to the programs. There will be 1 faculty member for each school, and there can be an additional at large member for the larger schools. The application process is to be done by March. Applications will be sent out. Please send any questions to Robert Melendez.
- Business Sciences: The paralegal program submitted their self-evaluation the American Bar Association. The School of Business is considering creating a Legal Studies AA that would have two emphasizes Humanities and Business. With the start of the GAP4+1 program, Cal State Fullerton will be here for the signing of the MOU ceremony.
- Arts: There are many concerts and a host of student achievements. IVC student Jesse Tellas was accepted to the Disney All-American Band.

G. STANDING REPORTS: (limit to 1 minute)

- LGBTQ Liaison Report: Brooke Choo: The LGBTQ group has met twice. They had a table at the High School Preview Day and over 200 people expressed interest.
- Safety and Security: The Run, hide, fight video was shown at the Board meeting. There is no news on the Police chat site. The college is still trying to get electronics locks and alternatives to the door jams. A new Police Lieutenant was hired. Diane did a failed demonstration on locking the doors with a belt.
- Technology Task Force: This will be discussed during Davit's presentation.
- Online Education Task Force: Cathleen Greiner – The decision to use Canvas or Blackboard as our LMS will be made soon. There is a Canvas workgroup, and an AtOne learning course with Canvas as the shell. InsideIVC has a discussion forum for the LMS. The workgroup will make a recommendation to Senate.
- Environmental Leadership (ELC): Jeff Kaufmann – None.
- Calendar Committee Report: Miriam Castroconde - The new proposed calendar will include Cesar Chavez Day on March 30. Saddleback and IVC proposed a similar calendars; the main difference is the placement of Spring Break.
- Cafeteria - They received a request to offer more proteinaceous food that is not fried to make the cafeteria food more appealing.
- Bookstore: None.
- Early College: Brett McKim – There is a need for one part-time and one full-time faculty member to serve on the Early College Taskforce.
- Foundation Accounts/PRO-IVC: Stephen Rochford – March 31 is the deadline for donations to Pro-IVC. They are still seeking auction items for the Foundation Awards Dinner. Please contact Steve Rochford or Kathy Schmeidler.
- Accreditation Report: Kathy Schmeidler: Kathy has been invited to attend Saddleback's Standard 4 (governance) group meetings to maximize our cooperation and coordination. . The District function map was discussed; modifications are being recommended.
- CTE Task Force: June McLaughlin: June would like to thank Tiffany Tran for recommending that we see what other CTE committees are doing. Changes will be proposed at an upcoming meeting.
- SLO Task Force: Cheryl Delson: We are moving to TracDat5 and TracDat4 will be gone. All data are being migrated and will be validated and verified.
- Basic Skills Initiatives: Summer Serpas – They are working on the Basic Skills Transformation Grant which will need the Senate President signature. Key points are using multiple measures for placement, technology for GPA sharing with IVC's feeder high schools, an English project for a co-requisite class for those placed in Writing 201 so that students would take Writing 1 with extra support. Math is working on redesigning their basic skills, including a pre-statistics class. We will need a faculty member to serve as Grant Coordinator if we receive the funding; we hope it will be someone involved in writing the grant. Summer Serpas will be stepping down as the Basic Skills

coordinator and we are seeking a replacement. The job description is posted on the Senate website. Please pass along to schools and contact Summer and asenate.

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

I. OLD BUSINESS

Item 3 Senate Approval of Curriculum for 2016-2017 Catalog

Discussion: None.
Action Taken: None

Item 4 Program Reviews 2015-2016

Discussion: None.
Action Taken: None.

Item 5 Senate President Signature Requests

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

Item 6 Board Policies and Administrative Regulations

Discussion:

- [AR 4110a](#) Attendance / Absence Reporting Procedures – Faculty
- ~~BP 4003 Employment of Relatives~~
- [BP 7310](#) Nepotism
- [BP 4720](#) Abusive Conduct in the Workplace

Action(s) Taken: Motion to vote.

M: Rochford, S.	S: Bauer, R.	Y: 26	N: 0	A: 0
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Item 7 Grade Grievance and Student Discipline Panel Pool

Discussion: Please email if will to serve.
Action(s) Taken: None.

Item 8 2015-2016 Committee Appointments

Discussion: Sean Pheasant will no longer serve on the BDRPC Committee and will be replaced by Art Ambrose. June McLaughlin will replace Bennett Tchaikovsky as a Senator for the School of Business and Science.
Action(s) Taken: Motion to vote.

M: Bauer, R.	S: Rochford, S.	Y: 26	N: 0	A: 0
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Item 9 Faculty Student Club Advisor Handbook

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

Item 10 Budget Update: [Davit Khachatryan] Bob Urell

Discussion: The resource requests are in the process of moving to the strategic planning committees and then will move to SPAC for final recommendations to the President. We are attempting to use restricted funds whenever possible. There are still unknowns in our 16-17 budgets, which include DRAC and BAARC elements

regarding using one-time funds for on-going commitments. There was a 2% FTEs target growth in the DRAC model but it is now being revised to 1% to accord with the State announcement. Possibility there is possibility the Board will fund the STRS and PERS obligation, which will help both colleges' budgets. It was commented that purchasing currently takes a long time even when using Foundation money.
Action(s) Taken: None

Item 11 AANAPISI Grant - Project

Discussion: None.
Action Taken: None

Item 12 AACC Pathways Project and Conference Attendance

Discussion: None.
Action Taken: None.

Item 13 WorkDay – Student Development Project: BPA Participation

Discussion: If anyone is interested in going to the Workday meetings, please contact Kathy. We need faculty to attend.
Action Taken: None.

Item 14 Teacher of the Year Criteria

Discussion: The list is posted. There was a comment that proof reading is needed. It will be informally asked to fix the grammar on the list.
Action Taken: Motion to vote with removal of item 13 off the criteria list.

M: Adams, B.	S: Gerges, J.	Y: 24	N: 2	A: 0
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Item 15 Senate Elections: Establish Elections Committee

Discussion: Joon Kil and Rich Zucker members on the Elections Committee. If anyone else is interested in joining the Elections Committee, please send names to asenate@ivc.edu.
Action Taken: None.

Item 16 Senate Elections: Open Nominations for Curriculum Chair, Academic Affairs Chair, Recorder, and Past President

Discussion: Send nominations to asenate@ivc.edu
Action Taken: None.

J. NEW BUSINESS

Item 17 Academic Affairs Recommendations to Amend the Academic Senate By-Laws

Discussion: 3 of the 4 schools that voted recommended that the proposed amendments to the bylaws be put off for another year. The proposal included a succession plan for the President and Vice President. There were concerns about establishing a 4-year commitment. The proposals will be posted and linked on the agenda.
Action Taken: None

Item 18 District-Wide Strategic Planning Task Force (DWSP-TF) Charge

Discussion: None.
Action Taken: None.

