

**ACADEMIC SENATE COUNCIL MEETING
AUGUST 22, 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: Beth McBrien (President), John Freytag (Vice President), Patrick Moe (Corresponding Secretary), Daniel Kiely (Library), Kimberley Taugher (Biology/ Health Sciences), Wayne Larson (Physical Sciences), Katrina Keating (Rep-at-large), Carolyn Seefer (Business), Yvonne Canada (Counseling), Jim Blair (Part-time), Heidi Gentry-Kolen (Math/Computer Science), Nicolette Moultrie (CTE), David Vela (English), Nicole White (Applied and Fine Arts), Theresa Flores-Lowery (Kinesiology), Lisa Smiley Ratchford (Social Sciences), René Sporer (SRC), Kris Koblik (Professional Development)

ABSENT: None

GUESTS: Rachel Westlake, Isaac

1. APPROVAL OF AGENDA OF AUGUST 22, 2017 AND MINUTES OF AUGUST 8, 2017.

It was MSC to approve the agenda of August 22, 2017. The following members all voted aye: Freytag, Moe, Keating, Seefer, Canada, Blair, Gentry-Kolen, Vela, Kiely, Koblik, Sporer, Taugher, Moultrie, Flores-Lowery, White, Smiley-Ratchford, and Larson. No nays. No abstentions. Approved.

It was MSC to approve the minutes of August 8, 2017. The following members all voted aye: The following members all voted aye: Freytag, Moe, Seefer, Canada, Blair, Gentry-Kolen, Vela, Kiely, Koblik, Sporer, Taugher, Moultrie, Flores-Lowery, White, Smiley-Ratchford, Larson. No nays. Keating abstained. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Larson said he likes the new name plates for Council.

Flores-Lowery said she and other instructors have students coming to class very late because of traffic backups around campus. This really can impact student success.

Taugher said there have been some issues with LCD projectors in classrooms and nobody seems to know how to get help when it is needed immediately to conduct a class. She said we need to talk about priorities and an acceptable wait time when these issues arise.

Keating said her department asked her to bring up the issue of locking classroom doors and suggested the senate take a position.

Keating suggested a person in each division be given authorization to publish webpage updates. Now there is a lag time waiting for it to be approved and published. Many pages need to be published right away to keep students informed.

4. ANNOUNCEMENTS

Flores-Lowry said fall sports are starting up. The soccer team has their first game here on Friday. Last year they had a great season and she hopes they will do well again this year. Volleyball has its first games on September 1 and 2. And Head coach Cailin Mullins received Coach of the Year at the Big 8 Conference Awards, and has been named the 2016 Junior College Women's Division III National Coach of the Year by the National Soccer Coaches Association of America (NSCAA)

McBrien said Scott MacDougall will come to a senate meeting to provide information and answer questions about the study abroad programs.

McBrien shared information on a Webinar happening the following day on the Zero Textbook Cost Technical Assistance Provider Initiative.

McBrien reminded Council an election for a second part-time representative on Council is about to be announced. The call for nominations will go out on Wednesday and they are due back on August 30. Voting will close on September 8 so the person elected will attend the Senate meeting on September 12.

5. APPOINTMENTS

Distance Education Committee

Joann Denning - Art & Photography

Jenny Freidenreich - Math

Sabbatical Leave Committee

Nicole White

Colleen Pohley

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

6. SENATE PRIORITIES/GOALS FOR 17-18

This discussion took place under item 12.

7. VP OF INSTRUCTION

Westlake reported that the Classroom Design Standard Project is moving forward. A survey will be going out to all DVC employees this Thursday and will close on September 6.

Westlake said there was a meeting with the District police last week to discuss options for locking classrooms from the inside in case of a threat on campus. She said they are looking at various types of locks and their cost and will make a recommendation.

Westlake said the Program Review writing and validation teams are being put together and training will begin for the validation teams. She said this year divisions are being asked to submit their own validation plan for annual Program Reviews to help the teams validate the review and the requests.

Westlake said we are at maximum classroom capacity during prime time hours. She said we need to think about how to spread out schedules to help address the classroom shortage. She said we also need to look at classes that students will attend no matter when or where they are and schedule them outside of prime time. Keating asked how the compressed calendar will be impacted by the classroom shortage. Westlake said they have done some mock up schedules keeping in mind classroom availability. There are several other things that need to be addressed to implement the compressed calendar such as timelines for maintenance and other issues. She said right

now we have not permanently replaced the scheduler position recently vacated. Whoever comes in will have a learning curve.

8. SYLLABI GUIDELINES

Koblik shared the revisions she made to the draft Syllabi Check list in response to Council comments.

Freytag asked if there has been any discussion about including guidelines for recording during class in syllabi. -have there been any discussions about recording in the classroom language in the syllabi. He said the main issue with this is academic integrity.

Smiley-Ratchford said her area has discussed it in terms of student privacy.

Council discussed the various recording devices available such as smart pens. They also discussed various situations such as employees recording other employees.

Westlake said we could develop best practices for syllabi to help guide faculty.

Sefer said to keep in mind that if a syllabus is too long students won't read it.

McBrien said this discussion will be back on the next agenda.

9. COLLEGE COUNCIL REPORT

Freytag reported that College Council heard a presentation from Becky Opsata on course mapping for guided pathways similar to what she presented at the last Senate meeting. He said people now want to know what the next steps are. He said College Council agreed to form a steering group to work on ways to get information on pathways out to the college.

10. GUIDED PATHWAYS STEERING GROUP (GPS)

Discussion continued from College Council report.

Freytag shared a diagram of the makeup of the steering committee modeled after the Accreditation Advisory Committee. He said they also looked at colleges that are further along in implementing pathways. The steering committee would have 20-25 expertise based members and probably meet on Friday afternoons. He said Sierra College is much smaller than us but their Pathways Committee meets every Friday.

Freytag reviewed that the makeup of the group will have eight cluster teams consisting of two faculty and one counselor to coordinate curriculum approvals, course maps, Meta majors and culturally responsible curriculum. He said the Steering Group will also have a Communications sub-group that will work with RPEC, the Budget Committee, College Council, Professional Development, Developmental Education, ESL and Workforce Development. The GPS has been given funds for a 50% time staff support. McBrien asked Council to bring this to their divisions for discussion and feedback.

Freytag reported that College Council is discussing revisions to the College committee handbook.

Freytag said they are also starting to work on getting the Resource allocation process to put into procedure.

11. AS PRESIDENT'S REPORT

McBrien reported that the search for a college president as well as vacant dean positions is under way.

McBrien said she met with the Counseling Division to talk about what the Senate can do to support them. And she sat in on a Flex workshop on the social justice program. I made her think about how we want the senate to be the ones people think of as resource for the college. She said we all should help each other where we can regardless of if they are on a committee or not.

12. ASC GOALS AND VISION STATEMENT

Item 6 discussion was included in this item.

McBrien shared a memo from Julie Bruno, ASCCC President about the importance of Faculty Voice and Leadership in developing guided pathways. She said guided pathways should be considered when we set our goals.

McBrien reviewed the Senate goals from last year. She said we made progress but we don't know specifically what we did to achieve those results. She stated there is a difference between goals and priorities. She said we could possibly break out in small groups to talk about our goals. She said we also possibly could develop a mission statement. She shared a couple examples of visions statements from corporations. She said a vision statement is about actionable things we can do and it is an overarch for goals. She said she did some research and found that many colleges' senates have visions statements.

McBrien asked for Council comments. Blair said we need to keep it simple. Sporer said it should say something about who we are and what we do. Moultrie said it needs to be something measureable. McBrien said this discussion will come back on the next agenda and to please get feedback from divisions.

Moe suggested we set a goal on making day to day life for faculty easier and that could be measured.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 3:50 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*