



Minutes

Of the Meeting of the Representative Council
May 04, 2017 from 2:00 – 4:00 pm in B 209

Roster/Roll 05/04/17

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
President	Kathy Schmeidler	X		
Recorder	Cheryl Delson	X		
Parliamentarian	n/a			
Voting				
Vice President	Bob Urell	X		
Chair, Academic Affairs	Brett McKim	X		
Chair, Curriculum	Chris Loeffler	X		
Past President	Lewis Long		X	
Senators (22 votes)				
Adjunct Faculty	James Watkins	X		
Adjunct Faculty	Karen Vaught		X	
Adjunct Faculty Alternate	Carla Reisch		X	
Adjunct Faculty Alternate	Stephanie Tanio		X	
Business Science	June McLaughlin	X		
Business Science	Rick Boone	X		
Business Sciences Alternate	Roopa Mathur	X		
Arts	Stephen Rochford	X		
Arts	Pat Beckmann	X		
Arts Alternate	Joe Gerges		X	
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Michelle Minkler	X		
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology, Health & Athletics	Martin McGrogan	X		
Humanities	Roy Bauer	X		
Humanities	Brittany Adams			X- Bauer
Humanities Alternate	Henry Carnie		X	
Languages & Learning Resources	Tony Lin		X	Egasse
Languages & Learning Resources	Anca Popsecu		X	Egasse
Languages & Learning Resources Alt.	All LLR Faculty	X		
Life Sciences	Meredith Dorner		X	

Life Sciences	Diana Hurlbut		X	
Life Sciences Alternate	Devon Bradley		X	
Math/CIS/Engineering	Ilknur Erbas White	X		
Math/CIS/Engineering	Joel Sheldon	X		
Math/CIS/Engineering ALT	R.J. Dolbin	X		
Physical Sciences	John Davison	X		
Physical Sciences	Massimo Mitolo	X		
Social & Behavioral Sciences	Elizabeth Chambers	X		
Social & Behavioral Sciences	Mary McDonough	X		

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

Item 1 Agenda: May 04, 2017

Discussion: Motion to adopt the agenda

Action Taken: approved

M: Roy Bauer	S: Bob Urell	Y: 22	N: 0	A: 0
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C. INTRODUCTION OF GUESTS –

Traci Fahimi, Cathleen Greiner, Angela Mahaney, Maria Nunez, Elissa Oransky, Christine Delgado, Julie Scholl, Karen Martin, Corine Reymond, Amy Hunter, Karen Orlando, Dennis Gordon, Ruben Guzman, Chris McDonald, Alan Bilsborough, Megan Newton, Wendy Gabriella, Cessa Heard-Johnson, Brent Monte, Angel Hernandez, Emiko Kiyochi, Loris Fagiloi

D. PUBLIC COMMENTS

- Karen Martin (Classified senate president) – Thank you gifts for Bob and Kathy for all their support for classified senate. Catacomb survival kit for Kathy, photo album and a journal for Bob.
- Cheryl Delson (library)- The library will be open until midnight on May 16, 17, 22, 23, 24. This is a trial to determine student usage of the library till midnight. The Library will be open regular hours on May 18th
- Elissa Oransky – April piggy challenge was over \$900 in \$5 bills so far. ProVC donations have exceeded previous years. The scholarship ceremony is coming.

E. RECORD OF THE PREVIOUS MEETING

Item 2 Minutes of the Previous Meeting: March 30, 2017

Discussion: n/a

Action Taken: Approval

M: Roy Bauer	S: Steve Rochford	Y: 22	N: 0	A: 0
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Item 3 Minutes of the Previous Meeting: April 06, 2017

Discussion: n/a

Action Taken: Approval

M: Roy Bauer	S: Bob Urell	Y: 22	N: 0	A: 0
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F. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler – Cabinet went to Spring Plenary two weeks ago. Resolutions are posted online on the Academic Senate for California Community Colleges site:

<http://www.ascucc.org/sites/default/files/SP%2017%20Resolutions%20Packet%20Final.docx>). One resolution encourages our local college to move funds generated from the savings of switching to Canvas to professional development to train faculty and staff on canvas. When we started talking about the move to Canvas, the IVC administration agreed to move some of the funds to the professional development for faculty and staff for Canvas training.

Faculty retirements won't be replaced for one year. Staff retirements won't be replaced for several months in most cases. However, some key positions will need to be filled immediately. Other positions may never be filled due to reorganization and other considerations.

Chancellor hiring process: according to the process, the board is required to look at the candidates that the committee forwarded to the board, but once the board interviews them, the board can return to the pool to consider additional candidates, but the details of this process are unclear. The board has decided that they want to see the deep background check before the candidates visit the campus.

Vice-President: Bob Urell – The budget situation has not improved since the beginning of the year. We are projecting a short fall of several million dollars. District Services and IVC are working together to find ways to address the issues. BDRPC has a link on inside.ivc

<https://inside.ivc.edu/committees/SPOBDC/BSR/Pages/Suggestions.aspx>) where anyone can make suggestions to reduce costs or increase efficiency or revenue. The Interim Chancellor is willing to help out but we need to show that we making progress. This shortfall is due to many reasons, including raises for all employees, loss of productivity, our growth had been capped at .5% but this is insufficient to keep up with the increased cost of doing business. Modifications of how we interpret the DRAC model may help to a certain extent. To address productivity concerns, the Office of Instruction intends to cancel summer classes with an enrollment under 15 and semester classes with enrollment under 18, with exceptions for capstone classes, programs in jeopardy, and other extenuating circumstances (the contractual requirement is 22 students).

Academic Affairs Chair: Brett McKim – Report later in the meeting

Curriculum Committee Chair: Chris Loeffler – Last curriculum meeting is Tuesday and we will be having a celebration for Louis at the end of the meeting. Curriculum workshop on May 15 from 12-5, lunch will be included, can RSVP to Chris L. or Tiffany Tran. Any concerns or questions on revision of programs or courses please contact Chris L. and she will assist with that. We still have empty programs at the state level that will need to be addressed.

G. CONSENT CALENDAR

Items: 5, 6, 8, 9

H. OLD BUSINESS

Item 4 Senate Approval of Curriculum for 2017-2018 Catalog

Discussion: Approve the Curriculum Committee recommendations.

Action(s) Taken: Approval.

M: Steve Rochford	S: Pat Beckmann	Y: 22	N: 0	A: 0
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Item 5 Consent Program Reviews

Discussion: None.

Action(s) Taken: None.

Item 6 Consent Senate President Signature Requests

Discussion: None.

Action(s) Taken: None.

Item 7 Board Policies and Administrative Regulations

Discussion: None

Action(s) Taken: None

Item 8 Consent Grade Grievance and Student Discipline Panel Pool

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

Item 9 Consent 2016-2017 Committee Appointments

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

Item 10 Faculty Student Club Advisor Handbook

Discussion: Cessa is pulling together interested parties, nothing has been report yet.
Action(s) Taken: None.

Item 11 Budget Update: [Davit Khachatryan] Bob Urell

Discussion: None
Action(s) Taken: None

Item 12 Pathways – Logistics Work Group

Discussion: Meetings coming up but nothing new to report.
Action Taken: None.

Item 13 TATF Co-Chair

Discussion: None
Action Taken: None

Item 14 SLO Coordinator and Co-Chair

Discussion: Cheryl Delson, Keith Donovan, Tiffany Tran have been nominated to share the positions of SLO coordinator and Chair.
Action Taken: Motion to approve.

M: Roy Bauer	S: Elizabeth Chambers	Y: 22	N: 0	A: 0
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Item 15 Discussion of Issues Pertaining to Undocumented Persons

Discussion: Two resolutions were adopted by acclamation by the Academic Senate for California Community Colleges at the 2017 Spring Plenary: 3.02 "Support for Marginalized Students" & 3.03 "Support for Students with Deferred Action for Childhood Arrivals (DACA) Status." These are statements of philosophy.

Actions Taken:
Motion to table this item.

M: Ilknur Erbas-White	S: Joel Sheldon	Y: 6	N: 16	A: 0
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Motion to affirm the resolutions 3.02 and 3.03 of the ASCCC.

M: Roy Bauer	S: Steve Rochford	Y: 18	N: 2	A: 2
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Item 16 IVC OE Faculty Handbook Fall 2016 – Spring 2017

Discussion: Roopa and Emiko – The language in the handbook was changed so that there is nothing "required" or "mandatory," rather it says "highly encouraged." There are classes available for online training in June and July classes. If you want just Canvas training, go to @One and take the classes either as graded or as self-paced. It has been highly recommended that OETF members be a resource to their faculty on how to use Canvas. Joe San Juan has drop in training, see Training.ivc.edu for his availability. The online course peer-review process has been changed to: 1) encourage faculty to do a self-evaluation using the rubric to assess their course (rubric available on inside.ivc.edu) and, 2) faculty can volunteer to have their course peer-reviewed. Big thank you from the OETF and the faculty to Roopa for all her hard work.

Actions Taken:

Motion to approve the OE Faculty Handbook.

M: Bob Urell	S: Ilknur Erbas-White	Y: 22	N: 0	A: 0
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Motion to approve the online course rubric

M: Bob Urell	S: Roy Bauer	Y: 22	N: 0	A: 0
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Motion to approve the DE strategic plan revisions

M: Bob Urell	S: Roy Bauer	Y: 22	N: 0	A: 0
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Item 17 Faculty Responsibilities Respecting Disability Accommodations

Discussion: Robert – there is not enough funding in the categorical funding to provide the current services. Would like to make a friendly amendment to have the recommendation be for the college to fund and not specifically categorical funding. Not accepted by the mover of the motion because by not specifying the funding source we are remaining flexible.

Amendment to change the language to change to "college provide through general funds"

Actions Taken:

Shall the Representative Council recommend that when the DSPS Office determines that a student must be provided with a note taker, the college through general funds establish procedures for providing paid and trained note takers as it is neither the responsibility of the faculty nor the volunteer students' to provide the DSPS accommodation?

M: Robert Melendez	S: Michelle Minkler	Y: 4	N: 18	A: 0
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The Representative Council recommends that when the DSPS Office determines that a student must be provided with a note taker, the college will establish procedures for providing paid and trained note takers as it is neither the responsibility of the faculty nor the volunteer students' to provide the DSPS accommodation.

M: Bob Urell	S: Pat Beckmann	Y: 21	N: 1	A: 0
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I. New Business

Item 18 Child Development Center (CDC)

Discussion: None

Action Taken: None

Item 19 Degree Audit Demonstration

Discussion: Ben Guzman demonstrated the new software. Expected launch to students will be Fall 2017.

Action Taken: None

Item 20 Suggested Goals for the 2017-2019 BSI/SEP/SSSP Integrated Plan

Discussion: The workgroup presented the draft of Goals and is requesting input from faculty. Each of the three have to be included at least one of goals and at least two have to be in three of the goals. They are not finished drafting but the goals are the result of the input from the work groups and faculty and in conjunction with Saddleback.

Action Taken: N/A

Item 21 BP 5604 Eligibility for Admission

Discussion: Christina Delgado would like to bring this BP forward to the district wide committee in order to make changes that will get us in line with the Ed Code and other community college in the area. The recommended changes include: changing the age that international students must be 18 or older to 17 (with

a legal guardian). Often minors from other countries can graduate from high school younger than 18.

Action Taken: Motion to bring BP 5604 forward to the district wide committee.

M: Roy Bauer	S: Robert Melendez	Y: 18	N: 0	A: 0
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Item 22 Curriculum Committee Co-Chairs

Discussion: Chris L and Diana H. will split the responsibilities of the curriculum committee

Actions Taken:

Motion to rescind the nomination and appointment of Chris L and Diana H. in Dec.

M: Jeanne Egasse	S: Steve Rochford	Y: 19	N: 0	A: 0
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Motion to appoint Chris Loeffler and Diana Hurlbut as curriculum co-chairs

M: Elizabeth Chambers	S: Pat Beckmann	Y: 19	N: 0	A: 0
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Item 23 Basic Skills Coordinator Position

Discussion: Open nominations for the BSI coordinator

Action Taken: Motion to open nominations.

M: Roy Bauer	S: Steve Rochford	Y: 18	N: 0	A: 0
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Item 24 Proposal for College Production Policy and Process Recommendation

Discussion: IVC needs a formalized policy to clarify the lines of authority for marketing and production that would establish that the faculty member has the final say in the production of marketing materials.

Action Taken: Motion to adopt recommendation from Academic Affairs Committee.

M: Roy	S: Martin	Y: 18	N: 0	A: 0
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Item 25 Full-Time Faculty Hiring Priority List Development Process Recommendation

Discussion: Going back to the Academic Affairs committee.

Action Taken: None

Item 26 Selecting Department Chairs

Discussion: Senate will provide a repository of documents for how various IVC department's select their chairs for use of other interested departments.

Action Taken: None

J. SCHOOL REPORTS: (limit to 1 minute) – NO REPORTS

- 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

K. STANDING REPORTS: (limit to 1 minute) – NO REPORTS

- o SLO Task Force: Cheryl Delson
- o Accreditation Report: Kathy Schmeidler
- o Foundation Accounts/PRO-IVC: Stephen Rochford

- o Early College: Brett Mckim
- o Bookstore:
- o Cafeteria:
- o Calendar Committee Report: Jeff Kaufmann/Miriam Castroconde
- o Environmental Leadership (ELC): Jeff Kaufmann
- o Distance Education Task Force: Roopa Mathur/Cathleen Greiner
- o Technology Task Force: Celina Lee
- o Safety and Security: Kathy Schmeidler
- o LGBTQ Liaison Report: Alan Bilsborough
- o CTE: Diana Hurlbut
- o ELEVATE API – Edwin Tiongson

L. ANNOUNCEMENTS AND OPEN FORUM

M. ADJOURNMENT at 4:12pm

	Bob Urell	Brett Mckim	Chris Loeffler	James Watkins	June McLaughlin	Rick H. Boon	Stephen Rochford	Pat Beckmann	Robert Melendez	Michelle Minkler	Simon Davies	Martin McGrogan	Roy Bauer	Brittany Adams	Tony Lin	Anca Popsecu	Ilknur Erbas White	Joel Sheldon	John Davison	Massimo Mitolo	Elizabeth Chambers	Mary McDonough	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	Y	22	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	22	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	22	0	0
Item 4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 14	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 15A	Y	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N	N	N	6	16	0
Item 15B	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	A	A	Y	Y	Y	18	2	2
Item 16A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 16B	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 16C	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 17A	N	N	N	N	N	N	Y	N	Y	Y	N	N	N	N	N	N	N	Y	N	N	N	N	4	18	0
Item 17B	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	21	1	0
Item 21		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	19	0	0
Item 22A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	22	0	0
Item 22B		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	19	0	0
Item 23		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	19	0	0
Item 24		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	19	0	0