DVC
DIABLO VALLEY COLLEGE

321 Golf Club Road
Pleasant Hill, CA 94523

ACADEMIC SENATE COUNCIL MEETING
JANUARY 26, 2021
APPROVED

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Academic Senate Council record the votes of all committee members as follows: Members in attendance will have their votes recorded including names of members voting in the minority or abstaining is recorded.

PRESENT: John Freytag (President), Patrick Moe (Vice President), Lisa Smiley-Ratchford (Corresponding Secretary), Daniel Kiely (Library), Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Joann Denning (CE), Anthony Gonzales (English), Kris Koblik (Professional Development), Sangha Niyogi (Social Sciences), Leo Bersamina (Applied and Fine Arts), Alan Haslam (Representative-at-large), Concha Gomez (Math/Computer Science), Rick Millington (Kinesiology), Susan Parkinson (Biology/ Health Sciences), Liz Mayorga (Part-time Faculty), Maya Yamato (Part-time Faculty), Natania Wong (ASDVC)

ABSENT:

GUESTS: Mary Gutierrez, Becky Opsata, Mark Akiyama

1. APPROVAL OF AGENDA OF JANUARY 26, 2021 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of January 26, 2021. The following members all voted aye: Moe, Smiley-Ratchford, Kiely, Schaffer, Canada, Gerken, Seefer, Denning, Gonzales, Koblik, Bersamina, Haslam, Gomez, Parkinson, Millington, Mayorga and Yamato. No abstentions. No nays. Approved.

It was MSC to approve the minutes of October 6, 2020 with corrections. The following members all voted aye: Moe, Smiley-Ratchford, Kiely, Schaffer, Canada, Gerken, Seefer, Denning, Gonzales, Koblik, Bersamina, Haslam, Gomez, Parkinson, Millington, Mayorga and Yamato. No abstentions. No nays. Approved.

2. PUBLIC COMMENT

  None.

3. COUNCIL COMMENT

Moe said flex hours were supposed to be online and even Jessica Matrin had trouble explaining how to access it.

Moe said the discussion board interface has changed but there was no notice about it. He found out the day before classes began. He said in his classes they have to embed videos but the instructions seem to no longer work. He said this concerns him about the implementation of eLumen.

Yamato said she has received emails about the anti-racism pledge. She said people are in favor of it but are concerned about publishing them under people's names and tracking who has made a pledge. She said also they should include more categories like race, religion, gender, disabilities sexual orientation, veteran status, age to be more inclusive.

4. ANNOUNCEMENTS

Freytag said the ASSJC is launching a review of their standards in February and they are looking for volunteers to serve as peer writers and peer readers.

5. APPOINTMENTS

VC CFO Hiring
Marina Crouse
John Hanecack

Co-chair of the Information and Instructional Technology Committee
Crystala Button

It was MSC to approve the appointments listed above. The following members all voted aye: Moe, Smiley-Ratchford, Kiely, Schaffer, Canada, Gerken, Seefer, Denning, Gonzales, Koblik, Bersamina, Haslam, Gomez, Parkinson, Millington, Mayorga and Yamato. No abstentions. No nays. Approved.

6. VPI REPORT

Gutierrez said she understands the frustration with Canvas and other platforms that faculty and students are feeling.

Gutierrez said Toni Fannin will be returning to the classroom so we will need to start the process to hire a new Dean for Applied and Fine Arts.

Gutierrez asked Council what some of the issues they have in online classes that are the equivalent to coming into a physical classroom where either the previous instructor is still conducting their class or have left the room in disarray. What are the equivalents to these situations in online classrooms? Yamato said going over time in your synchronous classes. Gonzales said when back to back zooms are scheduling where somebody will jump in on the previous meeting that hasn't ended.

Gutierrez said another issue is that people who have been assigned synchronous/ asynchronous classes are creating synchronous requirements. It is unfair for students and does not help create a sense of community.

Freytag commented that it is important that course notes are thorough and accurate about what is expected from students to participate in the class.

7. ASCCC STANBACK-STROUD AWARD NOMINATION

Council discussed nominating the Racial Justice Task Force for Stanback-Stroud Diversity Award. They agreed the RJTF is a deserving of a nomination for this award.

It was MSC to approve the nomination of the RJTF for the Stanback-Stround Diversity Award. The following members all voted aye: Moe, Smiley-Ratchford, Kiely, Schaffer, Canada, Gerken,

Seefer, Denning, Gonzales, Koblik, Bersamina, Haslam, Gomez, Parkinson, Millington, Mayorga and Yamato. No abstentions. No nays. Approved.

8.   IEBC CARING CAMPUS UPDATE AND NEXT STEPS

Members of the Diablo Valley College IEBC Caring Campus group Jeniffer Monroy
Noha Basilious, Ramiro Ibarra, Lori Golden and Mark Akiyama introduced themselves.

The IEBC Caring Campus program draws from years of IEBC experience working with institutions making significant strides in advancing student success and closing equity gaps. The power of **engaging student support staff and other classified professionals** in campus student success initiatives is significant. Their key roles help ensure learning by removing non-academic obstacles and building student connectedness to the college. ***The core benefit of this approach is developing a culture focused on increasing meaningful connections with students.***

Choosing our Caring Campus Behaviors
- Common campus-wide behaviors that all staff commit to
- Communicate sense of belonging
- Create a sense of connectedness
- Easy to implement
- Little to no resource commitment
- Easy to monitor
- Working in a traditional and virtual environment

Warm Referrals
- **Face to Face Behavior:**
    - Refer, Connect, & Introduce a student to another colleague by walking with them to their next appointment
- **Virtual Behavior:**
    - Refer, connect a student to another colleague (email, phone)
    - Access to an interactive directory of staff
    - Contacting a department on the student's behalf
- **Why Important:**
    - Reinforces the idea that classified staff are working together as a "team" to support students
- **How to support Implementation of Behavior:**
    - Updated interactive data base of all departments, services & staff
- **How to support Monitoring of Behavior:**
    - Follow up with student via email -Did they get the result they were seeking?
    - Add "warm referrals" as a standing agenda item in weekly staff meetings (i.e. do you have a story about how you helped a student?)
    - Student Services signs with QR codes and/or phone numbers for students to easily access the department/services
- **How to best Communicate Practice to Community:**
    - Forums (FLEX)
    - Caring Campus Newsletter
    - Caring Campus Email

Getting to know other Departments
- **Face to Face Behavior:**

- Learn about other departments (what they "do") to allow for better student referrals
- Make more interpersonal connections with staff in other departments
- **Virtual Behavior:**
    - Learn more about departments and making more connections with staff through zoom, workshops, and trainings
    - Having an accessible updated interactive data base of all departments and services
- **Why Important:**
    - Improves the ways we can better serve, support, and direct our students
    - Improves connections between departments/units

Getting to know about other Departments
- **How to support Implementation of Behavior:**
    - More intentional opportunities for staff to meet and interact
    - "Time" away from normal duties for events team to plan and execute events
    - Updated interactive data base of all departments, services & staff
- **How to support Monitoring of Behavior:**
    - Point of service survey
    - Staff report
    - Student focus groups
    - Topic on meeting agendas
    - Survey for all employees: Asking to reflect on their own behaviors
- **How to best Communicate Practice to Community:**
    - Important to communicate our Caring Campus shared goals and objectives to the campus community
        - Caring Campus Newsletter
        - Caring Campus Email

Name Tags, Badges, Lanyards, & Shirts
- **Face to Face Behavior:**
    - Wearing DVC name tags, badges, lanyards, shirts, etc. to ensure that all employees are readily identifiable by students
- **Virtual Behavior:**
    - Protocol to answer phones – identify self and unit
    - Email –Standard signature template for employees
- **Why Important:**
    - Improves the ways we connect with our students
- **How to support Implementation of Behavior:**
    - Buy-in from upper management and funding
    - Assignment of staff to design lanyards, & apparel
- **How to support Monitoring of Behavior:**
    - Team spirit friendly competition once we decide on school swag
    - Individuals with most school swag can win ***Classified "SWAG" Award***
    - Point of service survey
- **How to best Communicate Practice to Community:**
    - Sending out notifications on "Why it is important that staff/faculty are readily available for students
        - Caring campus behaviors will create a welcoming environment and set our students up for success
    - Caring Campus Newsletter
    - Caring Campus Email

Inclusive Pronouns + Provide weekly student success reminders at all Student Services locations
- **Face to Face Behavior:**
    - Use of inclusive pronouns on employee personal name tags (she, her; he, him; they theirs)
    - Provide weekly student success tips/reminders handouts at all Student Services locations and share with each visiting student
    - Post student success messages on campus monitors
- **Virtual Behavior:**
    - Inclusive Pronouns on DVC email signature, Canvas & Zoom
    - 16-week student success messaging linked to email signature, Canvas, and DVC social media sites
- **Why Important:**
    - Improves the ways we connect with our students
    - Improves the ways we communicate to students how they can be successful at DVC
- **How to support Implementation of Behavior:**
    - Management can share importance of inclusive pronoun approach with faculty and staff
    - Success flyers located in walk-in offices, classroom visits, professor announcements, signage, extra credit work, brown bag, email blasts, & website
    - Professors can share success tips with students
- **How to support Monitoring of Behavior:**
    - Survey of students
    - Ensuring success handouts are available to students across campus
    - Hyperlink to 16-week messaging (virtual)
    - Communication and Marketing data (opened emails)
- **How to best Communicate Practice to Community:**
    - Sending out notifications on "Why it is important that staff/faculty are readily available for students"
    - Caring Campus Newsletter and/or Email

Next Steps
- Spring 2021 All College Day Caring Campus presentation
- Spring 2021- Caring Campus Flex Activity
- Spring 2021- Development of a *Caring Campus workgroup* -Classified Senate
    - Develop planned roll-out of the 4 interventions
    - Develop local monitoring and communication plan of DVC Caring Campus efforts
- Joint Communications from CS & AS on Caring Campus Work and next steps

They have been having conversations with President Lamb about engaging classified in this work and how they can work with managers to carve that time out. Lamb is supportive and will talk with the Classified senate.

Greenberg said this is a district-wide effort but they have been using senate funds but CSCC is going to propose to the Chancellor funds be provided from the district.

9.   CHECK IN REPORT OUT

Council members briefly reported out on their conversations during the breakout rooms at the previous Senate meeting. There were discussions about email access, missing the hallway conversations, how they relaxed over the break, and how their families are doing.

10.   ASCCC ANTI-RACISM PLEDGE AND CCCCD JOINT ACADEMIC SENATE MEETING AND RESOLUTION IN SUPPORT OF PLEDGE

Seefer said a few faculty do not do social media and are hesitant to post their pledge online although they do support it. She also wonders about new hires throughout the year and how we will inform them of this and make it available to them.

Freytag said FSCC is working on the best way to collect the [ledges while considering all the concerns. He said it is also about sharing ideas.

Council discussed what it means to take an anti-racism pledge.

It was MSC to approve support for the anti-racism pledge as well as the Joint Senate Resolution on Anti-racism. The following members all voted aye: Moe, Smiley-Ratchford, Kiely, Schaffer, Canada, Gerken, Seefer, Denning, Gonzales, Koblik, Bersamina, Haslam, Gomez, Parkinson, Millington, Mayorga and Yamato. No abstentions. No nays. Approved.

Freytag said he will report back about next steps. There is a joint meeting with the Classified Senate scheduled on Monday at 4-4:15. He will send out a Zoom link?

11.   SENATE COUNCIL GOALS FOR SP'21

Freytag asked Council to review the Senate Goals and bring back next week and this will be back for discussion on the next agenda.

12. ACADEMIC SENATE PRESIDENT'S REPORT

Freytag said he has a meeting scheduled with Medizadeh and Warrier to talk about the email access issues for adjuncts and retirees. He said he has talked with Mayfield and the UF is also working on this.

13. ADJOURNMENT Adjourned 4:20