

**ACADEMIC SENATE COUNCIL MEETING
OCTOBER 10, 2017
APPROVED**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Faculty 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 (Vice President), Patrick Moe (Corresponding Secretary), Katrina Keating (Rep-at-large), Theresa Flores-Lowery (Kinesiology), Kris Koblik (Professional Development) Daniel Kiely (Library), Kimberley Taugher (Biology/ Health Sciences), Heidi Gentry-Kolen (Math/Computer Science), Wayne Larson (Physical Sciences), Carolyn Seefer (Business), Yvonne Canada (Counseling), Jim Blair (Part-time), Nicolette Moultrie (CTE), Lisa Smiley Ratchford (Social Sciences), René Sporer (SRC), Janith Norman (Part-time)

ABSENT: Beth McBrien (President), David Vela (English), Nicole White (Applied and Fine Arts)

GUESTS: Katy Agnost, Christine Wasmund, Becky Opsata, Carrie Million, Beth Hauscarriague, Emily Stone

1. APPROVAL OF AGENDA OF OCTOBER 10, 2017 AND MINUTES OF SEPTEMBER 26, 2017.

It was MSC to approve the agenda of October 10, 2017. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Keating, Flores-Lowry, Koblik, Blair, Kiely, Sporer, Taugher, Moultrie, Smiley-Ratchford, Norman and Larson. No nays. No abstentions. Approved.

It was MSC to approve the minutes of September 26, 2017. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Flores-Lowry, Koblik, Blair, Kiely, Sporer, Taugher, Moultrie, Smiley-Ratchford, Norman and Larson. No nays. Keating abstained. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Sporer said she saw an employee in a golf cart by the Math building, not in the parking lot, smoking. She said the smoking policies are for everyone, even employees.

Moe said there was a lot of jackhammering just outside the PAC at the beginning of the semester and they were told it would stop after the first week. However, the jackhammering is still going on. Students have had to yell questions and answers to be heard. Moe added that the construction crews have cut powerlines to the building 4 times!

Kiely went attended the Equity in Faculty Hiring at Community Colleges Institute, which was put on by USC's Rossier School of Ed. He learned that the least diverse groups in California Community Colleges are Academic Senates.

Taugher said the shared printing scenario in her division is unreasonable. She said divisions will no longer pay for ink for those that still have individual printers in their offices. Also, the shared printer in her area is 2 flights down for her. She has even had to ask a student step out of her office so she could look at it and go downstairs to get a

copy, then come back up and unlock her door and let the student back in to continue her time with them. She said at times she has had to go to another building to get her copies off a printer.

Blair said he is a club advisor and he has had other clubs come to him for help with budgeting. He said one club was told it was too early to start raising funds for an event later in the year. They were told they were moving too fast. The club he advises was told it was too late to get started with fundraising yet there was plenty of time still before the event. Other Council members said they have experienced this too and it has been a problem for a while. Renee and Carolyn-this has been a problem for a while.

4. ANNOUNCEMENTS

Flores-Lowery updated Council on athletic programs schedules including women's soccer, women's water polo, women's volleyball, football, and men's water polo.

Kiely announced the Instructional Tech Committee meeting is this Thursday in in L-218 from 2-3pm. Shared printing, Mac support, and Admin rights of faculty computers are all on the agenda.

Patton reminded Council the last day to buy tickets for the Fall Dinner Theater is this Friday and the cashier's office closes at 1 that day.

5. APPOINTMENTS

None.

6. TUTORING ADVISORY COMMITTEE UPDATE

Katy Agnost presented a PowerPoint on the work of the Tutoring Advisory Committee.

The TAC has amended their charge to the following:

To provide support and advocacy for tutoring services and promote dialogue to increase graduation rates, transfer success, persistence and retention of DVC students.

To investigate, develop, and implement valid research methods for measuring effectiveness of tutoring on an ongoing basis.

To provide communication, cohesion, and sharing of best practices among the tutoring centers, the DVC community, and students.

To monitor and recommend improvements to tutoring programs and advise on their needs, funding requests, and curricular and instructional issues related to the tutoring programs.

TAC Membership (per charge)

Faculty: 11 Faculty

Eleven faculty appointed by the Academic Senate Council. If a division does not submit a faculty member to appoint, a faculty from another division may be appointed to ensure eleven faculty members are on the committee.

Classified: 3 Classified Staff

Three classified staff appointed by the Classified Senate.

Selection of tutoring lab coordinators is highly recommended.

Manager: 2 Managers

One Instructional Manager and one Student services Manager appointed by the college president or designee.

Student: 1 Student

One student representative appointed by ASDVC

The current members are:

Katy Agnost, English

Sam Needham, Math

Maria Giuli, Economics/Soc. Sci
Helen DiMarco, Health Science*
Kyle Whitmore, Communications/Athletics*
Heather Lee, English Lab Coordinator
Kevin Powell, Business Lab Coordinator
Natisha Hudson, EOPS*
Christine Worsley, Dean Kinesiology/Athletic Director
Jackqueline Jones-Castellano, ETS (Student Services)*

The Fall 2017 TAC goals are:

Online tutoring (get in place by 2018)

Outreach

 Coordinators meeting (fall and spring)

 Department/instructor outreach

Review and update current tutoring practices

In-class survey/instructor survey

Tutoring website

Faculty Tutoring Coordinator (due 10/20)

Accreditation work –new standards for 2020

An annual survey was conducted of all tutoring labs/centers across the college. It was sent to 18 labs though not all participated. Students were surveyed for a snapshot of one week of tutoring in each lab. The survey was both Online via Survey Monkey and hard-copy. 274 student responded. The survey results were emailed to tutoring coordinators and department chairs. The survey data can be used in IUPR as well as to help individual tutoring centers make informed decisions about how to best help students.

The key takeaways from the survey were that the responses overwhelmingly positive, that students view tutoring as key to their success (over 90% agree or strongly agree), that students want more tutoring (more hours, more tutors, more options) and the majority are open to online tutoring. Also that instructors are THE key to getting students into tutoring (63% of responders), and that 65% of students receiving tutoring are receiving an A or a B in the class for which they are receiving tutoring.

To help close the Achievement Gap it had been found that 65% of students receiving tutoring are highly successful and instructors have the biggest impact on getting students into tutoring. Ways to get students who aren't traditionally successful into tutoring include creating opportunities for students to go to tutoring (assignments, field trips), overcoming the stigma of tutoring, meeting students where they are, and re-envisioning how we tutor.

Accreditation 2020 has the following new Standards:

 II.C. 3: equitable access:

 Need to continue to design and implement online tutoring (TAC working with DEC).

 II. C. 2: Highlights need for learning support outcomes that are identified and assessed.

 The TAC will need to work with college community to create common outcomes for tutoring.

Now we need a college-wide tutoring plan/philosophy/approach to tutoring. The TAC will need voices at the table. Creating college-wide outcomes and a college-wide plan will involve getting more faculty/division participation in TAC and in tutoring. ASC support is needed for this to happen.

Sporer asked about the SRC sample, if it is very small. Agnost said most of the responses were online so they are not in the compiled numbers. She will follow upon that issue. She added that there is a problem with there not being a place to collect the data from all the tutoring centers

Moe said a .4 for the tutoring coordinator is not adequate.

Norman asked why part-time faculty cannot get reassign time. Agnost will look at the policies on that.

Taugher commented that she is on the TAC and they work very hard. However the access for students through the website is bad, out of date and the committee does not have access to correct or update it.

7. ONLINE ACCESSIBILITY WEBPAGE

Carrie Million just completed a year sabbatical on website online accessibility. She reviewed the contents of the new webpage on this. The page has self-paced modules including defining online accessibility and why it's important, accessible Word 2016 Documents (PC and Mac), accessible PowerPoint 2016 Presentations (PC and Mac), accessible Audio and Video and Canvas Accessibility Resources.

There are links also to sign up for a live training or watch pre-recorded training. Million said she also offers further training and support. She will be adding a page for questions and answers from faculty and staff.

Kiley said he was a beta tester for this and it was very eye opening especially on PowerPoints.

Freytag said a lot of captioning he sees such as on YouTube is incorrect. He asked if that can be fixed if an instructor uses a video where that is true. Million said it can be fixed and DSS can be an intermediary with YouTube and other sources. Larson asked what are the legal obligations for providing accessibility. Million said captioning is usually the issue that comes up in legal obligations. She added that you can post without captioning but you need a plan in place if you get a student that needs it.

Million said captioning PDFs is a problem because the document description will just come up "image".

Keating commented that DSS gave her a smart pen but she can't get the software without signatures from her dean and Percy Roper.

8. VP OF INSTRUCTION REPORT

This item was postponed.

9. GUIDED PATHWAYS

Becky Opsata said the Guided Pathways Work Group is up and running. They meet every other Friday. She said the state requires a self-assessment and we are well positioned and we will bring it to the Board in November. They will have a draft for the Senate soon. She said also the Design team charges have been established and they are working on getting members. She said the curriculum mapping group is working to come up with documents that clearly describe programs for students and we need to have college discussions about this.

Opsata said an email has gone out inviting faculty to join a design team. She said she would like to see all the senators on a team. There are links on the webpage with information about the teams. She said the college has made a commitment with this by offering reassign time to a lot of the participants. Freytag commented that it will take at last 5 years to fully implement this and he hopes the college continues the reassign time for that period of time.

Normans asked how many part-time faculty are participating. Opsata said so far only one but they can certainly participate. Koblík said there is an issue with reassign time for part-time faculty in leadership roles. Freytag said he will bring it to consultation to at least clarify the policies on this.

10. COLLEGE COUNCIL REPORT

This item was postponed.

11. AS PRESIDENT'S REPORT

Freytag shared a letter he and McBrien composed to the ASCCC president regarding accepting home schooling that was not accredited. He said he and McBrien are writing a resolution that he will bring to the Area B meeting this

Friday. He said they hope the state senate will work with the state chancellor to put together a process to inform colleges how to handle this. The resolution will come to Senate before it goes to Plenary.

12. CARE TEAM REPORT

Emily Stone distributed a guide for employees to help them access resources and how to handle students who have behavioral issues or other difficult situations they may be facing. She said an icon has been added to all college employee computers and they can report things online. She added that the CARE Team is not for emergencies but the webpage does have links for that. She pointed out that the guide has a risk assessment chart to help determine how to handle a situation.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 4:09 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

