

**ACADEMIC SENATE COUNCIL MEETING
JANUARY 30, 2018
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: Beth McBrien (President), John Freytag (Vice President), Patrick Moe (Corresponding Secretary), David Vela (English), Kris Koblik (Professional Development), Lisa Smiley-Ratchford (Social Sciences), Carolyn Seefer (Business), Heidi Gentry-Kolen (Math/Computer Science), Theresa Flores-Lowery (Kinesiology), Katrina Keating (Rep-at-large), Leo Bersamina (Applied and Fine Arts), Kimberley Taugher (Biology/ Health Sciences), Daniel Kiely (Library), Wayne Larson (Physical Sciences), Yvonne Canada (Counseling), Jim Blair (Part-time), Nicolette Moultrie (CTE), René Sporer (SRC); Heidi Gentry-Kolen (Math/Computer Science), Theresa Flores-Lowery (Kinesiology)

ABSENT: Janith Norman (Part-time)

GUESTS: Rachel Westlake, Laurie Lema, Katy Agnost

1. APPROVAL OF AGENDA OF JANUARY 30, 2018 AND MINUTES OF NOVEMBER 28, 2017.

It was MSC to approve the agenda of January 30, 2018. The following members all voted aye: Freytag, Moe, Seefer, Canada, Gentry-Kolen, Flores-Lowery, Koblik, Keating, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, Moultrie, and Larson. No nays. No abstentions. Approved.

It was MSC to approve the minutes of November 28, 2017. The following members all voted aye: Freytag, Moe, Seefer, Canada, Gentry-Kolen, Flores-Lowery, Koblik, Keating, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, Moultrie, and Larson. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Taugher said there is a large problem with students parking in faculty staff parking. Her area was assured the lots were being patrolled but they have not seen any police aids doing so

Taugher said the wait list problems were really disruptive and emotional for students. Instructors had two different wait lists that did not match. There was no clear instruction in what to do about that. At the last minute they were told to use District email which was different than what was on Insite and different than what the students were seeing.

Moe said he is happy that we are now a smoke free campus but there is a great lack of signage. Also there are ashtrays at all the entrances.

Keating said she would prefer to keep the ashtrays so the butts don't go into the water. She has been on a campus that has a foot wide yellow line around the campus and clear signage that there is no smoking, biking, skateboarding, etc.

Sporer said there is a large group of students that smoke on campus right outside the Police Services Building.

Flores-Lowery said Kinesiology was told the track would be replaced by this spring semester and it is not. This is causing a delay in several spring sports especially track and field. Several athletes have dropped out of the program because they don't have a place to practice.

Sporer said students at SRC are told to use a certain app for classes' times and locations yet there is a lot of conflicting information in the app. Faculty had been told to not use the app but were students told? There is a disconnect in what IT does and faculty/student needs.

Sporer said SRC is still coded as CHE until this semester. It caused their Flex workshops to not show up for San Ramon. Also, the notifications rosters for below 20 classes could not be separated out for SRC. Also not all SRC classes were showing up when students searched for them. SRC enrollment is down which is very unusual. Could this have impacted their enrollment?

Freytag said it looks like several district systems are not communicating. There needs to be an effort by the district to identify students impacted by the wait list issue, or other technology issues and reach out to them. It affects lives, transfers, graduations

Freytag wants instruction and business services to talk about paperwork for field trips and reimbursement-they are getting mixed messages

Keating said math online classes meet face to face for tests. There was a change in the time in one online class. When she looked at the online schedule on the website it was listed at the old time.

4. ANNOUNCEMENTS

Sefer announced that the DVC Scholarship application is due February 15 and encouraged all faculty to let students know.

Canada announced this Friday we are hosting 90 area high school counselors.

Canada announced February is Black History Month and a lot of exciting activities are planned including a transfer Fair on February 14 for HBC's where they will have reps to help onsite with many things such as transfers, admissions, financial. She said we have agreements with 35 HBC's for transfer.

Flores-Lowery updated Council on spring sports programs that have begun. Including softball, baseball, men's and women's basketball and tennis.

McBrien said no nominations for faculty lecture have been submitted yet and the deadline is February 6. She said Council needs to remind their areas and encourage people to nominate themselves. We may extend the deadline if needed.

5. APPOINTMENTS

DVC ACADEMIC SENATE APPOINTMENTS 1/30/18 GPS-T CLUSTERS

Chisar, Mike	Faculty	
Delia, Rosemary	Manager	
Eckelmann, Claudia	Faculty	
Gorga, Joe	Manager	
Hein, Claudia	Faculty	Clusters Co Chair
Koblik, Kris	Faculty	
McBrien, Beth	Faculty	Clusters co chair
Najarro, Mauricio	Faculty	
Ramoo, Ratha	Faculty	
Schenk, Kim	Manager	Clusters co Chair
Sohi, Anna	Faculty	

People interested in clusters

Godinez, Rick	Faculty	Art/SRC
Graham, Katie	Faculty	PT fac History
Jamshidnejad, Christie	Faculty	FAc Counseling
Kolen, Heidi	Faculty	Fac COMSC
Larson, Wayne	Faculty	Fac Chem
Monroy, Jennifer	Classified	A & R
Moultrie, Nikki	Faculty	Fac Dental
Padilla, Shannon	Faculty	Fac Comm
Perry, Adam	Faculty	Fac Comm
Petersen, Ann	Faculty	SRC
Phalen, Caitlin	Faculty	Fac Comm SRC PT
Schaffer, Bridgette	Faculty	History/SRC
Shackett, Chuck	Faculty	Fac Eng SRC
Taughner, Kimberly	Faculty	Fac Bio
Tejada, Mario	Faculty	Fac COMSCI SRC

Faculty Development Committee

Shaeheea Hollis-Sachau, Counseling

It was MSC to approve the appointments listed above. The following members all voted aye: Freytag, Moe, Seefer, Canada, Gentry-Kolen, Flores-Lowery, Koblik, Keating, Smiley-Ratchford, Blair, Kiely, Sporer, Taughner, Vela, Moultrie, and Larson. No nays. No abstentions. Approved.

6. ONLINE TUTORING

Katy Agnost told Council the online tutoring program is now open to all students in all areas that offer tutoring. However, -it is a pilot so for now it is limited to 5 hours. Agnost showed Council the access pages for online tutoring and explained the process. She said they are noting and addressing any glitches that arise. There is live online tutoring available as well as just asking a question and submitting papers for review. There is what is called an accounting locker so students can go back and review what they were told by the tutors. Larsen asked if they have tested the program themselves. Agnost said they have. Also, it was not meant to be available during winter intersession but one student figured out how to access it so they were able to track what she used it for and what sort of responses she got. Agnost said the 5 hours start when a student clicks on one of the options – live, question, or paper review. If a student needs more than 5 hours they could potentially go directly to the program website and purchase additional time at \$24 per hour. . She said the average session is about 15-20 minutes. She explained they have about \$20,000 from a grant and will see how far that goes with a five hour limit. Keating suggested they try to negotiate a lower rate for students if they need to purchase additional time.

7. EMP DEBRIEF

Laurie Lema thanked the EMP and All college day planning team for their work. Lema said there were 98 participants in the Leadership Forum and the surveys were reviewed immediately after and used to plan the all college day.

The positive responses included:

- Having to actually read the EMP for the event
- The Opportunity to interact with folks from different departments and disciplines
- Learning about the EMP and how it relates to other college efforts
- Collaboration with others, developing collegiality, inclusiveness and integration of efforts

Recommended changes included:

- have a better process for signing in, more time allotted for activities)
- More time to dig deeper as the EMP has deep content
- Would like to have seen wanted MORE people attend, everyone should have the learning experience

Recommended additional training/activities offered on this subject included:

Have a Similar process with Department and Committee Chairs

Continued emphasis in all programmatic planning to link and align work to EMP

Link work and resources to the EMP

Additional opportunities to bridge the gaps and share information across all disciplines and student services departments. Include work with those that weren't in attendance

More sessions to follow up, actively engaging in the work on pathways, accreditation, and planning

Create/implement strategies and practices to achieve goals and vision

Professional development and training opportunities to transform the cultural and structural conditions

Continue having hard and honest conversations about changes that must occur within the college to actualize the EMP

Lema reported that the All College Day had 320 participants. The planning group then debriefed and are recommending writing an Executive Summary drafted from the summary statements at the Leadership Summit.

Now we need to discuss the next steps to plan the work, who will do it, and what types of activities should be developed for the strategic plan. The next steps are setting a timeline and addressing EMP Goals; start with forming Connections, identify conditions and focus on how each of us/program/committee supports these. Maybe plan a 3 week intensive focus around this.

Lema said these recommendations will go to the CC and get their support for the next steps. She said we need to have a blitz of conversations to get the effort moving.

Council briefly discussed feedback on the physical set up for the event. Vela said English folks said they could not see and they did not like the assigned seating. Lema commented that we don't have space to have a large interactive event. Some suggestions were made for other locations including the library. Freytag said we could do smaller events.

Moe commented that he liked that it was not just sitting and listening.

Taughner said her area liked the assigned seating.

8. MISSION STATEMENT

McBrien told Council the Mission Statement is up for Review at the College Council the following day which we do every 3 years. She said the last two times we decided to keep it the same. She said College Council will not be voting on anything yet but will begin discussing it and any changes that may be needed.

Freytag said we need consider if our mission statement still reflects what we do now.

Sporer said Pathways is something new that should be included somehow.

McBrien said we can make changes at any time so do we want to wait until we have pathways a little more developed?

Seefter said that she was on the team that wrote the mission statement years ago and that the last line, "promotes personal growth and lifelong learning," needs to remain as part of DVC's mission.

McBrien asked if we should put a work group together. Freytag said our other option is to wait until we have finished developing pathways. But the mission statement is part of the strategic plan which we need to start working on.

Sporer said we should work on the mission statement in conjunction with work on pathways. McBrien suggested vetting it through the GPS.

Moultrie moved to work on them simultaneously and vet the missions statement through GPS.

McBrien said even though it is up for review there may end up being no changes at this time but we could make recommendations after we finish work on pathways.

Moultrie commented that part of the reason we do this is for accreditation which is in 3 years, so she thinks we should do it sooner rather than later.

McBrien said we can ask CC for more time.

Taughner said it should be updated to include equity.

Moultrie withdrew her motion.

Keating moved and it was seconded that the Academic Senate Council recommend to the College Council that we review our mission statement. The question was called. The following members all voted aye: Freytag, Moe, Seefer, Canada, Gentry-Kolen, Flores-Lowery, Koblik, Keating, Smiley-Ratchford, Blair, Norman, Kiely, Sporer, Taughner, Vela, Moultrie, and Larson. No nays. No abstentions. Approved.

9. VP OF INSTRUCTION REPORT

Westlake reported enrollment is 2.5-3% down but she is aware of all the issues with wait lists etc. Also our enrollment trend is not unique in the state. She said also streamline below college level classes may impact enrollment.

Westlake said the Governor's proposed budget includes changes to apportionment where success data is used in addition to FTES. She said the new model would be based on 50% FTES, 25% based on need, and 25% based on student success.

Westlake said she was at a state meeting and the discussion was about consolidating metrics and integrating them for several programs. She said we are a little ahead of the game and we need to keep moving. She said the legislature would like it to start in July 2018, but that is not definitely decided yet.

Flores-Lowery asked if we have data on which countries are where international students are down. Westlake said she does not have that data yet but will share it when she gets it.

10. SENATE PRESIDENT REPORT

McBrien told Council we will be hiring a new VP of instruction and President Lamb wants to hire a permanent one, not an interim. She said the candidate forums will probably be on May 3 after 2:00pm and they are looking at options depending on how many candidates we have. They are also looking at Friday. The forums will be streamed.

She said another option is Thursday afternoon to evening. Freytag said that would probably have a better turnout, people will not come back for Friday. Or maybe we could split them up on Wednesday and Thursday.

McBrien said Wieden was going to address the issues with the student clubs with Orante but was not able to before he left so McBrien will follow up with Newin Orante and Susan Lamb.

McBrien said Koblik did a tremendous amount of work on the Student Equity Hour program (SEH), but since she is also our Professional Development Coordinator and Guided Pathways liaison, we received additional reassign time to staff an SEH Equity coordinator who will work solely on SEH. We also have a new STEM coordinator.

McBrien said Ann Kingsley will be here next week to discuss OEI

McBrien said the senate approved the budget procedure last semester. Now a couple changes have been made and it will come back to senate. Most of the changes are clarifications. The CC vote will be contingent with Senate recommendations

McBrien said she does not want to drop our discussions about math anxiety. She said some research will be done to begin addressing this issue.

McBrien said she met with the ASDVC president earlier in the day and she would like to establish a stronger relationship with them and have them to senate once or twice a semester. She said they have been discussing several issues including water filling stations, transportation costs and raising the student discount in the bookstore.

McBrien said the Student Services Committee meets Thursday and will talk about their charge and membership. Their charge might now include pathways work.

Freytag said programs are working with publishers to lower prices. He suggested inviting publishers to some meetings.

Taughner said we need to continue to talk about and address the technological barriers that we expect students to resolve themselves.

11. WELCOME TO SUSAN LAMB, DIABLO VALLEY COLLEGE PRESIDENT

This item was postponed.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 3:54 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*