

DVC

Committee Annual Reports

2019-2020

Budget Committee

Annual Report 2019-20

Committee Goals for FY 20-21	<ul style="list-style-type: none">• To further integrate the four Governance Committees and Categorical Directors/Managers in the Resource Allocation process, including a review of the process' timelines.• Increased attendance by Budget Committee members at other Committee's meetings.• Focus on trends developing in the program review requests and make a recommendation as to whether a need can become a line-item expense with funding for a refreshment cycle as necessary.• Identifying and integrating any additional funding sources within the Budget Committee's recommendation.• Clarifying with Program Review Committee how to distribute funds if there is only enough for partial funding of a priority band (e.g. Priority band A requires \$3M to be fully funded, but there is only \$2M in general fund monies available).• Review IT plan and funding needs.• Review State and District budget allocation / funding formulas.• Review how changes in FTES directly impact college funding.
Achievements	<ul style="list-style-type: none">• Collaborated with Program Review Committee and the Categorical Directors/Managers, all attending multiple meetings together, resulting in a more detailed and accurate College Council funding recommendation.• Successful transition from our Interim to our Permanent Vice President of Business and Administrative Services• Further clarification of the Budget Committee's role in the Budget Allocation process.• Further clarification of the Budget Committee's role in its review of DVC's current and upcoming annual budgets.
Obstacles	<ul style="list-style-type: none">• Covid-19• Knowing what requests had already been funded in a prior year.

College Council Committee

Annual Report 2019-20

Accomplishments	<ul style="list-style-type: none">• Approved 18/19 Annual Committee Reports• Accepted Employee Technology Survey Results• Updated Policies and Procedures Manual• Reconstituted the Racial Justice Taskforce for the academic year and approved a new charge for the taskforce• Approved the creation of anonymous reporting of explicit bias on the DVC Website• Assessed the outcomes of evacuation drill this Spring 2020 and approved with recommendations that the Safety Committee continue looking to future evacuation drills• Approved the creation of a social justice mural on campus by our DVC students• Approved the Roles, Responsibilities, and Processes Handbook• Approved revisions to the program review template from the program review taskforce• Recommended the creation of a new Facilities Master Plan• Accepted the final ILO report• Accepted the final CCSSE report while supporting upcoming projects using the data collected• Approved the Workforce Development Plan• Approved the ISER• Commissioned the college-wide Professional Development Committee to update expired Professional Development Plan• Reviewed and forwarded recommended priorities to college President based on Budget and Program Review recommendations
Future Goals	<ul style="list-style-type: none">• Continue supporting the work of the College Council committees• Continuous improvement of processes and transparency of decision making at the college• Continue to set goals for the college in accordance with our Educational Master Plan• Continue to serve as vital link in governance process bringing together all constituency groups to the table.• Continue supporting the work of many committees towards racial and cultural changes impacting our campus climate.

Challenges and Obstacles	<ul style="list-style-type: none">• Campus closure in spring made it impossible for the committee to meet in person
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Communications Committee

Annual Report 2019-20

<p>Banner and Wayfinding</p>	<ul style="list-style-type: none"> • Taking direction from way-finding signage project that was vetted and approved. • Collaborated with RJTF group for themes and positive messaging. • Created campus map with potential locations • Explored producing banners in house at print shop – discussed with Todd Hampton • Short term and long term messages • Images created for banners also replicated elsewhere on campus. (restrooms, monitors, homepage banners, etc.) • Coordinated with Sharrie Bettencourt, mission and values, fast facts kind of messages.
<p>DVC Website and Online Audit</p>	<ul style="list-style-type: none"> • Contracted and hired vendors to produce audit reports of the DVC website and online presence to assist with Guided Pathways (GP) entry and social media marketing initiatives. • Coordinated with vendors in accomplishing phase 1 of the audit. • Begin second phase of audit to determine new approaches in light of COVID-19 impacts. • Working on parsing phase 1 report to determine next steps.
<p>SharePoint for Committees</p>	<ul style="list-style-type: none"> • Research complaints and pain-points regarding non-standard document repositories for admin and committee work. • Approval of moving proposal of SharePoint as DVC standard for all non-public committee documents to AS and CC.
<p>Guided Pathways</p>	<ul style="list-style-type: none"> • Attend and participate in GP meetings to determine how best to facilitate communication requirements. • Assist with spec'ing and writing RFP for GP Interest Areas video vendors • Assist with the vetting and selection of final vendor
<p>DVC Website Initiatives</p>	<ul style="list-style-type: none"> • Committee members review and approve new DVC website search. Committee members assist in getting DVC community to “train” search results by submitting

mapping preferences.

- DVC communications “Hub” approval. This would create an enhanced blogging platform for DVC community to promote programs, discuss college successes, and create awareness of important topics.

Developmental Education Committee

Annual Report 2019-20

Progress, Accomplishments, and Ongoing Work:	<p>In AY 2019-2020 the Dev Ed Committee has continued to “support and oversee DVC Developmental Education Strategic plan, determine strategic initiatives for yearly focus...and coordinate funding activities related to the Statewide Basic Skills Initiative Funds” (Dev Ed Committee Charge and Function). In AY 2019-2020 the committee rearticulated and clarified the committee’s charge and function in light of recent curricular changes to note the following:</p> <ul style="list-style-type: none">• <u>Guiding Principles</u><ul style="list-style-type: none">○ <i>DVC is not in a Post-Dev Ed world. We still need to find the target students to support.</i>○ <i>We must ensure we do not lose or lose sight of those students.</i> • <u>Current Activities that Should be Sustained/Developed</u><p>Provide support for:</p><ul style="list-style-type: none">○ Professional Development focused on pedagogy○ Student curricular support inside and outside the classroom○ Communication and Collaboration between areas and departments (e.g. RWAC, Flex, Institutes) • <u>Areas to Improve/Grow</u><ul style="list-style-type: none">○ Need to broaden Dev Ed support within departments beyond Math and English (i.e. pedagogical support)○ Need to effectively bring a Dev Ed voice to Guided Pathways○ Need to develop/support a holistic approach to supporting students who do not pass courses under AB 705 placement. Develop mechanism/process to retain students and support/guide repeating students (e.g. starfish, retention specialists, etc.)
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2019- 20 Membership List

In AY 2019-2020 Dev Ed updated the committee membership to include additional partners:

Position	Name	Date Appointed	Term Ends
1. Classified: Student Services	Cariss Urbalejo	Fall 2019	
2. Co-coordinator (English)	Ian Thomas-Bignami	Fall 2018	Spring 2020
3. Co-cordinator (Math)	Katrina Keating	Fall 2018	Spring 2020
4. Dean: Student Engagement and Equity	Rosa Armendariz	Fall 2016	
5. Faculty: At-large	Heidi Goen-Salter	Fall 2010	
6. Faculty: At-large (Humanities, Social Science or STEM)	Vacant		
7. Faculty: Counseling	Khrystyn Pamintuan	Fall 2019	
8. Faculty: English/ESL	Katy Agnost	Spring 2018	
9. Faculty: Math	Peter Willet	Spring 2018	
10. SRC Manager	Kenyetta Tribble	Fall 2017	
11. Faculty: Math/SRC	Asa Scherer	Fall 2017	
12. Manager: Student Services	David Hagerty	Spring 2017	
13. Manager: At-large	Lindsay Kong	Spring 2019	
14. Student: ASDVC	Ethan Anderson	Fall 2019	
15. Student: ASDVC	Yifan Zhang	Fall 2019	
16. Classified at large	Kristina Gomez	Fall 2017	

Other major committee accomplishments and achievements in the past year

- While the committee has provided guidance, a forum for feedback, and funding for a variety of Dev Ed related proposals, the committee’s 2019-2020 focus has continued to be the implementation of AB-705. Because of the scale of AB-705 implementation and the need to coordinate implementation, the Dev Ed committee has also met on a regular basis in joint meetings with the integrated Student Equity and Achievement Program (SEAP) committee. Additionally, the chairs of Dev Ed have worked to align the work of the Dev Ed committee as a workgroup under the new Student Equity and Success governing committee, contribute to the understanding of equity gaps at DVC, and begin work on a number of projects addressing equity, pedagogy, and student support.
- Recently, the committee has continued to meet remotely and directed its attention toward the various needs emerging from the Covid-19 pandemic. Projects have been modified to meeting changing needs, and the chairs have been working with partners in SEAP, SES, and other groups across the college to address these needs. Committee meetings have been an important place to communicate the work that is being done by different areas of the college and to identify additional needs.

Guided Pathways Steering Team

Annual Report 2019-20

<p>2019-20 Priorities</p>	<ol style="list-style-type: none"> 1. Increase integration and collaboration across GP Teams 2. Continued development and norming of a Success Team model 3. Improve Outreach and 3SP Processes 4. Increase Interest Area presence across campus 5. Develop equity focused pedagogy practices across campus 6. Improve DVC Webpage/Communication to students
<p>Progress on Achieving Priorities</p>	<ul style="list-style-type: none"> • For the 2019-2020 Academic Year, a project implementation chart was employed to improve the planning, integration, and implementation of the GP teams and their projects. <ul style="list-style-type: none"> ○ https://email4cd.sharepoint.com/:x:/r/sites/GuidedPathwaysSteeringTeamGPS-T/_layouts/15/Doc.aspx?sourcedoc=%7B302E5DD9-2356-41ED-9A9E-88F2830A152F%7D&file=DVC%20Project%20Implementation%20Chart%202019_20%20V5.xlsx&action=default&mobileredirect=true • GP Success Team completed their pilot and provided recommendations for the institutionalization of the work <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/oyeomvr1ev2ojes/Success%20Team%20Report%20Spring%202020%5B1%5D.pdf?dl=0 ○ https://www.dropbox.com/s/bgjouyzlwf5vpe5/Success%20Team%20Design%20Team%20Report%20May%204%2C%202020.pptx?dl=0 • ASC developed proposal for expansion of Success Team pilot <ul style="list-style-type: none"> ○ https://email4cd.sharepoint.com/:w:/r/sites/GuidedPathwaysSteeringTeamGPS-T/_layouts/15/doc2.aspx?sourcedoc=%7B86C507D6-705F-47A4-B18B-497E7953BF8F%7D&file=ASC%20Model%20Guided%20Pathways%20Proposal%20v2.docx&action=default&mobileredirect=true&wdLOR=cC30E29FD-68AC-0D48-872C-677784110EB2&cid=a71a68ce-8c12-4648-9b0d-73f08d40409e • A summary of the GPST 2019-2020 accomplishments and next steps was provided to Academic Senate, Classified Senate, and College Council in May 2020. <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/1sy66iksb7egndp/Guided%20Pathways%20End%20of%20Year%20Report%20AS-%20SP2020.pptx?dl=0 • Spring 2020 began integrating the work of GPST with the newly formed SES Committee. <ul style="list-style-type: none"> ○ Shared the project implementation template with SES to assist in developing scope of work and project planning/implementation. ○ https://email4cd.sharepoint.com/sites/DVC/vpssso/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FDVC%2Fvpssso%2FShared%20Documents%2FStudent%20Equity%20and%20Success%20%28SES%29%2FSES%20Project%20Templates&p=true&originalPath=aHR0cHM6Ly9lbWVpbDRjZC5zaGFyZXBvaW50LmNvbS86Zjovcy9EVkMvdnBzc28vRXZzeWZSVORKYTVQaWlfv3A4ZFhKT3dCN1BDc0pvdzNGVjUxeHJYM1dMcVo1dz9ydGlt

	<p style="text-align: center;">ZT16eGo4MIzImzEwZw</p> <ul style="list-style-type: none"> • Communications Team developed RFP and hired Full Capacity Marketing to evaluate and provide suggestions for improve to the DVC Website. <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/dgzhq8glxf61rx/Digital%20Marketing%20Analysis%20Request%20for%20Proposal.docx?dl=0 • Interest Area (IA) Team developed RFP and hired consultant to produce 6 IA videos <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/etsiyzmi6ppgp7l/4CD-77%20Guided%20Pathways%20Interest%20Areas%20RFP%20%28Informal%29.pdf?dl=0 • Pedagogy Team working with DE and ASC to improving Canvas Badging Onboarding and Canvas support for Fall 2020 <ul style="list-style-type: none"> ○ https://email4cd.sharepoint.com/sites/CanvasResourcesforStudents/Shared%20Documents/Forms/AllItems.aspx • Accepted proposal to the Institute for Evidence Based Change (IEBC) Caring Campus Initiative. Workshops to begin in Fall 2020. <ul style="list-style-type: none"> ○ http://www.iebcnow.org/wp-content/uploads/2019/06/caring_campus_generic_with_logo.pdf ○ https://www.dropbox.com/s/v3szx8ftjvt2mo/READINESS%20ASSESSMENT%20FOR%20CARING%20CAMPUS%20INITIATIVE.docx?dl=0 • Aligned SCFF metrics with GPST Milestones <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/j2c5103p8u4x9kw/GPST%20Metrics-%20Connect%20Entry.pdf?dl=0 • Submitted 2020 GP Scale of Adoption to NOVA Platform <ul style="list-style-type: none"> ○ https://www.dropbox.com/s/modb3c5vjizs5ty/NOVA%3A%20Guided%20Pathways%20Diablo%20Valley%20College%20-%20Guided%20Pathways%20%282019-20%29-%2002-23-20.pdf?dl=0
<p>Other major committee accomplishments and achievements in the past year</p>	<ul style="list-style-type: none"> • Planning for college-wide Interest Area faculty/staff event; currently projected in August 2020 • Student Services Success Team worked with GP Success Team to support student success and retention • Expanded use of Starfish to support Success Team pilot • Student Advisory Committee (SAC) provided essential student lens to GPST projects • Created new college wide branding for visuals and materials that describe Guided Pathways/Interest Areas • Developed flyers to explain Interest Areas • Developed program “cards” for each of the general education programs • Redesigned website navigation and content to present Interest Areas more effectively • Revised COUNS-095 to include information about Interest Areas • Finalized Levels of Decidedness for 3SP Process • Provide students with guidance to select an area of interest at the point of entry • DVC Webpage –Covid-19 FAQ for Students • Market Interest Areas with High School Outreach and All College Day

<p>Obstacles and/or Problems with Goal Accomplishment</p>	<ul style="list-style-type: none"> ● Covid-19 pivot in March 2020 caused pivot in how the campus does its work. <ul style="list-style-type: none"> ○ GPST Co-Chairs limited bandwidth due to pivot made integration more difficult ● Difficulties with tracking work of employees provided release time through GP
<p>General Recommendations to Improve Committee Function</p>	<ul style="list-style-type: none"> ● For the 2020-2021 academic year- the GP funding support will be reduced approximately 65% from State Chancellor's Office. <ul style="list-style-type: none"> ○ Consolidate GPST into a one integrated team that develops, plans and implements campus wide work ● The college continues to work on the intentional integration of classroom-student support across campus ● The expansion of success team model in fall 2020 to begin process of norming IA based student support ● Continued reorganization of college around Interest Areas ● Integration of GPST with SES/SEW/RJTF ● Integration of high impact practices from Fall 2020 USC/IEBC Initiatives ● Need to develop equity focused Faculty PD and support ● Hiring of local researcher/program evaluation expert

Professional Development Committee

Annual Report 2019-20

<p>2019-20 Goals: Progress achieving the priorities outlined at the start of the year</p>	<ul style="list-style-type: none"> • Cornerstone implementation August 2019: District was not ready to implement—timeline has been pushed back. DVC has been piloting GROW@4CD (Cornerstone) and is taking over the district-wide implementation. Anticipated district-wide implementation August 2020. • Equity and anti-racism professional development strategic plan: Committee members are also members of the RJTF and continue to work on equity/anti-racism PD. PD strategic plan is in draft right now, anticipated approval in FA20. PD Strategic Plan will include equity and anti-racism, will vet plan with RJTF and other stakeholders. • Continued work with the DE Committee to support CVC-OEI cohort participation: Yes, the committee has done this and will continue to do so. This priority pivoted in March 2020 to become a triage effort in the transition to remote instruction. The PDC has worked with the DE committee to support this transition, although the DE committee has shouldered the majority of workshop delivery and support. • Keep working on other college-wide initiatives: Have worked with/consulted with Guided Pathways, AB705, BSI, RPEC, and SES.
<p>2020-21 Goals:</p>	<ul style="list-style-type: none"> • Advocating for increased training support and capacity for online/distance education (positions and reassigned time) • Mentoring structure for faculty for online teaching support • Priority: funding and access for adjunct faculty DE training • Creating accessible and sustainable equity and anti-racist trainings with sustainable incentives (such as academic credit or OAS). Example: Transforming White Privilege curriculum. • Continue working with various groups to promote equity-related trainings • Maximizing GROW@4CD usage and capabilities. Promote resources available. • Promote training in accessible course content and universal design • Online orientation materials for adjunct faculty • PD Strategic Plan Approval Process by end of FA20. • Create a plan for virtual Flex days for FA20
<p>Obstacles and/or problems with goal accomplishment</p>	<ul style="list-style-type: none"> • Capacity continues to be a problem. When we work as part of a district, and our sister colleges lack professional development

	<p>positions and capacity (example: Contra Costa faculty reassigned time is 0.20 for coordinator, LMC does not currently have a PD coordinator), the lack of investment in PD on a district-wide level means that DVC's goals and timelines for implementing GROW@4CD are delayed. Implementing GROW@4CD just for us has also taxed our human resources in PD, particularly Jessica Martin, who has worked tirelessly to help districtwide.</p> <ul style="list-style-type: none"> • We are going to need a massive amount of work and funding support to get faculty through training to teach online as a response to COVID-19. We plan on working closely with DE and related committees, but as the very work of the college is stretched and redefined in many ways, PD support and capacity to provide training and re-training is going to be needed. 																		
<p>Other major committee accomplishments and achievements in the past year</p>	<ul style="list-style-type: none"> • Assisted with the college-wide pivot to remote instruction in March/April 2020 spearheaded by the DE Committee • Created mid-semester Friday Flex day—piloted in FA19, in SP20 used the day as a way to provide instruction in remote teaching prior to shelter-in-place. Plan to continue the mid-semester Flex opportunity. 																		
<p>Funding Totals:</p>	<table border="1"> <thead> <tr> <th data-bbox="565 957 987 1035">Faculty/Staff Conference Funding</th> <th data-bbox="987 957 1409 1035"># of Attendees</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1035 987 1157">Total number of faculty approved for funds by all sources</td> <td data-bbox="987 1035 1409 1157">60</td> </tr> <tr> <td data-bbox="565 1157 987 1234">Total number of PT faculty funded by all sources</td> <td data-bbox="987 1157 1409 1234">22</td> </tr> <tr> <td data-bbox="565 1234 987 1312">Total number of FT faculty funded by all sources</td> <td data-bbox="987 1234 1409 1312">38</td> </tr> <tr> <td data-bbox="565 1312 987 1352"></td> <td data-bbox="987 1312 1409 1352"></td> </tr> <tr> <td data-bbox="565 1352 987 1392">FPD</td> <td data-bbox="987 1352 1409 1392">\$16471.14*</td> </tr> <tr> <td data-bbox="565 1392 987 1432">SEA</td> <td data-bbox="987 1392 1409 1432">16902.92*</td> </tr> <tr> <td data-bbox="565 1432 987 1472">Perkins/SW</td> <td data-bbox="987 1432 1409 1472">\$9,362.70*</td> </tr> <tr> <td colspan="2" data-bbox="565 1472 1409 1629"> <p>Note: many more people were funded through SEA & CE, these numbers only reflect the expenses that ran through PD</p> </td> </tr> </tbody> </table>	Faculty/Staff Conference Funding	# of Attendees	Total number of faculty approved for funds by all sources	60	Total number of PT faculty funded by all sources	22	Total number of FT faculty funded by all sources	38			FPD	\$16471.14*	SEA	16902.92*	Perkins/SW	\$9,362.70*	<p>Note: many more people were funded through SEA & CE, these numbers only reflect the expenses that ran through PD</p>	
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Program Review Committee

Annual Report 2019-20

For Academic Year 2019-2020	
Accomplishments	<ul style="list-style-type: none"> • Completed a crosswalk of 2019-20 approved items and prior committee’s rankings. • Moved forward to approval a recommendation to remove the ranking of position requests from the Program Review Committee ranking process • Reviewed accreditation standards requiring PRC input and feedback • Provided training in the college’s resource allocation process, including how to read and rank program review requests, to returning and new members • Worked collaboratively with other committees involved in the resource allocation process to improve communication and workflow • Reviewed program review template and process and made recommendations for improvement <ul style="list-style-type: none"> ○ Reduced redundancies in the template ○ Incorporated recommendations from SES, Program Review Taskforce ○ Consolidated comprehensive program review into two sections ○ Removed requests for faculty, staff, or management positions from the critical needs ranking • Ranked program/department requests based on the established rubric • Read comprehensive and annual program reviews and identified common program review themes and request trends
Collegewide Themes and Request Trends	<ul style="list-style-type: none"> • Multiple requests for the following: <ul style="list-style-type: none"> ○ Program marketing/advertising assistance and materials ○ Professional development ○ Creation of additional “sticky” spaces and tutoring spaces ○ Create annual refreshment cycle for items needing replacement on a regular basis (i.e., chairs, tables, etc.) ○ Technology: The need for more portable devices (tablets and laptops) to support innovation in instruction; desire for desktop computers in classrooms
Additional Ranking Subgroup Observations – Areas for Improvement	<ul style="list-style-type: none"> • Items not directly student-focused did not score as well using current rubric but are essential for program/college functioning • Program review writers did not often fully address the rubric in their justification resulting in lower rankings • Budget figures were often missing or included a range rather than a single figure

Next Year's Tentative Goals	<ul style="list-style-type: none">• Review timeline of ranking process• Continue collaborations with other resource allocation bodies (i.e., Budget, Workforce Development, SES, etc.)• Incorporate ranking subgroups' observations in template and process improvement recommendations• Discuss the continued inclusion of professional development requests in the program review resource allocation process and future collaboration with professional development committee• Review ongoing budget augmentation process• Review rubric to be more inclusive of requests not as directly related to student success but integral to improvement of college/program functions• Improve upon the training opportunities for program review writers• Reorganize Program Review Committee Sharepoint to make it more user-friendly to the committee members• Read 2020-21 program reviews for collegewide themes• Rank 2020-21 program review requests
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Racial Justice Task Force

Annual Report 2019-20

For Academic Year 2019-2020	<p>Accomplishments</p> <p>Diversifying Hiring Practices:</p> <ul style="list-style-type: none"> • RJTF members joined the EEOA committee to support hiring methods that encourage underrepresented faculty applicants. • Looking at tools from our sister colleges that have been developed to recruit and retain faculty of color. • RJTF will begin working alongside SES to align efforts and develop intentional recruitment strategies that will expand the hiring pool of historically marginalized applicants. <p>Safe Spaces:</p> <ul style="list-style-type: none"> • Student members designed and put on the United Safe Spaces event in November (talent show, sharing circle, karaoke). • Bi-weekly meetings throughout Fall 2019 and into Spring 2020 as well as summer 2019. • Created and distributed the “Equitizing Your Syllabus” info Fall 2019 and Spring 2020, and updating to include digital safe spaces in light of our move to remote learning. • Partnered with Communications Team & Feedback Loop Team on anti-racist flyers in bathrooms and creating a bias-reporting process, as well as created inclusivity posters and posted them around classrooms and campus. • Piloted climate survey questions with student clubs. • As an action team, read and discussed articles on how other campuses create “safe space.” • Helped strategize ways to continue the momentum of RJTF • Created workgroups focused on specific tasks: Research group: We’ve created a Sutori site (thanks Emily Moss) where Emily has collected a number of articles, etc. related to creating safe spaces. Our goal is to create an annotated bibliography to share with the whole Team. <ol style="list-style-type: none"> a. Alignment group: We’ve read through DVC’s various plans (Ed Master Plan, Equity Plan, District Strategic Plan) to find overlap with our goals. We will create a “crosswalk” document that shows alignment. b. Newsletter group: We’ve put together our first Safe Spaces Newsletter, documenting what we’ve accomplished so far and sharing our goals moving forward. We plan to finalize it and share it out. It includes resources.
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- c. **Bias-Reporting group:** We've begun exploring best practices for easy and transparent reporting methods when someone experiences unsafe/biased treatment on campus.

Communications:

- Developed a page on our website to catalog RJTF: www.dvc.edu/racial-justice
- Collaborating with Safe Spaces to create poll banners for PHC and SRC that promote themes of equity and inclusion

Ethnic Studies Department:

- Currently engaged in first phase of building an Ethnic Studies Department at DVC, which includes researching ED programs at other CCC's and following the developments at the state level on Ethnic Studies requirements in K-12 education.
- Action team members also direct the Social Justice Speaker Series, and 2019-2020 activities were intentionally focused on educating the DVC community about the value of an Ethnic Studies Department.
- Ethnic Studies principles have been embedded within Nexus trainings and workshop trainings include the following topics:
 - a. Creating inclusive and safe classroom spaces that promote a sense of belonging and mattering for students of color.
 - b. Designing course materials, such as syllabi and instructional plans, that are centered around principles of educational equity.
 - c. incorporating culturally relevant course materials into the curriculum, and utilizing innovative teaching strategies, high impact practices and activities that engage students from diverse backgrounds.
 - d. Developing strategies for early intervention & providing intentional academic support to help students of color succeed.
 - e. Developing communication styles and skills that assist faculty in navigating crucial and courageous conversations about race and racism.

Nexus/Professional Development:

- **Nexus 2019-2020 Cohort:** Discussions each week were centered on equity, and included many conversations on how to have a racial equity lens as faculty. This includes:
 - a. **analyzing equity gap data**
 - b. **thinking about the presentation of race in their disciplines and how they present issues of race in their own curriculum**
- Nexus trainings included self-reflective exercises focused on teaching practices and pedagogical philosophy and challenged

	<p>participants to think about how to be more in-tune to issues of racial justice and racial equity in their practice.</p> <ul style="list-style-type: none"> • Fall 2019 - hosted a “Teaching White Privilege” workshop, helping participants understand what ‘white privilege’ is and how unchecked white privilege encourages systems of inequity.
<p>Future Goals</p>	<p>RJTF 2020-2021:</p> <ul style="list-style-type: none"> • (Summer 2020) Retreat to develop a strategic plan for the year • 2020-2021: Continue with our bi-semester meetings to review goals for the year • Planning evaluative measures of success and documenting progress • Creation of a district newsletter, updating our website • Building virtual community through relevant solidarity statements • Cataloging anti-racist resources for faculty to learn from and refer to as they think through course-design. <p>USC Equity Institutes: Continue our collaboration with Dr. Shaun Harper in our participation with the Equity Institutes; working with student RJTF members on distribution of the NAACC (climate survey)</p>
<p>Major Challenges/Obstacles</p>	<p>COVID-19 Impact: Some of our planned activities for spring have been postponed because of the shelter in place mandate:</p> <ul style="list-style-type: none"> • Planned “Race Talk Workshop” for Spring 2020 has been postponed. • Equity Institute participation might be postponed. <p>Sustainability and Coalition Building: We must stand together in support of needs that may not necessarily seem to be our own. We strive to foster our college’s commitment to racial justice and to build community-supported infrastructure for sustaining the movement for racial justice.</p>

Research, Planning and Evaluation Committee

Annual Report 2019-20

For Academic Year 2019-2020	
Goals for This Year from 2018-2019 Report	<ul style="list-style-type: none"> • Starting the data coaching program • Further collaborative work with those on the campus who need us. • Choose and conduct a college-wide climate survey • Continue to expand professional development for the campus, including online
Accomplishments	<ul style="list-style-type: none"> • Reviewed Committee Charge and function • Reviewed four external data requests and one internal request • Revised "DVC Research Request - External" online form • Discussed and analyzed CCSSEE Results and created reports and flex activities for campus. Prepared submission to the Student Success Conference on this topic. • Reviewed accreditation standards and draft of part of the Institutional Self-Evaluation Report • Reviewed and provided feedback for the Technology Master Plan, Workforce Development Plan, and Professional Development Plan • Discussed NACC Climate Survey administration • Assisting in writing student surveys in response to COVID-19, analyzed the results • Wrote an end of the year analysis on the data coaching program including recommendations to improve the program next year • Reviewed and updated a glossary of data terms, to be posted on the webpage
Next Year Goals	<ul style="list-style-type: none"> • Expand and grow data coaching program, figure out how this program works with other college committees • Develop strategic plan for research needs and activities at the College, including a survey of needs to inform the process • Help groups making strategic plans more on the front end, create a recommended "template" and list of things that they should include. • Prepare for the next CCSSE survey. Write supplemental questions and conduct it in spring 21. • Discuss the role for RPEC in early conversations on disproportionate impacts in student enrollment COVID, what can we bring to conversations about strategic enrollment management. • Work to make our data more useful to a wider audience. How does our data work help influence change? Explore ways to disseminate it better and wider. How do we bring info to our departments? Need to make it easy to read, user friendly high-level key points.

Safety Committee

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<p>The Safety Committee continues to work toward meeting its six charges:</p>	<p>Safety Monitor Program:</p> <ul style="list-style-type: none"> • Achieved collegewide participation in the Safety Monitor Program • New administrative assistance allowed the committee to update and use safety monitor list serves • Distributed safety bags and safety vests to monitors • Increased percentage of faculty serving as safety monitors <p>Emergency Preparedness Plan:</p> <ul style="list-style-type: none"> • Teams walked through both campuses to identify and correct possible safety issues for people using the site after dark. <p>College-Wide Training:</p> <ul style="list-style-type: none"> • Developed a yearlong calendar template that will guide future activities • Planned, advertised and scheduled several trainings that will be delivered when the campus reopens. • Held first ever scheduled evacuation drill on both campuses. <p>Forum:</p> <ul style="list-style-type: none"> • Hosted Fall forum • Will host Spring forums virtually <p>Safety Communication Plan:</p> <ul style="list-style-type: none"> • This document is complete, and we continue to evaluate it after each safety communication incident, to see if there are needed improvements. <p>Professional Development Activities:</p> <ul style="list-style-type: none"> • Held a safety monitor training targeting management and classified which provided opportunity for team creation and information sharing; participants received professional development in using evacuation chairs. • As preparation for Spring evacuation drill, both campuses reviewed evacuation procedures and equipment.
<p>Major obstacles and/or problems with goal accomplishment:</p>	<p>Campus closure in Spring 2020</p>
<p>Other major committee</p>	<ul style="list-style-type: none"> • Worked closely with Academic Senate, College Council and

<p>Accomplishments and achievements in the past year:</p>	<p>administrative leadership on both campuses to prepare and execute an effective partial emergency evacuation</p> <ul style="list-style-type: none"> • Completed substantial backend research on the safety web pages to make them more useful and easier to navigate for our campus community. This work is ongoing • Distribution of safety backpacks • Reliable, consistent, meaningful input from the San Ramon campus • Integrated into the committee work presentations from Jerry Johnson (District Risk Manager) and Denise Schreiner (CSIG representative)
<p>Goals for next year</p>	<ul style="list-style-type: none"> • Participate in the Great ShakeOut Earthquake Drill; • Institutionalize Spring emergency evacuation and fall ShakeOut • Refine webpages so they are intuitive and useful • Evaluate and revise charge to reflect the role the committee should play in emergency preparedness/evacuations due to fires, epidemics • Reconsider the committee make-up, specifically the role of students and the Vice-President of Business Services.

Student Equity and Success (SES) Committee

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For Academic Year 2019-2020	
2019-2020 SES Goals	<ul style="list-style-type: none"> ● Clarify relationship and expectations between SES and the workgroups (SEW, DevEd and SSSP) <ul style="list-style-type: none"> ○ SES Chairs report back on College Council proceedings to respective workgroups ○ Establish a process for reporting the progress of each workgroup to SES ○ Workgroup leads will coordinate with SES on Student Equity & Achievement Plan Funding ○ Mentoring students through their engagement with the workgroups ● Develop and inform the college on how institutional initiatives intersect on equity goals <ul style="list-style-type: none"> ○ Develop a visual aid to share with the college ○ Report to college council ● Partner with Professional Development for increasing equitable student success <ul style="list-style-type: none"> ○ Bring into focus PD for Classified Professionals ● Coordinate with RPEC to measure the impact of key programs, initiatives, and needs of disproportionately impacted groups <ul style="list-style-type: none"> ○ Develop an equity-lens methodology for research and evaluation ● Coordinate with the Program Review Committee to improve integration and incorporate an equity lens
2019-2020 SES Accomplishments	<ol style="list-style-type: none"> 1. Evolved the role of SES to provide overarching guidance as well as driving the work around equity

	<p>with operational groups.</p> <ol style="list-style-type: none"> 2. Convergence of Equity Initiatives: Project Management worksheet 3. Moved forward the legislation of SEAP funds for the DVC Emergency Grant 4. Coordinated with the Program Review Committee to improve integration and incorporation an equity lens 5. Sent out College-wide communication on End of Semester Equity reminders and resources 6. Partnered with the Professional Development, Guided Pathways and Distance Education workgroups to increase equitable student success <ol style="list-style-type: none"> a. Pedagogy Inquiry Team Projects (formerly Summer Institutes) 7. Clarified the relationship, integration and expectations between SES and the workgroups (SEW, DevEd, and SSSP) 8. Integrated the work of Ethnic Studies
<p>2019-2020 Major Obstacles</p>	<ol style="list-style-type: none"> 1. Building an infrastructure to access disaggregated data sources needed to support disproportionately impacted students and data-driven equity initiatives 2. Moving to remote learning <ol style="list-style-type: none"> a. Lack of data to target students with the greatest needs (students who are not connected to learning communities or existing support programs) b. Limited our ability to mentor students in our workgroups 3. Balancing the perception of SES to serve as an overarching governance committee as well as driving the equity on the ground 4. Gaining legitimacy as a committee that is trying to institutionalize equitable conditions. 5. Ensuring the SEAP budget and allocation process is transparent, because of the time needed to establish an integrated funding request process.

2019-2020 SES Ongoing work

1. Hiring
 - a. EEOA
 - b. Cultural Competency in Hiring
 - c. Research diverse posting list
 - d. Equitable language in hiring posts
2. Research
 - a. Disaggregated Data
 - b. Data Coaching
 - c. Equity Lens in Guided Pathways
 - d. Work with Shaun Harper's institute
3. Pedagogy
 - a. Coordinating with AB 705 and PD committee
 - b. Pedagogy Inquiry Team Projects and Guided Pathways on the Fall Institute
 - c. Equity reminder email at the beginning, middle, and end of the semester
 - d. Social Justice Speaker and Equity Speaker series
 - e. Expand the workshops Nexus beyond the new cohort
4. Student Support Outside the classroom
 - a. Support DI-focused Stakeholders
 - b. Caring Campus - Institute for Evidence Based Change
 - i. Focus on Equity in non-instructional areas
 - ii. Integrating instructional and non-instructional areas
 - c. Remote community building

Student Success and Support Program (3SP) Work Group

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Major Work Group Accomplishments and Achievements in the Past Year	<ul style="list-style-type: none"> • Implemented Guided Self Placement for ESL for students who cannot use multiple measures to ensure compliance with AB 705 for Fall 2020 placement • Reviewed online placement tool for clarity and provide more information about placement results • Updated course prerequisites and course numbering in the output for multiple measures tool and guided self-placement • Revised the Informed consent form for MATH 85 and 119 • Created videos for students that explains math and English support course options (located on Assessment Center webpage) • Continued supporting the English and Math Departments with discipline experts collaboration with Assessment and Counseling • Continued meeting monthly with the integrated group that includes Strong Workforce, Adult Education, AB 705 leaders, Academic Senate Leadership and Guided Pathways Leadership • Official work group of the Student Equity and Success Committee • Initial implementation of the 19-22 Equity Plan 																
Tentative Goals for the Next Year	<ul style="list-style-type: none"> • Evaluate the integration of interest areas into online placement • Move online orientation, English and Spanish, to new platform • Move Student Success Workshop to new platform (level one probation intervention) • Review the activities in the Equity Plan (SEAP) and prioritize 																
Work Group Members	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Kim Christiana</td> <td>Ted Munoz</td> </tr> <tr> <td>Rayshell Clapper</td> <td>Sonja Nielsen</td> </tr> <tr> <td>Raine Dougan</td> <td>Despina Prapavessi</td> </tr> <tr> <td>Megan Hansen</td> <td>Brian Raymond</td> </tr> <tr> <td>Gabriel Harven</td> <td>Kenyetta Tribble</td> </tr> <tr> <td>Beth Hauscarriague</td> <td>Cathy Walton-Woodson</td> </tr> <tr> <td>Connie Konsavage</td> <td>Laura Weaver</td> </tr> <tr> <td>Lindsay Kong</td> <td></td> </tr> </table>	Kim Christiana	Ted Munoz	Rayshell Clapper	Sonja Nielsen	Raine Dougan	Despina Prapavessi	Megan Hansen	Brian Raymond	Gabriel Harven	Kenyetta Tribble	Beth Hauscarriague	Cathy Walton-Woodson	Connie Konsavage	Laura Weaver	Lindsay Kong	
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Sustainability Committee

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<p>For Academic Year 2019-2020</p>	
<p>Priorities Set At Beginning of the Year</p>	<ul style="list-style-type: none"> • Event for National Recycles Day Nov. 15, possibly including a waste audit and showing of the movie “Wasted!” • Visioning meeting convened by the District Office with support from DVC Sustainability Committee • Food reclamation and support of the food pantry • Partnership with the Career Closet, which will solicit donations of professional clothing from employees for a Spring give-away to students attending a career event on campus • Continued promotion of alternate transit options, including Miles and Try Transit • Addition of bike racks
<p>Accomplishments</p>	<ul style="list-style-type: none"> • Showed movie Wasted! to a small audience, with discussion following. Plans to reshew it during Earth Day were cancelled due to shelter in place order. Trash audit in Fall showed poor segregation; another planned for Earth Day was suspended • Visioning exercise held in November focused on transit; goals written for reduced single vehicle trips to campus of 30% by 2025 and 50% by 2030. Resolution drafted and sent to the Academic Senate (pending), after that to Classified Senate, for adoption • Sustainability chair continues participating on a subcommittee of the basic needs advisory group focused on support for the food pantry, including food reclamation • Collaboration with Career Closet ongoing but suspended due to shelter in place • Promotion of TryTransit and Miles with 511 Contra Costa; about 85 sign ups by students and employees during Fall semester for TryTransit • Side kick trash bins installed in Administration Building, plans to expand to others after return from remote instruction • Newsletter distributed 3 times this year with good response leading to an increase in membership and

	committee participation
Ongoing	<ul style="list-style-type: none">• ASDVC working on more bike racks based on survey of campus facilities• New EV charging stations being installed in parking lot 5• Earth Day –events were cancelled due to shelter in place order• Bike to work day – 2 stations planned for rescheduled event in September

Workforce Development Committee

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For Academic Year 2019-2020	
Accomplishments	<p><u>WFD Master Plan</u></p> <ul style="list-style-type: none"> • The purpose of the Workforce Development Master Plan (WFDMP) is to guide the transformation of Career Education to meet the needs of current and emerging business demands and prepare students to compete in the global 21st century workforce. The plan establishes the most important priorities and goals as a continuing guide to our future actions and decisions about the allocation of resources. <p><u>Budget Oversight</u></p> <ul style="list-style-type: none"> • Reformed the grant application process to ensure transparency and accessibility to SWP and Perkins funding for all CE programs. • Partnered with the Program Review and Budget Committee leads to increase access to and awareness of WFD grant funds. • Embedded WFD grant application into the Program Review application process • Worked with Resource Allocation Subcommittee to review and allocate 2020-21 funds. <p><u>College & Community Infrastructure</u></p> <ul style="list-style-type: none"> • Prioritized strengthening our partnership and collaborative efforts throughout the campus to increase student success. • Partnered with seven career education (CE) programs to implement a Student Leadership Program that provides CE students with real-world experiential opportunities. • Increased communication and collaborative efforts with the DVC Counseling Department to offer more targeted student support and strengthen industry engagement through advisory board participation. • Strengthened industry engagement through Career Education Academic Advisory Board efforts. • Increased CE program marketing efforts in conjunction with the DVC Marketing dept. through a robust social media and display advertising campaign. WFD highlighting individual CE programs.
Future Goals	The WFD Committee with the guidance of a master plan sub-committee comprised of Classified professionals, faculty, administrators and external partners developed and approved the

	<p>2020-25 WFD Master Plan. This comprehensive plan will guide the committee’s work over the next five years. The WFD Committee will review the plan annually and identify activities from the below four goals that will contribute to student success.</p> <p><u>Future goals include:</u></p> <ul style="list-style-type: none"> ● GOAL #1: Curriculum Expedite the development and alignment of Career Education curriculum and processes in response to workforce technologies and trends within the regional labor market. ● GOAL #2: Community Partnerships Increase alignment, coordination and accessibility of DVC Career Education Programs with K-12, Adult Education, community-based organizations (CBO’s) and the Workforce Development Board. ● GOAL #3: College Infrastructure Evaluate and enhance existing college resources and infrastructure – strengthen integration of student services, instruction and learning communities. ● GOAL #4: Employer/Industry Engagement Strengthen partnerships with business and industry to prepare students for work in their field of study to assist students in gaining meaningful, self-sustaining employment.
<p>Career Education Interdisciplinary Programming</p>	<p><u>Career Education Interdisciplinary Programming</u></p> <p>WFD Committee will continue interdisciplinary curriculum efforts. The following will be interdisciplinary certificates that will be developed and implemented over the next one to two years.</p> <ul style="list-style-type: none"> ● Drone Certificate Program- GIS, Administration of Justice, Business (Fall 2020) ● Small Business/Entrepreneurship and Culinary Arts (Fall 2021) ● Small Business/Entrepreneurship and Horticulture (Fall 2021) ● Small Business/Entrepreneurship and Kinesiology (Fall 2021) ● Artificial Intelligence/Agile Mindset course collaboration- CIS, ARTDM, Business, Industrial Design, Computer Science (Experimental Course- Spring 2021)