



ACADEMIC SENATE

Academic Senate 2019-2020

Irvine Valley College, 5500 Irvine Center Drive, Irvine, California 92618
asenate@ivc.edu 949/451-5408

Meeting of the Representative Council
May 14, 2020

2:00 – 3:50 pm, via ZOOM
AGENDA<https://ezproxy.ivc.edu/login?url=http://www.jstor.org/action/showAdvanceSearch>

2:00 A. CALL TO ORDER

June McLaughlin

The president will call the meeting to order

2:00-2:05 B. ADOPTION OF AGENDA

June McLaughlin

Agenda May 14, 2020

New

The President submits the agenda **and** the consent calendar for review and approval.

Discussion/Action

Shall the Rep Council adopt the Agenda of the May 14, 2020 meeting as submitted or amended, with the proviso that the President may reorder the agenda as needed?

Y: 24

N: 0

A: 0

1st Alec Sims

2nd Tony Lin

2:10-2:15 A. PUBLIC COMMENTS

ALL

Elissa O. – The IVC foundation is continuing to process emergency fund requests, although Saddleback is not taking any more applicants IVC still is. They have been able to find more sources of funding to offer students some additional resources.

They are finalizing the scholarship process since they knew that there wasn't going to be a scholarship celebration and that they needed to focus on the CARES funds, they pushed out the deadline to evaluate the scholarships. They are notifying the students who have received a scholarship and the checks will be cut after July 1st.

Melanie – Will not return in the fall to senate, she is taking a larger role in the Faculty Association.

Tony – The library has 4 announcements. We have recently released library self-paced workshops in Canvas, and the students will receive proof of completion. We have 20 database trials going on right now. We have received input from Music and Science faculty for some databases, if you are interested in any of the databases please let the librarians know. The bookstore has established some dates and times for rental returns, more information can be found in the Bookstore's FAQs.

Shirin – Last week they held the global policy forum at part of the MUN, and the two policies they discussed had to do with debating the pandemic. The recording is available to view if you are interested. It went well and there were good debates happening between the different sides.

Eddie – The Hack-a-Thon happened in April and was influenced by Earth Day and the Pandemic. They are looking to have more events in the future.

COMPLIANCE WITH BROWN ACT

Academic Senate is a legislative body which must comply with the Brown Act. §54954.2(a) of the Ralph M Brown Act states that “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under §54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification...” Please contact the Academic Senate Office at 949-582-4969 or asenate@ivc.edu if you require an accessibility-related modification or accommodation in order to participate in this public meeting.

Important Documents (Inside.ivc) and links

[Closed Captioning info](#)

IVC Health & Wellness Center Lunch and Learn

[Every Monday and Wednesday in May, 12-1 pm](#)

[Check IVC Events](#)

[List of mental health providers](#)

The Governor of California has suspended the Brown Act during this time

2:10-2:15

A. RECORD OF THE PREVIOUS MEETING

June McLaughlin

Attachment**Minutes of the Previous Meeting: April 14, 2020**

New

The minutes of the previous meeting of the Representative Council are submitted for review and approval.

Discussion/Action

The Rep Council adopted the minutes of April 14, 2020 as submitted or amended?

Y: 20

N: 0

A: 0

1st Roy Bauer2nd Mel Heari2:15-
2:45**B. EXECUTIVE REPORTS**

Expanded Cabinet

Senate President: June McLaughlin

- Want to celebrate the newly tenured faculty since the celebration wouldn't be held this year.
- There are the 4 results in the meeting folder from the health and wellness survey that was sent out. The results show that there are not a lot of issues with mental health.
- Sunny and June are going to be working on the resolution for Jeanie E. to be given to her in the Fall
- The minutes from the Instructional Council meeting is also in the meeting folder and there is going to be instruction council meetings held over the summer and the chairs would need to be compensated in order to work over the summer. There is not a number associated with this yet.
- Faculty is not obligated to work at all over the summer. It is really important that if committees are being held over the summer that decisions are not being made and if they are than the chairs who are being compensated are sitting on the committee.
- IT and Senate collaborated to collect pedagogical and technological issues related to be online. They collected over 100 results and they need to go through all of the submissions individually so it will take some more time.
- Cheryl will be stepping down as recorded and RJ will be the recorder for next year.
- Over the summer, June will be working on the by-laws for the academic senate, it will include expanding the cabinet to include discipline and other leaders on campus.
- Having a best practices manual for online teaching by disciplines, there are small stipends to be a part of this collaboration. It will also be a living document that can be updated. Email June if you are interested in joining.

Vice-President: Jefferey Kaufmann

- Sunny and Jeff have been working with Nathan to get the senate website up. They have provided all the content so now it is for Nathan and his team to complete.
- Institutional Effectiveness Committee sent out the end of academic year committee/task force questionnaire. The concept was at the last IEC meeting and this will be going out to all chairs and co-chairs. The questionnaire asks a series of questions about what transpired during the last academic year in terms of work done by that committee or task force, including information such as participation levels, how frequently the committee met specific goals and items that need yet to be addressed. We can get a really good sense about the level of work being done by all the committees and task forces on campus and it will also help us try to get a better understanding about all of the issues that we've sort of put aside now from the Office of Instruction, which was looking at the issue of stipends, and reassigned time and making sure that everyone has been fairly compensated for the work that's being done.
- June – Cabinet has requested that the stipend workgroup reconvene in the Fall.

Academic Affairs Chair: Robert Melendez

- There was an email that went out a couple weeks ago asking for presentation requests for Flex Week. There is a new Flex week proposal form to submit proposals.
- We're going to be pretty much 100% live online for Flex week. We are focusing on different areas on different days, including equity, online pedagogy, along with some more standard ones. The latest information is that the new president will be presenting on Monday with the Chancellor in the morning and the faculty association will be going sometime after that. We have Wednesday as laser day with the faculty presentation. So hopefully, some of you are participating in that with your teams and your schools. And Thursday and Friday for school and department meeting. And then fill in the proposals into the remaining time periods.
- In the last two meetings of Academic Affairs, they've been playing around with a reorganization of the academic affairs officer and the professional development officer into something that looks similar to the what's presented on this document, which is just a draft and it's just a starting place for this discussion.
- And what we're really looking to do is get a separate professional development officer, who would have obviously all the duties in which that current position has but really take the lead on developing new professional development activities, not just during Flex week but throughout the year.
- One of the big things in which we've been talking about is equity and what we're trying to do is get to the point to where faculty feel just as much ownership on equity, especially within the classroom, as everyone else on campus. Student services is doing a great job as far as services and programs. What we need to do as faculty is also look to see how we can implement equity within our curriculum and within the classroom too. So the idea would be to get our side of the house to work in conjunction with student services.
- Possible roles and duties would include things like co-chairing the Student equity Task Force among others. And again, these are all just proposals to start a conversation.
- The only other thing I will say is that one of the concerns and it's a very valid concern is that this position as it's written that the professional development piece may take up a lot of the time of this individual leaving that equity piece to not be touched that much. And if that happens, then that's obviously going to go against what we're exactly trying to do so again it was just a starting place for us.
- As more conversations go through summer and the beginning of fall semester on how the reshaping of Senate cabinet looks like, maybe that equity piece would be removed from here and put into a different position or maybe Equity is added to every position.
- Send your comments to June and Robert about the creation of a new Equity and Professional Development Officer.

Curriculum Committee Chair: Rick Boone

- Curriculum has been meeting and they have been able to review the courses that are in the queue. There are only a couple of new classes.
- A reminder that we still need to revise our courses every 5 years, we got through about 50% this year but there is another batch for next year.
- Still working on finalizing META and will have the DE addendum and learning objectives section hopefully operational in the Fall.

Angel Hernandez, Counseling, Basic Skills

- Fall registration started this week and the counselors have been working hard online and they are seeing a lot of students as they prepare for fall registration
- With the EW and P/NP deadline on June 8th, please refer any students who are interested in these options to talk to a counselor. The grades are due on June 1st but students can still apply after they see their grades.
- Angel has been appointed to the hiring committee for the new VP of Student Services.

Keith Donovan, Chemistry, Program Review/ SLO

- There is a [SLO course available in Canvas](#) to learn how to use the new system to enter your SLO results without using TracDat. The link is available on the SLO inside site.
- There is a push to continue to enter your SLOs even though we are online. Our mid-term report is due in the Spring.
- You can use [the online form](#) to submit your SLOs.

Rebecca Kaminsky Guided Pathways, Writing Center, English

- First, I just want to thank all of the design team captains for all the work they did this year, and I would like to give a special thank you and goodbye to some of our captains that decided to step down. And so, thank you to Rick for leading the student experience team for the last couple of years, and to Michelle Minkler and Marianne Wolf who have been leading our Completion teams. And then I want to welcome Brandee Idleman as a captain of our completion team starting in the fall.
- Earlier today I sent out reminders to all of the Guided Pathways reps and chairs that we still need some items back from schools and departments for the website. So please take a look at those. We are asking for one school rep, or one person per school over the summer. I do have about half the schools have already given me a volunteer to continue to help us with the GP website. We have a small stipend were able to offer those reps. If your school has not yet picked somebody, maybe, that teeny tiny stipend will help incentivize it.
- I'm going to be working this summer to get everything in line so that we can hit the ground running in fall and we are still looking for a school that would like to pilot a completion team and our plan is to use the fall to get organized and launch the completion team in spring. The completion team would be disciplined faculty mentors and so I'm working with June and Senate to see if that could count as committee assignments for faculty who'd be willing to serve in those roles. If your school is interested, please let me know or Brandee Idelman know and we can get started on the organizing process.

Lan Pham, Math

- None

2:50-2:50

B. **CONSENT ITEMS**

June McLaughlin

Curriculum folder
(Inside IVC)

[2020-4-14 Meeting](#)
[-Minutes](#)
[-Voting Grid](#)

Continued

Discussion/Action

Attachment N/A

Continued

Discussion/Action

[Attachment G3](#)

Continued

1) Senate Approval of Curriculum

Per CurricUNET process, curriculum will be submitted for review and approval.

Shall the Representative Council approve the recommendations of the Curriculum Committee?

2) Program Reviews

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

N/A

3) 2019-2020 Committee Appointments

President McLaughlin will present the Committee Grid for councils, committees, task forces and work groups.

NEW BUSINESS

2:50-2:55

*D. IVC Interim President Update**Cindy Vyskocil*

New

First, let me just say Thank You. It's been an unprecedented time and not only did you have the leadership change back in October then in the spring semester going fully online due to the pandemic. And the efforts that have been made by the IVC faculty to transition to online learning were extraordinary. So as we end this semester, I just want to say thank you for all the work that's been done both on the instructional side and the student services side to make sure that students are served and they have what they need.

The first item that I have is related to the presidential search. My understanding is that at this point in the process the Chancellor is reviewing the reference checks and all the information that came from the forums. It was a pretty extensive turnout by IVC in the public forums. They'll take the information from the extended SPAC meeting and all the presidential forums and then the Chancellor, who I think she is completing that task by reading every comment that came forward, will determine how many candidates move forward to an interview with the board. It's likely that that announcement might be sometime in the next week or so. But she is on schedule to try to get a candidate board approved, if everything stays on track, for the June board meeting. And the start date, of course, for that new individual will be up in the air and in terms of their circumstances.

The second announcement is that we are super happy to announce that we will be getting board approval in June for the new full time Japanese instructor, his name is Takeshi Takakura. And we finished his second level as a zoom interview a few weeks ago and I want to congratulate him, there will be a formal announcement out very soon.

The VP SS hiring committee that June had talked about earlier is moving forward. I want to make sure that once the new president is seated that he will have the ability to select a new vice president for Student Services. Having said that, I'm really happy with Dr. Steven Johnson, who has come aboard seamlessly and has been a great help to me and human services. So I want to thank Steven Johnson, for his continued efforts to student services support in his interim role.

And then finally, there's a second faculty position that got delayed, the economics position full time instructor. This position hadn't had first level interviews yet so there was some discussion about whether or not to delay. I'm happy to announce that we're going to move that forward as fall hirer. They have to work with HR to finalize their online interview process, but both for the VIP SS and this hiring committee for the economics instructor. Faculty who are representing their areas and assigned to these committees will be paid for service in the summer at the non instructional rate. We try not to have hiring committees during the summer but both of these are really important hires and we want to move those forward.

Discussion/Action

Discussion

2:55-3:00

E. IVC Classified Senate update

Amy Hunter

[Attachment](#)

New

This is the first year that she has been Classified Senate President. Staff have been working hard to keep the college operational while learning to work remotely. They have classified staff on a number of committees and taskforces. They have a huge initiative called Caring Campus with several training sessions that started last year and will continue over the summer. They have been focusing on professional development this year and have renewed online training with Franklin Covey, they have just under 200 classified staff.

Discussion/Action

Discussion

3:00-3:05

F. IVC College Budget Update

Davit Khachatryan

[Attachment](#)

New

It is a 10+1 senate issue that senate be involved with the college budget. It is understood that things happen over the summer that impacts the budget.

The document was provided in the meeting folder that summarizes the May revise. The May revise came out and Vice Chancellor of Business Service, AnnMarie Gable, will send out an email soon about how this may affect the district.

There's been about a 10% cut to proposition nine and a lot of it is tied to economic triggers. If the federal government provides additional relief to FEMA or other means then some of that will change. So it is a proposal as of today, we're analyzing it and it's related to the programs for student equity and achievement. That's about a 15% reduction, which I did a quick calculation, amounts to about 600,000. The reason it's important is because whatever the state cuts it's for categorical.

We would have to go through the process probably this summer and we will engage faculty as much as we can during summer, in order to see how that translates into the general fund having to pick up certain things in the categorical programs that must continue and we have to find ways to backfill it. We had to video RPC meetings where we took a deep dive into the revenues. The first time and the second time we did the expenditures

So whatever comes through the draft model at the state level we replicated that all locally, and then we'll look at the expenditures and the revenue and expenditure comparison and do a multiyear projection and we've been doing it for usually five years, but just the last couple years, we decided to really project just the next two years, because there is so much uncertainty out there. Even projecting 2021 at this time is difficult with the all the uncertainty with the economy and questions about students attending community colleges and how that's going to look like in the next year or two. One thing we know is, and it's a good news, that our ending balance will be quite healthy, probably the healthiest and a long time and we are projecting approximately 1.6 million at the end of this year going into next year. And that's because we had some one-time funds and the Student Center funding formula helped us as well. So going into next year we have a healthy reserve which allows us to have that cushion, if you will, to plan for the next year or two for 2021, 2022 and beyond. It'll allow us to if we maintain the baseline and if nothing major changes, allow us to basically sustain our baseline operation for two years.

There are a couple of kind of a large things that we would probably have to absorb in the immediate future, and I just want to highlight one and that is the parking.

We're projecting a high level estimate of a \$700,000 loss from parking revenues that we would have to backfill to maintain police operations. More than half of the police department staffing is coming from parking revenues. So not having that fund would mean reductions in the department. The police operation is so essential to maintain and monitor traffic and Campus safety and security.

Cindy Vyskocil - There's a lot of information that came out today and the May revise from the Governor and I wanted to let you know that Vice Chancellor Gable, who is connected to the statewide chancellor's office, she expects to put something out to all employees at South Orange sometime tomorrow.

Davit – We also looked at the numbers in terms of tuition. I know there are projections specifically for international students will increase up to 15% and we're typically conservative in the draft model and this year we were projecting about 14%. So the DRAC model, assuming it's more conservative, about 140 FT international students not returning. Nonresident tuition this year is projecting about \$8 million and for next year we dropped it to 7.6 million, but there is a built in rate increase.

Davit will send the link to BDRPC to senate if anyone is interested in seeing it.

Discussion/Action Discussion

3:05-3:10 ***G. Delegation to the Summer Academic Senate Cabinet*** ***June McLaughlin***

Attachment N/A	Delegation to the Summer Cabinet			
New	President McLaughlin requests that the Representative Council delegate authority to the Summer Academic Senate Cabinet. An update of all Cabinet actions will be provided in the Fall of 2020 first Representative Council Meeting.			
Discussion/Action	The Representative Council delegated authority to the Summer Academic Senate Cabinet.			
Y: 21	N: 0	A: 0	1 st Keith Donovan	2 nd RJ Dolbin

3:10-3:20 ***H. Senate recognition of outstanding Faculty*** ***June McLaughlin
Cheryl Bailey***

Attachment N/A	At the 03/05 Rep Council meeting, a new Senate award was established to recognize faculty engaged in uncompensated activities going above and beyond in serving the institution, students, and community.
New	Cabinet nominated Prof. Brent Warner for the 2020 award.
<i>Discussion/Action</i>	Cheryl - so I wanted to nominate Brent Warner for this award for a number of reasons. He started the Higher Ed Tech Podcast over a year ago, that has gotten statewide recognition. In addition to that, both Brent and Tim were invited to be the closing keynote speakers at a very large conference in Las Vegas called UB Tech, which is attended by 1000s of participants. Also he's been on OETF, and is a constant watch dog that we need to have larger and better discussions about classroom design. He's done a great job. I just can't thank him enough for everything he's done without

compensation just because he knows it needs to be done.

3:20-3:30	<i>I. Regular and Effective Contact (REC)</i>	<i>Cheryl Bailey</i>
Attachment	The OETF has drafted a best practice for establishing Regular and Effective Contact (REC) which is required by Title 5 for online teaching.	
New	Regular and Effective Contact document is in the meeting folder	
	The Regular and Effective Contact document that OETF recommends is intended to be a best practices for engaging with students online.	
	REC is a requirement of title 5, accreditation and in the SOCCCD AR 6112.	
	The there's also going to be training offered on REC and pedagogy online very soon.	
	The course is not mandatory but completers will be compensated for 4 hours at their pay rate.	
	This course is not intended and is not designed for you to have to recreate your entire class. It's designed so that there are little quick fixes that can apply and some other ideas that you can easily adapt into your course, if you want.	
	In the fall, I would like to bring a resolution to the Senate on adopting regular and effective contact as a college. Academic Senate of California Community Colleges has such a resolution that we could just choose to adopt.	
Discussion/Action	Discussion	

3:30-3:35	<i>J. Basic Skills workgroup's nomination</i>	<i>June McLaughlin</i>
Attachment NA	Angel Hernandez has been nominated as the Basic Skills Coordinator for the 2020-2021 academic year	
New		
Discussion/Action	The Representative Council approved the nomination of Angel Hernandez as the BS Coordinator.	
Y: 20	N: 0	A: 0
	1 st <i>Melanie Heari</i>	2 nd <i>RJ Dolbin</i>

3:35-3:50:	<i>K. Centers and School Reports</i>	<i>Senators, Center Directors</i>
Attachment NA	Updates from School and College Centers	
New	Alice – Update about the student success center. They have virtual tutoring though Smart Thinking. They are also using Cranium Café to provide students with live tutoring. They have to enroll in TU 301 which is a zero-unit course, they just register in MySite and they no longer need to have an instructor recommendation. There is information in the meeting folder.	
	The biggest struggle that they have seen, is that students have been having a hard time locating their tutor in Cranium Café.	
	Students have not been reaching out to SSC for tutoring like they used to when we were on campus even when they qualify for extra tutors.	
	Right now, they have about 6 students who are accessing their tutors live and will get data about how many students are using Smart Thinking.	
	Rebecca – Writing Center update, they are going to be moving Cranium Café in the Fall for all of the meetings with students. In the Fall they will be offering a .25 unit	

courses, Writing for College Admission Letters, also Writing in Humanities and Social Sciences, so students taking these classes can enroll now in them. The Math Center is using Canvas to assist students, they sign up through TU 301 as well. They use the Chat function to start the tutoring. They haven't been as busy as they were in-person. Virtual Graduation at IVC will be at the end of May. Every student can make a 120-word statement and a photo. They have recorded commencement speeches already set. There is no obligation for faculty to attend. Information will be sent out next week.

Discussion/Action

Discussion

3:50	L. ADJOURNMENT
------	----------------

"It is the policy of the SOCCCD to fully comply with the requirements of the Americans with Disabilities Act. Consistent with that policy, the facilities where this event will be held are wheelchair accessible. Upon request, this announcement and the agenda or program for the event and any related materials, will be provided in alternative formats (such as large print, braille or accessible electronic text). If you need such materials or other disability accommodations or more information, please email sdhillon@ivc.edu 48 hours before the meeting."