

**Academic Senate - Regular Meeting 2:40 - 4:00 (Wednesday, March 31, 2021)**

Members Present:	Ric Epps, President	Angel Sandoval	Margarita Vizcarra	Hope Davis
	Allyn Leon	Jill Tucker	Shawn Barcroft	Jia Sun
	Daniel Ortiz	Andres Martinez	Jose Roman	Jose Plascencia
	Joe Henderson	Rosa Contreras	Melani Guinn	Jesus Esqueda
	Elizabeth Trevino	Austen Thelen	Kristen Gomez	Gilbert Campos
	Steven Cauchon	Xochitl Tirado	Christina Tafoya	Jorge Silva
Absent:	Eric Lehtonen	Leticia Pastrana		
Excused:	Veronica Soto-Figueroa			
Visitors:	Betsy Lane	Cerise Myers	Monica Minor	Carol Hegarty
	Shellie Dansby	Oliver Zambrano	Jose Carrillo	Elizabeth Kemp
	Martha Garcia	Liisa Mendoza	Trudi Radtke	Yolanda Catano
	Manfred Knaak			

**A. Call to order by the President**

The meeting was called to order at 2:43 pm by Ric Epps.

Roll call by Secretary, Jia Sun

**B. President's Report**

- Plenary is coming up; if interested, submit a request through the TLC.
- Area D meetings were held this past Friday; resolutions were sent out to committee members; changes need to be sent in by April 12th.
- Encouraged members to contact him as soon as possible if they have comments regarding resolutions.
- Jia and Ric will be putting together a schedule for department updates; this will help bring together academic areas.

**C. Treasurer's Report**

Elizabeth Trevino - no changes from previous meeting.

Office Supplies \$90.00, Hospitality \$275.67, Travel/Staff Conferences \$4,409.99, total \$4,775.66

**D. ASG President's Report - Jorge Silva**

- Alfredo Campos - new senator
- Working on goals; mascot change is happening, remaining goals are being worked on
- Women's empowerment panel was held last week
- Reminded members they are welcome to attend ASG business meetings.

**E. Reports**

Department updates will now be included in the reports section. Departments will be notified of the schedule of requested reports.

**1. Outcomes & Assessment - Betsy Lane**

- Kevin has been busy with chairs to get the final SLOs reported for the Fall 2020 semester.

**2. Pathways to Student Success**

- No report at this time.

**3. Curriculum Committee - Steven Cauchon**

- Working with OER committee members regarding a process for adopting OER
- Credit for Prior Learning; department are encouraged to contact Kristen or Dixie if assistance is needed to identify CPL
- CE Addendum will be talked about later in this meeting
- Will be working on due dates for COR process and articulation

**4. Distance Education - Xochitl Tirado**

- DE Committee met last week; the DE approval process has been extended through December 31, 2021 to allow faculty to teach online prior to going through the full review process.
- Will be working to get back to the original process of getting approval prior to offering courses online.
- DE Handbook being revised
- Working on revising the different course types we will offer in the future; fully online, hybrid, real time online; what are they, what do they look like for students and faculty; will bring to the Senate when finalized.

**5. Faculty Teaching & Learning Center - Elizabeth Kemp**

- Met Monday, approved two funding requests; more than 10 faculty will be able to attend conferences
- There will be one more meeting to approve funding requests; make sure to get requests in as soon as possible; request form is on the TLC website
- Committee members discussed putting together a workgroup to provide to new faculty with a practical guide in addition to the handbook

**6. Equivalency - Ric Epps**

- We are in the process of revising the process for equivalency, mitigating time lapses, working with Martha Gutierrez

**7. Open Educational Resources (OER) - Trudi**

- Met on March 26th, April 23rd next meeting
- By Fall semester OER will be searchable; made possible by Omar Ramos;
- Developing an OER procedure for COR reference

- Be on the lookout for an OER mini conference in May

## **F. Presentation**

### **1. Academic Senate Elections - Jia Sun**

- Senate will be going through two rounds for elections
- First we need to re-elect 3 at-large senators: positions held by Gilbert Campos, Jesus Esqueda, Veronica Soto (the 3-year term ends this year for these positions)
- President-elect - candidate must have previous experience in the Academic Senate within the last three years
- Expected timeline: Call for candidacy starts today 3/31-4/12; Voting will occur 4/19-4/20; announcement will be made at the 4/21 senate meeting
- The second set of elections will occur at the last meeting: Vice President, Secretary, and Treasurer
- Jia will be sending a form by email to all full-time and part-time to call for candidacy nominations.
- Voting will be done electronically; Jia will be providing a link

President Ric Epps spoke about the by-laws:

- Will be looking to change the by-laws regarding the service term lengths; yearly turn over for VP, Secretary and Treasurer is difficult for continuity
- There will be discussion at upcoming meetings

### **2. Who, What, When & Where of DSPS - Shellie Dansby and Liisa Mendoza**

- The purpose of the presentation is to let members know that DSPS is planning to do a professional development tour and a presentation at the Fall convocation so that all faculty and staff will have a better understand of what is being done through DSPS and how they can support DSPS students.
- Laws that need to be followed: American Disability Act and Section 504/508; students have rights as outlined in the section
- Important note: students have the right to file a formal grievance with the office of civil rights on the college and the IVC team member involved

Accommodating Deaf Students: Captioning does not mean accessibility, accuracy is a problem. An interpreter can be requested even if there is captioning. Asking members to check captioning for accuracy

- The goal of the DSPS professional development tour to ensure that DSPS students are supported; to strengthen the relationships between students, staff, and faculty; and address challenges and concerns
- Planning to put out a survey after spring break to access faculty on what they know about the ADA, Section 504/508; the challenges, etc. to tailor the professional development based on that information.
- DSPS faculty advisory work group will be created that will meet monthly to help determine and find solutions to issues that come up.

### **3. Proposed Participatory Governance Structure - Dr. Martha Garcia**

- If faculty need a zoom room that has a higher capacity contact Adriana Sano, this zoom will accommodate 1,000 participants.
- The purpose of the presentation is to receive input and answer questions.
- It is critical to address the two standards that were recommended by the ACCJC peer review team; ensuring that we have institutional integrated planning processes that are systematically and consistently evaluated
- Follow-up report is due November 1, 2021; Virtual Follow-up Visit in Fall 2021
- If we do not fully address the recommendation it may result in a sanction.
- Transitioning from SPOL to another platform; eLumen and Nuventive, discussions will be held to implement in Fall
- Implementation of a new participatory governance structure: Integrated Consultation Council (ICC) that will replace College Council
- Leadership Structure of ICC: Tri-Chairs (Superintendent/President, Academic Senate President or designees and Classified Representative)
- Responsible for providing input on all campus matters; primary committee for participatory governance and institutional planning; recommending body for the following four areas: strategic planning; policy, procedure development and recommendation; problem management; and campus communication.
- Requested that members review the new structure and make suggestions regarding Standing Committees and Subcommittees
  - Facilities will be integrated into the Budget and Fiscal planning committee;
  - Professional Development Committee: Dr. Garcia suggested creating a new committee (item 5 on the Standing Committees list, Institutional Effectiveness and Development Committee), would like input from committee members, it is institutional for all employees of the college;
  - Outcomes and Assessment reports to Academic Senate but can report to both, but needs to be a subcommittee of ICC
  - Creation of Program Review and Learning Outcomes Committee, this should be discussed in Academic Senate since there is an SLO committee, we should not duplicate efforts, but all planning committee should report to ICC.
- Members should provide input on meeting frequency.
- Submission of a resolution should be made for the May 19, 2021 board meeting.
- How we are aligning the committees with our comprehensive plans is shown in the document.
- Refer to page 6: Suggestions are requested on the composition, it is important for senate to provide input; should we provide alternates
- Senate President Epps expressed the urgency of responding to the request for input as there is
- Members were asked to review the draft document and submit any recommendations or questions to Paula Saldana.
- The current structure does not meet in a way that allows us to address the recommendations regarding institutional planning, this new structure is being made to make it very clear about the function/tasks of all planning committees.

## **G. Consent Agenda - (M/S Allyn Leon/Joe Henderson/approved)**

1. Academic Senate Minutes - 17 March 2021
2. Curriculum Committee Recommendations to the President for 10 March & 24 March 2021
3. Curriculum Committee Recommendations to the Board for 24 March 2021

## **H. Action Items**

**Academic Senate - Regular Meeting 2:40 - 4:00 (Wednesday, May 5, 2021)**

Members Present:	Ric Epps, President	Angel Sandoval	Leticia Pastrana	Hope Davis
	Allyn Leon	Jill Tucker	Shawn Barcroft	Jia Sun
	Jesus Esqueda	Andres Martinez	Margarita Vizcarra	Jose Plascencia
	Elizabeth Trevino	Austen Thelen	Kristen Gomez	Gilbert Campos
	Steven Cauchon	Xochitl Tirado	Christina Tafoya	Jorge Silva
	Veronica Soto-Figueroa	Summer Winford	Eric Lehtonen	Jose Roman
Absent:	Daniel Ortiz	Joe Henderson	Rosa Contreras	
Excused:	Melani Guinn			
Visitors:	Betsy Lane	Martha Garcia	Efrain Silva	Carol Hegarty
	Andrew Robinson	David Drury	Jeff Enz	Elizabeth Kemp
	Jill Nelipovich	Fatimia Villalobos	Trudi Radtke	Yolanda Catano
	Deirdre Rowley	Suzanne Gretz	Jim Mecate	Nicole Rodiles
	Victor Torres	Kevin Howell	Norma Nunez	

**A. Call to order by the President**

The meeting was called to order at 2:40 pm by Ric Epps.

Roll call by Secretary, Jia Sun

**B. President's Report**

- We are in the process in restructuring the equivalency committee regarding the paperwork process, if you are interested in being on the committee please contact Ric Epps.
- Rafael Santos award recipients (2) will be announced at the next meeting

**C. Treasurer's Report**

Elizabeth Trevino - no changes from previous meeting.

Office Supplies \$90.00, Hospitality \$275.67, Travel/Staff Conferences \$4,409.99, total \$4,775.66

**D. ASG President's Report - Jorge Silva**

- Meeting was held yesterday and was well attended
- Recently worked on a resolution for a Deaf History Awareness month, will be sharing with participatory governance committees
- Denim Day was held to pay respect to victims of sexual assault
- Applications are now open for senior senators, closes tomorrow; members were asked to encourage students to apply, must have been a student for at least one semester, application is on the associated student government page on the website.

**E. Reports****1. Outcomes & Assessment**

- No report, refer to action item.

**2. Pathways to Student Success - Veronica Soto**

- Met on April 26th, foundation team is working three on presentations:
  - Training on May 20th, 4:00-6:00pm with Student Success Teams for Canvas and Starfish flags
  - Training on May 27th, 4:00-6:00pm with Student Success Teams and PSS members to discuss logistics for the student success teams and the Canvas pages for each of the Learning and Career Pathways pages
  - May 28th Guided Pathways forum with high school counselors and administrators; demystify guided pathways for future IVC students
- Leticia Pastrana has been working on an ESL Learning and Career pathway, on May 13th will be holding a student forum from 2:00-3:00pm.

**3. Curriculum Committee - Steven Cauchon**

- New ADT degree Business for Transfer 2.0 approved
- Credit for Prior Learning list update
- Updates will be provided at the next curriculum meeting regarding GE course approvals

**4. Distance Education - Xochitl Tirado**

- If interested in becoming DE approved there will be an IVC OTC Cohort beginning Monday, May 10th. To sign up visit the TLC webpage or email Xochitl for the link.

**5. Faculty Teaching & Learning Center - Elizabeth Kemp**

- Funding has been fully allocated for use of PD funding; over 20 conference/registration fees were funded.
- One workgroup funded that will meet over the summer, one learning community that has been meeting over the semester, one guest speaker coming June 4th, and an OER mini-conference which was held on May 1st.
- Encouraged members to continue to seek out learning opportunities; TLC will help facilitate learning opportunities

**6. Equivalency - Ric Epps**

- Procedures and processes are being updated; will be using google docs to coordinate paperwork

**7. Open Educational Resources (OER) - Trudi**

- The last meeting will be held on May 28th at 10:00am, all are welcome to attend.

**8. Departmental Reports****Math - Jill Nelipovich**

- Students are struggling with AB705 in the higher level math courses (Math 140 and above); will be working on an assessment plan to help students
- Jim Fisher has been working with UCSD engineering department; NSF funded grant for engineering in progress; now working on a Department of Education grant that will help with STEM program.

**Behavioral and Social Science - Shawn Barcroft**

- Global Studies is up and running; course section have been offered
- Plans to work with other departments across campus to help grow the Global Studies program
- New hire in Psychology - replaces Robin Staton
- In compliance with CADE (ADS program certification)
- Changes are occurring regarding the Ethnic Studies component; working to make sure courses are ready for the area

**Student Services - Kristen Gomez**

- Update on 20-21 Degree and Certificate Awards for Fall 2020 and Winter 2021
- Fall 2020: 330 degrees, 271 certificates
- Winter 2020: 101 degrees, 61 certificates
- Spring 21 applications as of today: 1272 degrees, 550 certificates; these number will increase
- Applications will be accepted through June 11th
- SEA Update - High School Outreach
  - Fall 20 1,100 admission applications
  - Orientation workshops
  - Counselors are meeting with HS seniors to develop abbreviated plans; 2,000 plans are expected
  - How to register for classes workshops - June 21
- District counseling ongoing; push for comprehensive education plan for active students
- Transfer: workshops being held to make sure students complete
- Counselors have been placed on the Guided Pathways Student Success Teams
- Significant efforts to continue to encourage online format of counseling
- EOPS: providing career readiness workshops in partnership with Career Center
- Cal Works: SB1232; timely funding to help student be prepared with course materials; easier approval; students are allowed more study time per class

**F. Presentation****1. HyFlex Teaching Modality Pilot - Christina Tafoya**

- Discussed in the Distance Education Committee via Task force to provide a definition of HyFlex (hybrid-flexible)
- This method is similar to Distance Education with an additional scheduling component
- This is a trial which offers students an additional choice: Face-to-Face On-Campus, Traditional Online, Real-Time Online, HyFlex, Hybrid, and Hybrid-Zoom (similar to HyFlex)
- 12 courses are currently scheduled as HyFlex
- HyFlex is like hybrid, except that the zoom and in person occur at the same time.

If interested in teaching HyFlex, faculty are encouraged to reach out to their department chair. Workload is a concern, this issue and others related to support will be addressed through the pilot.

Senate President Epps suggested that members review and forward questions or comments to Jia and those will be forwarded to Dr. Tafoya. The questions/comments may be brought back to the committee for further discussion.

**G. Consent Agenda - (M/S Allyn Leon/Elizabeth Trevino/approved)**

1. Academic Senate Minutes - 21 April 2021
2. Curriculum Committee Recommendations to the President for 28 April 2021
3. Curriculum Committee Recommendations to the Board for 28 April 2021

**H. Action Items****1. First Read: SLO Form - Kevin Howell**

- (M/S Allyn Leon/Hope Davis/abled) to review the SLO Form. (Tabled in order to request final approval vote)
- Canvas form for three-year cycle that follows with the comprehensive program review, the flow chart is on the website
  - The closing of the loop form which was previously used in SPOL was reviewed; to provide for a more user-friendly experience
  - These processes are being brought forward to be approved as the formal process for collecting and assessing outcomes
  - This is the form and process that is to be used by all faculty full and part-time that are required to complete the assessment process

Senate President Epps to table the first motion and request final approval motion:

(M/S/C Jia Sun/Veronica Soto) to approve the SLO Form as presented. Motion carried.

## 2. First Read: Proposed Participatory Governance Structure - Martha Garcia

(M/S Austen Thelen/Allyn Leon/tailed) to review the proposed Participatory Governance Structure. (Tabled in order to request final approval vote)

### Five Standing Committees:

1. Continuous Accreditation Readiness Team (CART)
2. Equal Employment Opportunity and Diversity Committee (EEOC)
3. Technology Planning Committee (TPC)
4. Facilities, Budget and Fiscal Planning Committee (FBFPC)
5. Institutional Effectiveness and Development Committee (IEDC)

### Subcommittees:

1. Competitive Athletics Committee (CAC) - will be removed if document is approved and added to the Academic Senate subcommittee list.
2. Environmental Health & Safety Committee (EH&SC)
3. Public Relations and Marketing Committee (PR&MC)
4. Student Affair Committee (SAC)
5. Program Review Committee (PC); will report to IEDC
  - Changes were highlighted on the document
    - Facilities removed from the Environmental Health and Safety Committee and placed with the Budget and Fiscal Planning Committee
    - New Standing Committee: Institutional Effectiveness and Development Committee (IEDC); will include the Professional Development Committee (Dr. Garcia recommended that the current members be included), there will be additional members included to cover the institutional effectiveness charge and priorities.
    - The Competitive Athletics Committee requested to report to Academic Senate; if this proposed participatory governance structure is approved it would be removed from this document and would then report to Academic Senate
    - The Program Review Committee will be a new committee that will report to the IEDC committee
    - The Outcomes and Assessment Committee will continue to be a subcommittee of Academic Senate but will provide reports to the Program Review Committee
  - This committee will meet the second and fourth week of each month, day and time to be determined
  - The Standing Committee Chairs as per the senate's request will be represented by different constituent groups (5 positions)

### Committee composition discussed:

- Senate committees will remain under the purview of Senate
- For the proposed ICC
  - For Academic Senate: the faculty representatives (3 plus 2 alternates) will be selected by Academic Senate
  - For Classified: in lieu of a classified senate which the administration encourages the creation of; CSEA will provide the selection
  - For Administration: College Leadership Council will make the selection
  - For Standing Committee Chairs: there will be a balance from the selections for the representation
- The Program Review Committee will have representation from faculty, currently department chairs; as committee development continues additional faculty can be added
- This process will be evaluated and suggested changes can be made on an ongoing basis
- Restated: the members of the Professional Development Committee will all be included within the new IEDC committee.

### Senate President Epps to table the first motion and request final approval motion:

(M/S/C Allyn Leon/Hope Davis) to approve the proposed Participatory Governance Structure as discussed. Motion carried.

## 3. First Read: Ouriginal Plagiarism Checker Tool - Trudi Radtke

(M/S/ Elizabeth Trevino/Jia Sun/tailed) to review the Ouriginal Plagiarism Checker Tool. (Tabled in order to request final approval vote)

- Presented and approved at the DE committee and presented to the Executive Committee
- Price:
  - Currently we pay \$12,960 annual subscription for Unicheck
  - Ouriginal is \$5,250 for an annual subscription (3 year locked price, which includes a discount through the Chancellor's Office)
- Ouriginal has a better accessibility standard
- Ouriginal has additional data privacy; does not claim ownership of documents or data
- We have been assured that the documents from Unicheck will be transferred to Ouriginal

### Senate President Epps to table the first motion and request final approval motion:

(M/S/C Elizabeth Trevino/Jia Sun) to approve the Ouriginal Plagiarism Checker Tool as presented. Motion carried.

## 4. First Read: CTE Minimum Qualifications - Efrain Silva

(M/S/C Austen Thelen/Allyn Leon) to review the CTE Minimum Qualifications Toolkit.

- The toolkit was provided via a memo by the State Academic Senate (April 2021); it is designed to assist local academic senate's discipline faculty and equivalency committees to review the experiences and expertise CTE faculty candidates bring and provides a mechanism through which a candidate may need minimum qualifications
- Colleges have difficulty recruiting qualified CTE faculty; the intent is to provide a mechanism to qualify faculty in the Industrial Technology disciplines

- The challenge is not across the board; the challenge is primarily in the industrial technology disciplines; Diesel, Automotive, Construction, Electronics, Electrical as examples
- Many applications are strong on the technical side but lack degree requirements.
- The State Academic Senate suggests that local equivalency committees "develop effective processes that facilitate and equivalency to an associate degree, increasing the hiring pool, and ultimately, increasing the presence of industry experts in our classrooms."
- Title 5 regulations allow an equivalency process for an associate degree requirement; examples provided in the toolkit
- The requested action is to allow the equivalency committee to consider alternative and transferable skills related to the general education requirements of an associate degree equivalency in CTE disciplines
- The forms are intended to cover the GE areas, the applicants have extensive technical experience it's the GE that is missing

5. First Read: Senate Bylaw Revisions - President/Executive Team/CC Chair Term Lengths and Department Chair Liaison  
Item Tabled

6. First Read: Competitive Athletics Committee - Jim Mecate

(M/S/C Allyn Leon/Jia Sun/taled) to review the Competitive Athletics Committee. (Tabled in order to request final approval vote)

- To include the Competitive Athletics Committee as a subcommittee of Academic Senate
- The CAC committee met and agreed that they should be a subcommittee of Academic Senate
- 11 athletic programs all led by faculty with courses all in the instructional area.

(M/S/C Austen Thelen/Elizabeth Trevino) to approve the Competitive Athletics Committee as a subcommittee of Academic Senate. Motion carried.

**I. Discussion Items**

None at this time

**J. Information Items**

1. AY 2022-23 Calendar Revision Vote Outcome

9 votes yes, 0 votes no

2. IVC Participatory Governance Survey

3. Curriculum Committee minutes from 28 April 2021

**K. Public Forum**

1. Public Comments

None at this time

**L. For the Good of the Order**

Ric reminded members to provide feedback regarding HyFlex

**M. Adjournment**

Meeting adjourned at 4:35 pm

**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.**