

**ACADEMIC SENATE COUNCIL MEETING
NOVEMBER 7, 2017
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), Nicole White (Applied and Fine Arts), Lisa Smiley-Ratchford (Social Sciences), Kimberley Taugher (Biology/ Health Sciences), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Wayne Larson (Physical Sciences), Carolyn Seefer (Business), Yvonne Canada (Counseling), Jim Blair (Part-time), Nicolette Moultrie (CTE), René Sporer (SRC)

ABSENT: Katrina Keating (Rep-at-large), Theresa Flores-Lowery (Kinesiology), Janith Norman (Part-time)

GUESTS: Rachel Westlake, Laurie Lema, Charlie Shi, John Anderson, James Magee

1. APPROVAL OF AGENDA OF NOVEMBER 7, 2017 AND MINUTES OF OCTOBER 24, 2017.

It was MSC to approve the agenda of November 7, 2017. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Koblik, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, White, Moultrie, and Larson. No nays. No abstentions. Approved.

It was MSC to approve the minutes of October 24, 2017. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Koblik, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, White, Moultrie, and Larson. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Taugher said faculty should remind students that November 17 is the last day to withdraw from classes without a “W” on their transcript.

Sporer said she has been a club advisor for about 2 ½ years. She told Council she had been reviewing records from that time and she is very upset to realize what the students in the club had to go through when trying to set-up activities and such.

Sporer said with so many new people in the Instruction office doing scheduling the timeline for the work was delayed. This caused a lot of stress and turmoil at SRC and they ended up submitting their requests a week late. However, they were told it was ok but then their draft was returned three times and they were not given an extension on the due date.

4. ANNOUNCEMENTS

Vela announced that the following day, November 8 a Resource Expo for Veteran students is scheduled in the Diablo Room from 10-1. There will be a lot of employers there including the SFPD, the FBI and the Lawrence

Livermore Lab. A free lunch will be provided. On November 9 from 8:45-10 a ceremony will take place at Police Services.

The next day at 8:45-10 a flag raising ceremony will be held to honor our veterans will take place by the Police Services building. There will be an honor guard, entertainment, and comments from alumni and college officials. And also on the 9th from 12:30-1:30 a workshop on Mindful Resilience Stress Reduction will be held in the Student Union Conference room.

5. APPOINTMENTS

Dean of Student Engagement and Equity Hiring Committee

Screening – Taylor Harrison

Interview – Mark Akiyama, Maria Dorado

Final interviews for DVC President with Chancellor

John Freytag

The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Koblik, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, White, Moultrie, and Larson. No nays. No abstentions. Approved.

6. VETERAN’S CERTIFICATE PRESENTATION

Charlie Shi and John Anderson presented information about a Veteran’s certificate they developed and will be offered. They shared some photos of veteran’s in the Veteran’s resource center. It was pointed out that they chose to not be photographed in uniform to show they are regular people too. They also made sure to include female veterans as they need a focus and agenda too. They reminded Council that we also have faculty that are veterans. Shi and Anderson shared the flyer advertising the program.

They explained the Veteran’s center was started in 1993 and over the years they have been building resources for student veterans.

Shi explained the idea for this program came about when he was attending a lot of Workforce Development conferences and realized there was nothing that focused on veterans. He said they developed the certificate on a shorter timeline than other certificates to help veteran’s get trained and move on with their lives since they have already delayed their education while they were serving. Anderson added that veterans get benefits to attend college but they do not receive a lot of guidance on where to go from there.

Shi said when they were developing the certificate they were very thorough in making sure all requirements were met. He said they met with relevant groups on campus and used the Education Plan process as a model. They reviewed a certificate that we developed about 20 years ago as a start and then added courses they felt would work well for veterans such as independent study because they work one on one with the instructor in that course.

Shi and Anderson pointed out that nationally 32% of veterans study business and many of them become small business owners.

Shi said the certificate has been approved but the catalog addendum has not gone out yet. He said also there are scholarships available through the foundation.

McBrien thanked them for all their work on this.

7. EDUCATIONAL MASTER PLAN FINAL DRAFT

Lema reviewed the changes she made to the EMP based on comments she received previously. She said there is still a little time to make minor edits.

The changes she made were to the following:

page 3 – the community logo was changed to appear as all adults. She said if people still do not like it she has some other examples she can share.

page 5 – sentence 3 – student services was identified as in the base for excellence

page 6 - took the quotes on the word ready out when talking about preparing ourselves to serve students well.

page 7 – on the advice from the consultant information on the RP group was added

page 11- information on the new Visa program was eliminated from the second paragraph that talks about international students

page 13 – in the first paragraph the term transfer pathways was changed to pathways to transfer

Appendix – added some explanation to the graphic and a couple changes were made to the graphic itself to clarify it

It was MSC to approve the 11-3-17 draft of the Educational Master Plan for 2018 through 2023. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Koblik, Smiley-Ratchford, Blair, Kiely, Sporer, Taugher, Vela, White, Moultrie, and Larson. No nays. No abstentions. Approved.

McBrien thanked Lema for her leadership and work in developing this plan.

8. TECHNOLOGY STANDARDS AND RELIABILITY IN THE CLASSROOM

Melissa Jacobson came to Senate to represent the Social Sciences division and their technology issues. She told Council this semester she was assigned an LA classroom and there was chalk and an old overhead projector. She brought in her laptop and an adapter and she is fortunate that she has a DVD player in hers. They don't make laptops with DVD players anymore and many faculty do not have one or an Ethernet connector. She stated that these are basic classroom tools; it's not really technology in the infrastructure sense. She said students have to do poster board presentations because these tools are not available in many classrooms. However, area high schools have all the necessary tools available for students. She said a lot of faculty bring in their own laptops and adapters and some have put locks on classroom cabinets to hide their equipment.

James Magee stated that Math has the same issues. Moe agreed and said it is an equity issue. Not all students have the means to get a laptop and the technology is not available to them in the classroom.

Taugher said the Science Center has many of these issues too. Many of their classrooms fail to meet the classroom standard we set for ourselves in the last Technology plan. She reviewed the standards in the plan. To align technology guiding principles with the College Mission and Strategic Plan.

The successful application of technology at Diablo Valley College will:

1. Foster student learning and success;
2. Increase student access to college resources, including underserved populations;
3. Consider ease-of-use and security and the availability of support before adoption;
4. Encourage creativity and innovation;
5. Include collaborative input for decision-making.
6. Provide ongoing training and support opportunities;
7. Promote efficiency and Green IT;
8. Foster collaborative communication among college constituencies;
9. Integrate with college plans and program reviews and the resource allocation processes;
10. Promote the use of technology to bridge the digital divide
11. Evaluate the plan progress on an ongoing basis
12. Support the college mission and Strategic Plan

Of those twelve principles we do not meet 1, 3, 5, 7, and 12. That is a failure rate of 41.67%.

Taugher said also they have issues with the shared printers set up. In her building she has to ask students to step out of her office so she can lock the door, and go down two flights of stairs to get her printing jobs. This is not just an inconvenience but also an ADA issue. She said the LHS building does not have a printer at all so they have to walk through the building (and take a flight of stairs in many instances) go outside across the courtyard, the into the PS building, and down a flight of stairs to get their documents. This includes having to go through two locked doors. This also creates an issue of security in cases such as when an instructor has printed a test and someone else may be able to access it before they get there.

Kiely said there is a bigger issue and that is that there is not a through line from technology to academics. Freytag said that we are just asking for adequate technology to teach at a base level. Yet we have our hands tied by our IT department and the decisions they make on educational technology. He asked what we could do about it beyond these conversations. Something needs to happen to correct this.

Sporer said she was just issued a new laptop and the screen is much smaller than the one she previously had. She said its ok for taking notes at meetings but to read student papers and grade, it is very difficult on such a small screen. She said she does not think it is ergonomically correct. When she asked how to solve this issue, she was told

she could get a dock and connect to a larger screen and she wonders about those that don't complain. IT does not ask faculty what they want and need for their classroom equipment. She asked why is there a disconnect.

Jacobson said Social Sciences took a vote to resolve that LA classrooms are equipped with the technology need to teach a class (a teaching box). She said basically the tools that have always been used in the classroom are the same but now the tools are in a different platform. She said they have minutes from their meetings and other related documents to create a paper trail for this effort.

White added that the cycle for replacements is varied among faculty as well as the replacement cycles for other classroom equipment and this leads to equipment not being compatible with the computers.

McBrien told Council the Classroom Design Standards meeting with the architects for new buildings was purposely held in an LA classroom to allow them to see firsthand what the needs are. She said she also discussed this with Wieden and he said there is supposed to be an inventory of equipment in classrooms. She said there is definitely a disconnect and this should go to College Council but make sure faculty are in on the conversations. She said also we need to write a new Technology Plan. She said Wieden is responding and he would like specific needs and issues to be addressed to be brought to him.

Taugher said we need a timeline for implementation of the things in the Technology Plan as we can see many of the things in the last Technology plan have not been done.

Freytag said faculty need to come to College Council then the Technology plan as well as the Service Level Agreement comes up on their agenda. He said the SLA needs to be written by the users.

Sefer said another issue is with not being able to install software updates. She said we are responsible enough to do it ourselves. She told Council that a few years ago her computer crashed and she was offered one that was completely out of date and she ended up buying her own but that is not the answer. She said it's not just old buildings with technology issues but some of the newer building too.

Moe said the network printer was installed on his computer but it kept getting disconnected from the network. He had to go through the process of reconnecting to the network four times. He ended up buying his own printer for his office but when he asked for instructions on how to connect it to his computer; he was given a highly technical set of instructions that was very confusing.

McBrien said she will work with Freytag to write a resolution addressing these issues and bring it to the Senate meeting on November 21.

Jacobson commented that this is also a workplace issue because of all the stress it causes. She said also we keep hearing that the LA building will be torn down but they have been saying that for 20 years. We need to address this now.

9. ASCCC PLENARY REPORT

Freytag said our resolution on taking grades from unaccredited home schools went forward at the Plenary Session.

McBrien added that Chancellor Wood thanked us for putting in this resolution.

Due to some agenda items running over time, Freytag will provide more on the Plenary Session at our next meeting and he will send out the link to the state Research and Planning group.

10. DVC PRESIDENT CANDIDATE FORUMS

McBrien told Council there are 4 final candidates for the position of college president and open Forums are scheduled the following week on Monday through Thursday at 2:00 in the Diablo Room. She said she wants to make sure we have Council members at each of the forums. She asked Council to come up with some questions for the candidates. Questions will be submitted on cards and randomly selected.

Moe said to ask them when was the last time they had direct interaction with a student and how will that inform them as president. Council discussed how to word this question to get the information they are looking for.

Sporer said two of the candidates are from out of state. She would like to ask them about their perspective on guided pathways and how would they support it. Freytag suggested asking them about what typed of leadership we would need to successfully implement guided pathways in the next five years. McBrien suggested that be two questions, one about leadership and one about guided pathways.

Moultrie said there is also a Strong Workforce Development program being implemented that we could also ask about.

Canada suggested asking them about their awareness of all the initiatives going on at this time.

Moe said we should ask about their conflict style by asking them how they dealt with a specific situation or just generally how they resolve conflict.

Canada said to ask them how they envision continuing efforts to address the equity gap.

Kiely added that we should also ask them how they would address diversity in faculty hiring to reflect our student population

Blair said they should be asked about how they would address the 75% full time faculty guideline

McBrien said it is important we ask about participatory government.

Beth asked Council members who could attend on what days. She and Freytag will write up the suggested questions.

11. CLASSROOM DESIGN STANDARDS

Westlake told Council the Classroom Design Standards group met a week and a half before to look at initial proposals. She the architects were told to plan for 30 sq. feet per student. However the group asked them to design for 20 sq. feet and 25 sq. feet.

Westlake said the groups discussed the factors that are important to faculty. They looked at the must haves and the would like to haves. She said we should look at the required infrastructure for the would like to haves to determine what is feasible. They also discussed layout options, window options, furniture, and bulky equipment in the classroom, stackable chairs, projectable whiteboards and projector screen locations. They considered all aspects of Universal Design.

Westlake reviewed a revised roadmap for design completion by the end of the semester. She said the architects will be providing performance specifications for various types of furniture. We will make the actual decision on which furniture to buy. They also looked at classroom layout options for 20 sq. feet, 25 sq. feet, and 30 sq. feet. They looked at the 3 options for 30, 45, and 90 student classrooms for lecture, lab, and group work. She said it was clear the 20 sq. foot option is not going to work. She said we would like to recommend 27 sq. feet per student but it also depends on structural factors such as pillars, windows, etc. They also looked at options for classroom AV layouts. Westlake reviewed the summary of recommendations by the design group.

Westlake said she will come back to senate in two weeks to give updates and get feedback. McBrien said Senate should endorse the recommendations so far at the next meeting to show the new president we are committed. Freytag clarified at this time we are also being asked to endorse the general idea accelerating the Measure E program.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*