
**ACADEMIC SENATE COUNCIL MEETING
OCTOBER 11, 2016
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), Andy Barlow (Rep-at-large), Peter Churchill (Corresponding Secretary), Kris Koblik (Professional Development), Marva DeLoach (Library), Barbara Hewitt (Biology/ Health Sciences), Cheryl Carter (Counseling), Patrick Moe (Applied and Fine Arts), Carolyn Seefer (Business), James Magee (Math/Computer Science), Wayne Larson (Physical Sciences), David Vela (English) Theresa Flores-Lowery (Kinesiology), René Sporer (SRC)

ABSENT: Beth McBrien (President), Buzz Holt (Social Sciences)

GUESTS: Laurie Lema, Donna Wapner

1. APPROVAL OF AGENDA OF OCTOBER 11, 2016 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of October 11, 2016. The following members all voted aye: Freytag, Barlow, Churchill, DeLoach, Hewitt, Koblik, Flores-Lowry, Carter, Seefer, Moe, Sporer, Magee, Larson, and Vela. No nays. No abstentions. Approved.

It was MSC to approve the minutes of May 3, 2016. The following members all voted aye:

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Vela said he is in favor that participation in TEN be opened to classified. He said we have left out a limb of this organism. We are not really addressing the issue of equity if we don't include them. He added to keep in mind that classified took a big hit in 2008. Their union is negotiating now and faculty need to support them.

Moe said there is a lot of confusion about the equity training. Many part-time did not realize each college was doing its own equity activities and participated at other campuses not understanding it does not count for DVC's activity. Also, Moe asked why some areas and not others received operating budget augmentations and not others. And why was it done outside of the Program Review process. He said if this happens why we should have confidence in the Program Review process.

Moe questions why we can't update or install software programs ourselves. It can often take weeks to have IT do it. In his area, updates come out constantly as they probably do in many areas.

DeLoach said she is glad to see new website but is concerned that there are too many clicks to the library page. She said also there is not a clear distinction between the library and bookstore on the home page.

Barlow reminded Council there is a Forum the following day to discuss the upcoming national election.

Freytag said it would be helpful if reports of violations of academic integrity by students went out district wide. He actually had a student this week get caught cheating and said he would just go to another district college.

Sporer commented that in Pleasant Hill we do a good job paying attention to SR. But the district has scheduled trainings for online benefits but they did not schedule any at the colleges' centers. So Sporer asked about it they said they would schedule one at SR for the next Tuesday. But the day of, it was cancelled and said they would reschedule.

Magee said it is great the TEN workshops filled quickly but many found they were all full when it was opened up to full-time faculty.

4. ANNOUNCEMENTS

Seefer said the deadline for Study Abroad is two weeks from the previous day. She will bring more information to the next meeting.

McBrien said the Senate office will work with Kris Koblik to purchase the book "Redesigning America's Community Colleges". The book is to help stimulate discussions and ideas about developing guided pathways.

McBrien reminded Council the Great Shakeout is the following week. An email was sent out about it and she will resend it to make sure they get the information.

McBrien said the RPEC survey will be out the following day and urged everyone to respond.

McBrien reminded Council there are still tickets available for the Dinner Theater on October 29 for the production of "Hairspray"

McBrien informed Council that Buzz Holt has resigned from the Council. She will invite to a meeting soon and present him with a resolution.

Vela Leading from the middle survey I for everyone

5. APPOINTMENTS

DE Committee

Peter Willett

Short term study abroad selection committee

Naomi Nezuka

Scott MacDougal

Donna Wapner

Toni Fannin

It was MSC to approve the appointments listed above. The following members all voted aye: Freytag, Barlow, Churchill, DeLoach, Hewitt, Koblik, Flores-Lowry, Carter, Seefer, Moe, Sporer, Magee, Larson, and Vela. No nays. No abstentions. Approved.

6. ACADEMIC SENATE GOALS

Hewitt said she feels the senate goals are missing the mark in what we should be doing. She said we are an advisement council but many of the faculty in her area feel disengaged from what happens at the council level. We still work in a top down way but we should be supporting what faculty wants to the College Council. One of our goals says to support student success but it should be support faculty efforts for student success because that is what the senate is charged with. Activities which further engage faculty

in discussing and implementing which best practices will we need to improve student success. We are faculty's voice not just advising on policies and procedures.

Moe said his area interested in institutional effectiveness in how we can make the day-to-day lives of faculty more effective to help the institution. For example why can't faculty update their own computers? Why can't I know what my students' majors are and how close they are to completion? And we need to streamline paperwork.

Barlow said we should start with definitions. A goal is a general notion and then we establish the outcomes we would like to see. Then we develop activities that support the outcomes. He said we need to think about the role of the council in promoting those activities. It's also about senate committees and their relationship between Council and the committees.

Freytag said these goals are vague and they were purposely worded that way. He agrees that Council must support faculty and faculty efforts on campus. But the discussions and adoption of TEN upset many faculty who felt they had been left out of the conversation.

Vela commented that activities to support student success are important for classified also. They are the ones that help faculty do what they need to do to support student success.

McBrien suggested the Council maybe break out into workgroups at the next meeting to discuss our goals. She and Freytag will discuss a format for the conversation and dedicate a good amount of time to it on the agenda.

7. PROFESSIONAL DEVELOPMENT

McBrien said it used to be the Professional Development Coordinator would bring ideas to senate. To be more inclusive, we have asked Council to bring ideas from their divisions to the senate and discuss them with the PD Coordinator.

Hewitt said there is a training course from "On Course". It involves faculty and classified and is a very engaging training. The trainings are around a theme of social justice. She said the achievement gap is much more than just equity.

McBrien mentioned that we could invite Greg Stoup, the District research person, to a meeting when we know what information we want.

Moe asked if Professional Development funds can be used for something that is equivalent to a conference, such as an individual workshop or other training. Lema responded that the funds can certainly be for those activities.

McBrien added that there have been some changes in CTE funds for professional development activities so they need to check with Tina Dodson about those funds.

Seefer said we have workshops here and there for online teaching but she'd like to see something more structured. She said most of the workshops offered focus on tool to use in online teaching but she would also like to see some on the broader philosophies of online teaching.

Koblik responded that she has been meeting with Mario Tejada and Becky Opsata to create a course on Distance Education. She said the course could result in a certification to teach online.

Freytag said applying for HIS (Hispanic Serving Institution) status came up at a forum discussion a couple of weeks ago. He said we have about 26% Hispanic students and you need 25% to qualify. It would be good to have more employees Spanish or other languages. We could maybe offer an accelerated foreign language course for faculty and staff.

Larsen it would be helpful to have a workshop about evaluation criteria.

Carter said she agrees with Seefer that we get a lot of information on Distance Education tools but we need to know how to integrate them into our classes. She also suggested maybe bumping up the amount available for conferences. At this time it is \$700 but most conferences cost well over \$1000 after all the expenses.

McBrien told Council to keep having these conversations about what faculty wants in Professional Development.

8. VP OF INSTRUCTION UPDATE

This item was postponed due to time constraints.

9. UPDATE ON PLANNING

Lema updated Council on the work on the Educational Master Plan. She said she has submitted the paperwork to hire the consultant to the Governing Board. She explained the scope of the work to be done by the consultant includes launching meetings and ongoing project management, they will meet with the steering committee at least four times, they will help us review and align existing plans, they will meet with the various workgroups, they will hold a stakeholders retreat and they will prepare the EMP report.

Lema shared her proposed format for the steering committee and workgroups as well as the role of the senates and college council. She said it is the model we used to write our last Accreditation report and it worked well.

To determine the themes we need to think about our strategic directive and our core values. She said we will look at the State of the College implementation priorities, the EMP draft close-out report, and the work the college has been doing such as the Enrollment Management Activities report, looking at the student experience, and developing activities for state funded initiatives such as 3SP, Equity, Basic Skills, and workforce development.

Lema shared the Long Beach City College model for establishing indicators of Student Success. They used pathways to design their plan of what they want to accomplish. They used the Completion by Design Framework and used their terms to develop their metrics. Those terms are connection, entry, progress, completion, and transition. She pointed that faculty have the most interaction with students in the progress phase but all the phases are part of student success so they fall under academic and professional matters.

Lema said once the contract is approved in November, the senate will recommend theme ideas to the steering committee. She said she would like the senate to recommend to Professional Development that there be a Flex activity to gather feedback. Koblik urged faculty to read the book “Redesigning America’s Community Colleges” to help stimulate the discussions.

Carter asked if this plan is required by the state. Lema said we are required to have one but she is not sure we have to submit it to the state. But it is required for accreditation.

Lema told Council she would like an endorsement to start building the steering committee and workshop structure. The pathways do not need to be approved yet but we do need to be talking about them

10. DISTRICT STUDENT SERVICES PROCEDURE 3003 – SMOKING ON COLLEGE PREMISES

It was MSC to table the smoking policy discussion and vote to another meeting. The following members all voted aye: Freytag, Barlow, Churchill, DeLoach, Hewitt, Koblik, Flores-Lowry, Carter, Seefer, Moe, Sporer, Magee, Larson, and Vela. No nays. No abstentions. Approved.

11. STUDENT SERVICES HANDBOOK

Emily Stone and Beth Hauscarriague distributed copies of the draft Student Services Handbook. They hope to finalize it by the end of October or the beginning of November. They pointed out that they did not organize it in alphabetical order but in process order. And each section has a tab to easily find what you need.

Vela said the new veteran’s center needs to be added to the section for veterans. Stone said this one is for faculty and staff. They will also have a condensed version for quick reference.

Sporer wants to make sure it is clear which campuses provide what services.

Westlake said there will be another iteration that will include student services outside of the classroom.

Stone said they are developing a handbook on student services for students and that one will include student services inside and outside of the classroom.

Freytag said they have discussed a handbook in classrooms with information on who to contact for various needs – IT, emergencies, etc. Blair added that adjuncts need this information too, probably more the full-time faculty.

Lema suggested this draft booklet be titled the Faculty and Staff Resource Guide for Student Services so it is clear that it is not for students as they will get their own.

Stone and Hauscarriague said they will bring it back to Senate when they have the final draft. They said they would like any suggestions for things that faculty should feel be included that was not.

12. AS PRESIDENT'S REPORT

This item was postponed due to time constraints.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 4:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*