



ADOPTED MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL
Wednesday, August 24, 2016 – 12:50 to 1:50 p.m.
Administration Building Board Room

Chair Alonso called the meeting to order at 12:57 p.m.

MEMBERSHIP

- ✓ Efrain Silva, Administrative Representative
Tina Aguirre, Administrative Representative
Vacant, Administrative Representative
- ✓ David Zielinski, Alternate Administrative Representative
Vacant, Alternate Administrative Representative

- ✓ Aaron Edwards, Faculty Representative
- ✓ Ric Epps, Faculty Representative
Lilia Sandoval, Faculty Representative
Cathy Zazueta, Alternate Faculty Representative
Caroline Bennett, Alternate Faculty Representative
Mike Palacio, Jr., Alternate Faculty Representative

- ✓ Yethel Alonso, Classified Representative (Chair)
- ✓ Melody Chronister, Classified Representative (Vice Chair)
Erika Aguilar, Classified Representative
Silvia Murray, Alternate Classified Representative
Claudia Aguilar, Alternate Classified Representative
Jose Torres, Alternate Classified Representative

- ✓ Lisa Seals, CMCA Representative
- ✓ Jose Carrillo, CMCA Representative
Vacant, CMCA Representative
- ✓ Liz Cantu, Alternate CMCA Representative
Rick Webster, Alternate CMCA Representative

- ✓ Christine Bermudez, Student Representative
- ✓ Kyle Deol, Student Representative
- ✓ Ubaldo Chavez, Student Representative
Vacant, Alternate Student Representative

Dr. Victor Jaime, Ex Officio

Recording Secretary: Paula Saldana

Others Present: Dr. Nicholas Akinkuoye, Dr. Martha Garcia, Everardo Martinez-Inzunza, Bill Gay; Dr. Michael Heumann.

PUBLIC COMMENT

There was no public comment.

ACCEPTANCE OF MINUTES

1. May 25, 2016

M/S/C Epps/Silva to accept the minutes of May 25, 2016 as presented.
Motion carried.

CHAIR REPORT – Yethel Alonso

Chair Alonso welcomed everyone back. She stated this would be her last year as College Council Chair. She stated one of her objectives this academic year is to review the committee's Standing Rules and make any changes to the structure, if needed.

She assigned Vice Chair Chronister the task of ensuring that each subcommittee website is up to date. She emphasized the importance of maintaining updated websites and submitting written reports in order to remain compliant with ACCJC standards.

WRITTEN REPORTS

There were no written reports submitted.

ACTION ITEMS

There were no action items.

DISCUSSION AND INFORMATION ITEMS

1. Board Policies for Chapter 4 Academic Affairs

Chair Alonso stated the Board Policies for Chapter 4 are being presented to the College Council for review and comment. She stated the policies had been presented to the Board of Trustees at the last Board meeting and would be adopted by the Board at its September meeting.

2. College Council Representative for CART Committee

Chair Alonso stated a College Council representative is needed for the CART Committee and asked for volunteers. There were no volunteers.

Dean Silva provided a brief highlight of the CART (Continuous Accreditation Readiness Team) committee's purpose for those members unfamiliar with the committee. He emphasized the committee's importance in helping maintain the college's accreditation with the ACCJC.

Chair Alonso stated she would follow-up with College Council members for a volunteer.

3. Review of College Council Bylaws

Chair Alonso presented the College Council Standing Rules. She asked that the members start reviewing the bylaws to determine if any changes are needed, and stated recommendations would be considered throughout the year.

4. IV Transit Bus Routes

Vice Chair Chronister led a discussion relating to the evening bus routes serving the Calexico area. She stated the information was not easily accessible on the website and expressed her concern that this may be preventing students from enrolling in night classes.

A lengthy discussion ensued relating to this issue.

VP Garcia stated she is IVC's representative on the community committee that holds discussions regarding bus routes; if it is determined there is a need for additional routes she would convey that to the committee on a priority basis.

ASG President Bermudez stated there is an evening bus route to Calexico; however, the route is not direct, and could take up to two hours.

Chair Alonso recommended the ASG hold a forum to discuss the bus route issue.

Dean Silva suggested a student survey be prepared as the starting point, with ASG taking the lead.

It was agreed that the Marketing Committee, together with the ASG, would begin the process of addressing the issue.

Chair Alonso stated the discussion would continue at a future College Council meeting once the ASG and Marketing Committee have the opportunity to discuss potential solutions.

5. College Council Meeting for November

Chair Alonso stated this year the College Council meeting for November falls during the week of Thanksgiving, which is a holiday for both CTA and CSEA. As a result, the meeting would need to be rescheduled; she recommended new dates of November 30th or December 7th. The members agreed that November 30, 2016 would work best for all.

6. College Council Subcommittee Self-Evaluations

Chair Alonso stated she would be following up with the subcommittees to ensure that self-evaluations are completed and submitted to the College Council for review and approval.

7-10. VP Akinkuoye presented a PowerPoint entitled “Academic Services” (Attachment). The presentation highlighted current events in the Academic Services area:

- Fall 2016 Instructional Council Retreat
- Part-Time Faculty Orientation
- Convocation: 14 New Faculty Added to IVC
- Enrollment Management Presentation and its Outcome

ADJOURNMENT

Chair Alonso announced the next meeting would take place on September 28, 2016, and adjourned the meeting at 1:42 p.m.

**2016-2017 College Council Meeting Schedule
at 12:50-1:50 p.m. in the Board Room**

2016	2017
August 24	February 22
September 28	March 22
October 26	April 26
November TBD	May 24

Attachment to Discussion Items 7-10

REPORT: August 24, 2016

ACADEMIC SERVICES

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INSTRUCTIONAL COUNCIL RETREAT

Thursday August 11, 2016

1. Part-time Faculty Orientation - August 11, 2016; a. Orientation Agenda for New PT Faculty Only (6:00 p.m. – 7:00 p.m.) b. Common Agenda for Department Meetings
2. Faculty and Staff Convocation – August 12, 2016 a. Common Agenda for Department Meetings
3. Physical Plant and Instructional Support (PPIS) and Restricted Lottery Funds – Carryover and New Funds
 - a. Allocation Requests with Rationale Due September 7, 2016
4. Review of 2015-2016 Enrollment (FTES target was not met and the college is in restoration status)
5. Course Auditing
6. Imperial County Grand Jury Report
7. Important Dates Calendar
8. 2017-2018 Schedule Development
9. Faculty Contract Provisions
 - a. Large Quota (Article 15.18) b. Combined Course Sections (Article 15.17) c. Faculty Evaluations (Article 10) d. Student Evaluations of Faculty (Articles 10.5.6 and 10.6.2.5) e. Tenure Review (Article 11)
 - › f. Contract Load for 194-Day Teaching Faculty (Article 15.3.3)
10. Board Meeting Presentations
11. Program Review

- ❖ Welcome - Dr. Victor Jaime
- ❖ Part-Time Faculty Association (PTFA) Mike Palacio

Academic Services

- Syllabus Template – Efrain Silva
- Faculty Handbook- David Zielinski
- Email/ Mailboxes/ Reprographics – Jeff Enz
- Introduction to SLOs – Jill Nelipovich

Division & Department Meetings 7:15 – 8:00PM (FOR ALL 5 DIVISIONS & 13 DEPARTMENTS FACULTY

- Call to Order & Introduction
- Syllabus Due Dates & Templates
- Drop & Grade Submittal Policies
- Faculty Absences- Using Services Desk and WebSTAR
- Part-Time Office and Mailboxes
- Reprographics Offices- What it does for you and how it saves the college money
- Canvas Vs. Blackboard
- Student Learning Outcome (SLOs & SPOL
- Starfish
- Adjourn to Workshops (Optional)
- Canvas
- SLOs
- Starfish
- Teaching Adult Learners
- Burlington Training (SEL)



AUGUST 12 th CONVOCATION

ENROLLMENT MANAGEMENT- PROVIDED BY PAM DEEGAN

- As a follow-up to Institutional Effectiveness suggestions.
- To help IVC in optimizing enrollment wherever possible
- Examine our course scheduling patterns for necessary improvements.
- Review enrollment caps (average class sizes) for maximum Full time equivalent of students (FTES) and Reimbursement
- We learned we can increase our cap in some areas- lecture only classes with no labs
- We are limited by our classroom sizes (not large enough).
- We should not offer too many sections, eg. 4-6 of any courses but open sections as needed to maximize our average class sizes.
- Advise students to take section of courses available so that they can complete their program of study in time rather than be on wait list or waiting for a particular faculty.

2016 Fall Enrollment Update



Today is day 8 of the Fall 2016 semester. It appears we are down in all areas.

Day 8 Fall 2016 Estimated* Credit FTES: 2999.82

Day 8 Fall 2015 Estimated* Credit FTES: 3049.02 (1.6%) Down from 2015)

Day 8 Fall 2016 Average Fill: 91%

Day 8 Fall 2015 Average Fill: 94% (3.0% Down from 2015)

Fall 2016 Credit FTES Target: 3050 / 95%

Fall 2015 Credit FTES Actual: 3026.75 / 94%

Fall 2016

Number of Classes with **0% fill: 1**

Number of Classes with **1%-25% fill: 17**

Number of Classes with **26%-60% fill: 101**

Number of Classes with **61%-80% fill: 94**

Number of Classes with **81%-99% fill: 202**

Number of Classes at **100%+ fill: 369**

Waitlisted Seat Count Today: 572

Day 8 Fall 2016 Unduplicated Section Count: 787

Day 8 Fall 2015 Unduplicated Section Count: 784

Day 8 Fall 2016 Filled Seat (duplicated head) Count: 23,291

Day 8 Fall 2015 Filled Seat (duplicated head) Count: 23,937

Day 8 Fall 2016 Unduplicated Headcount: 7,729

Day 8 Fall 2015 Unduplicated Headcount: 7,945

**This includes the projected independent study and positive attendance courses.*

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End of Report