

Imperial Valley College Academic Senate  
Minutes  
Wednesday, 1 May 2019  
2:40 PM Board Room

**A. Call to Order by the President:** 2:46 p.m.

Roll call by Secretary

Present: Mary Lofgren (President), Craig Blek, Jeff Burt, Gilbert Campos, Temo Carboni, Jesus Esqueda, Melani Guinn, Zhong Hu, Diane Harris, Joe Henderson, Stella Ofanos Woo, Jose Plascencia, Sydney Rice, Jose Roman, Jesus Serrano, Jia Sun, Austen Thelen, Elizabeth Trevino, Daniela Torres (ASG President)

Excused: Ric Epps (Vice President), James Patterson (Secretary), Kristen Gomez, Daniel Ortiz, Veronica Soto, Christina Tafoya (VPAA)

Absent: Helena Quintana, Cathy Zazueta, Michael Heumann (Past President), Ed Wells

Visitors: Lennor Johnson, Mary Jo Wainwright, Alex Garza, Xochitl, Kevin Howell, Dr. Martha Garcia, Deedee Garcia, Carlos Fletes, David Drury, Roberta Webster

**B. Visitor's Comments**

Deedee Garcia – apportionment update P1 report: Friday revision is now 4.1 million less. Funding formula is new to the state, revisions occur during the year, data clean up, property tax came in lower than anticipated. Funding is being capped at 8.13% percent as opposed to our 18.23% projection. Martha Garcia will need to take 2 million from reserves this year if adjustments do not close the gap.

**C. President's Report**

No report.

**D. Treasurer's Report**

Jeff Burt reported \$194.39 - hospitality

**E. Presentation**

1. Active Shooter Training/Drill – Carlos Fletes
  - Thursday May 30, 2019, 4 hours 9:00-1:00
  - Modified Full Lockdown
  - Inside Procedure: Quickly glance outside, lock door, turn off light, silence cell phones
  - Drill will last about 15-20 minutes, then remain in the room and continue normal operations
  - Outside – any employee will take outside students to nearest classroom/office/building, drop to ground if no alternative
  - The college will not be evacuated
  - Emails will be sent out including procedures and videos
  - Hot Zone – the simulation will take place in the 3200 building (simulation and apprehension of assailant)
  - Command Center will be set up
  - Access to entrances will be restricted until the lock down is over
  - Communication: Email, text, blue emergency towers
  - Training sessions: 5/14, 5/17, 5/20; 2:00-4:00pm in room 2734

Members discussed their concerns, a main concern was how everyone will get the message. Members discussed using the phones to send a tone or the computers in the classrooms.

**F. Consent Agenda** (Guinn/Orfanos Woo/approved)

1. Approval of Academic Senate minutes for 17 April 2019

**G. Action Items**

1. Approval of the Distance Education Strategic Plan, 2019-2021  
M/S/C (Thelen/Trevino)  
Follows the Educational Master Plan.
2. **Approval of the proposed Outcomes and Assessment Committee**, effective fall 2019  
M/S/C (Hernandez/Guinn)

Purpose:

The Outcomes & Assessment Committee will support and evaluate a campus-wide process for the uniform implementation and assessment of Learning Outcomes at the course, program, and department level as well as student persistence and achievement outcomes and Service Area outcomes. The SLO Coordinator is responsible for chairing the committee and overseeing that the functions of the Outcomes & Assessment Committee are met. The committee reports to the IVC Academic Senate and advises the College Council and Strategic Education Master Plan Committee.

Function:

- provide support and training
- recommend and provide samples of effective assessment tools
- provide support in the analysis of data on student achievement and student persistence
- provide training and assistance to correctly and effectively use current campus Outcomes-related practices
- provide support and data in program review
- provide support and data to the accreditation reports
- ensure that Service Area Outcomes (SAOs) and Learning Outcomes (SLOs and PLOs) are connected to Strategic Educational Master Plan Goals and Strategies.
- act as a resource group and maintain liaison to the Academic Senate

Committee Composition:

SLO Coordinator and Administrative co-chairs

Academic Senate appointees from each division on campus

- Arts and Letters (4)
- Math and Science (4)
- Economic and Workforce Development (2)
- Health and Public Safety Division (2)
- Counseling (4)
- Student Affairs & Enrollment Services (1)
- Library/Instructional Resources
- two Adjunct Instructors

One dean from Student Services

One dean from Academic Affairs

One representative from Institutional Research

One Classified employee

One Manager  
One Confidential Employee  
Two ASG representatives  
Three support specialists (one Admin Services, one Academic Services, and one Student Services)

*[Given the size of the Outcomes and Assessment Committee, the SLO Coordinator and Administrator co-chair may consider forming smaller work groups such as a student learning outcomes work group and a service area outcomes work group.]*

Members agreed that workgroup composition would not be provided by Academic Senate.

## **H. Discussion**

1. Academic Senate response to ASG Goal 7: "The ASG requests that the VP Administrative Services augment offering additional courses in the following areas: Math, English, and Science to ensure retention and student success."

Dr. Martha Garcia recommended that ASG representatives meet with Dr. Christina Tafoya. Further discussion is needed based on changes in funding and laws. The college is working on designing the program pathways to assure that students have the best opportunity to complete their programs.

2. IVC Syllabi Template – Xochitl Tirado

The FTLC committee discussed the issue of office hours on the syllabus template. There may be a misunderstanding from students that office hours were for the faculty member to work instead of a time to meet with students. It was suggested that revisions could be made to the wording on the syllabus to clarify that those hours are meant to assist students. President Lofgren was involved with a discussion at another meeting where it was suggested that some of the language be removed and put onto Canvas for student reference.

There is a need to make changes to reduce the length and still adhere to requirements. It was suggested that the group that initially worked on the syllabus template be invited. Discussion will continue at the next meeting.

3. Academic Senate and Associated Student Government joint conference on Campus Hour

ASG has concerns regarding campus hour. President Lofgren offered to put together a summit to discuss and set up a time to meet.

## **I. Reports**

1. Curriculum – Program Pathways are mostly done. The departments with many pathways were given additional time to complete. A portion of the template needed to be updated to address AB705 and then the forms will be reviewed by a few volunteers for minor corrections before coming back to the curriculum committee for approval to post.
2. PSSC - none
3. BFPC - none
4. Equivalency - none
5. SLO - none
6. DE - none
7. FTLC - none

**J. Information Item(s)**

Ratification of the contract is open and will close tomorrow.

**K. For the Good of the Order**

ASG Kickball tournament, if interested please sign up in the ASG office.

May 10<sup>th</sup> deadline to join ASG for next year.

**H. Adjournment @ 4:06 p.m.**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Academic Senate record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.