

**ACADEMIC SENATE COUNCIL MEETING
AUGUST 23, 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: Beth McBrien (President), John Freytag (Vice President), Andy Barlow (Rep-at-large), 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), Kris Koblik (Professional Development), René Sporer (SRC)

ABSENT: Peter Churchill (Corresponding Secretary), Marva DeLoach (Library), Barbara Hewitt (Biology/ Health Sciences), Buzz Holt (Social Sciences)

GUESTS: Rachel Westlake, Laurie Lema

1. APPROVAL OF AGENDA OF AUGUST 23, 2016 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of August 23, 2016 as amended with the introduction of new Council members. The following members all voted aye: Freytag, Barlow, Flores-Lowry, Carter, Seefer, Moe, Sporer, Magee, Larson, and Vela. No nays. No abstentions. Approved.

It was MSC to approve the minutes of April 5, 2016, April 12, 2016, and August 9, 2016. The following members all voted aye: Freytag, Barlow, Flores-Lowry, Carter, Seefer, Moe, Sporer, Magee, Larson, and Vela. No nays. No abstentions. Approved.

McBrien introduced 2 new Council members. Wayne Larson will represent the Physical Sciences and Engineering division. Kris Koblik is the new Professional Development Coordinator which has a seat on the Council according to the Senate Constitution and Bylaws.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

None.

4. ANNOUNCEMENTS

Seefer said there are a couple more informational meetings about Study Abroad in Florence, Spring 2017. One is on 9/7 at 1pm in BFL 210. The other is 9/8 at 3pm in BFL 210. She said she has had a lot of interest so far. The meeting she held the previous day she had 23 people there.

McBrien said the link on the DVC webpage to search the schedule on line has been streamlined and is much simpler to use, and hopefully less confusing for students.

Flores-Lowrey said the fall sports are beginning. Women's Volleyball plays this Friday at home; women's soccer plays Friday at Cabrillo; and football starts on 9/2 at home.

McBrien said Sporer has agreed to join a small workgroup that Wieden is putting together to discuss the results of the District Climate survey that was sent out last year. There were three areas that were DVC specific that did not score too well. The workgroup will be made up of 1 manager, 2 faculty, and 2 classified.

5. APPOINTMENTS

AS Scheduling Committee

Yvonne Canada - Counseling/Library

Sabbatical Leave Committee

Glenn Appell

AS Student Services Committee

Becky Opsata - AFA

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

6. VP OF INSTRUCTION REPORT

Westlake told Council enrollment a little better than last week but we are still down by 1.5 % from our target, although SRC is up 4%. She said the Scheduling Committee meets Wednesday and they will review the data with the tool they got at the Enrollment Management Academy, and discuss possible adjustments to the schedule.

Westlake said this winter break we will have a short intersession that will start right after fall classes end. All the courses will be online and they are looking for GE classes. She said we will probably offer about 4 classes. She said these courses could attract students from other districts, 4-year students on break, and they are helpful for athletes' schedules.

Westlake said we have our first cohort of College Now students on campus. This is a joint project with MDUSD that brings high school students to our college where they take a combination of high school classes and college classes and receive dual credits.

Westlake said the Measure E project steering committees for Kinesiology and SRC have selected architects for their projects. She said the Art building project is next in line and their request for statements of qualification for an architect will go out in a few days. Kinesiology will begin meeting with the architect tomorrow.

Westlake said we will have a Box 2A process this fall. They are running 5 recruitments. 4 of those were unsuccessful last spring so there is one new one. She said we also just had an emergency Box 2A for the childhood center director's position.

Flores-Lowry commented that regarding enrollment, Kinesiology fill rates usually start off low because students often register for Kinesiology classes after they have scheduled all their academic classes. She is concerned that classes get cut before the semester starts because of low fill rates.

Westlake responded that the scheduling committee know about these trends but at the same time we have to be working towards getting to the point where our classes are relatively full and once the semester starts that we are past the point we are trying to get to 20 and get enrollments as close to the class max that we can. She said it is a tough balance to offer the right schedule. She said the last couple of years we have been working to grow the schedule to increase FTES, but there are areas where we grew the schedule more than we should have and we ended up having to cancel more classes. They are hoping the new enrollment tool will help them make scheduling decisions at the outset of the schedule release. McBrien commented that the next scheduling committee meeting they will be discussing the adds and cancellations.

Moe asked if the intersession classes could be hybrid. Westlake said that is problematic because the campus is closed and there will be no services. She said perhaps the face-to-face meetings could be scheduled before the campus closes.

Seefer asked how the classes will be selected and will there be any non-GE classes. Westlake said that still needs to be discussed.

Barlow commented that the students that Flores-Lowry talked about earlier are often the most vulnerable and it becomes an equity question. He said we need a different approach with these students so they don't end up with the least desirable instructors because they added late.

Freytag asked about the data spreadsheet of class schedules and if it goes to the Scheduling Committee. Westlake said the Scheduling Committee has not looked at the spreadsheet yet but departments could start reviewing for their disciplines to get a broad picture of the classes they offer. She said there are some data corrections that need to be made so the Scheduling Committee has not looked at the actual spreadsheet but they have been learning how to use it.

7. STUDENT VETERANS

Vela told Council he was on sabbatical last spring and was supposed to go to Spain. Two DVC Student Veterans, Ryan Kelley and Brian Vargus (also a grad of UCB), wrote a 47 page paper on the need for Veteran's Centers on Contra Costa County College campuses. Vela said all the data shows having a veteran's center helps them do well in many areas to be successful. So the Veterans Center had a soft opening in the spring and Brian Vargus was doing a lot of interviews and Vela decided to work with Vargus on the Veteran's Center instead. He said they had been promised a spot in the Student Services Center and that fell through. So then they were able to get an MOU with the Student Union for use of a space in their building. But now they are talking with the college and the district about maybe finding a different space for their center. Vela said in light of this, the formal opening date of September 8 may be changed.

Vela said he began looking at what other community colleges are doing across the US to serve student veterans. He said they are not going away any time soon and we must address their needs.

Vela reminded Council that DVC would not exist were it not for Veterans returning from WWI.

Vela said he is continuing to develop a network of student veterans who have gone on to 4 year degrees or other careers.

Lema suggested Vela have some of the accomplished Student veterans address the Governing Board.

McBrien and the Council thanked Vela for all his work for veterans.

McBrien thanked Vela for all his work for the veterans and said she will be in touch with him to schedule some time for them on the Governing Board Agenda.

8. PROFESSIONAL DEVELOPMENT

Kris Koblik, the new Professional Development Coordinator told Council she is working to collect information on all professional development activities that are taking place on campus and perhaps work to institutionalize some of them. Koblik said also she would like to develop a more coordinated Flex schedule by working to avoid schedule conflicts for popular workshops and perhaps with some themes, or strands of activities. In addition she would like to work to coordinate more sustained training beyond the Flex days and she has several ideas. Koblik said this year she wants to work on improving the Professional Development presence on the DVC webpage. She would like to have information on the webpage for professional development resources, and conferences available to faculty and staff.

McBrien reminded Council that in May they had discussed the Faculty Professional Development Committee membership. She said they had talked about moving away from strictly division representation to more of an expertise based committee. The areas that would be represented are equity, developmental education, the faculty development specialist, the Nexus coordinator and these could overlap with representation from arts and lectures, STEM, educational technology/distance education, part-time faculty, San Ramon, Student Services, instruction, and the UF. This will come back for a vote at our next meeting.

Barlow suggested that Koblik talk with the Resource, Planning, and Evaluation Committee for data on professional development activities and evaluation tools. McBrien said there is also a research person from district on campus 2 days a week.

Seefer said Professional Development used to arrange for more creative activities often off campus on the weekend to museums, history tours, etc. She said they may not have been all academic but they are good for employee bonding and broadening their perspectives.

9. EDUCATIONAL MASTER PLAN

Laurie Lema, the new Interim Dean of Research and Planning told Council she has been tasked with leading the work on a new Educational Master Plan. She said our current plan expires in 2017. The EMP provides guidance for all the other college plans. We also want to make sure the plan is ready when we hire a new permanent president and one that they will support implementing.

Lema presented a PowerPoint on the goals for the EMP and how all the college plans fit together. She shared a diagram she developed to help her visualize how the plans are connected to each other. She said the pyramid diagram is not hierarchal and no plan is more important than another. She told Council the EMP needs to be done by May 17, 2017 to go to the Governing Board on June 17, 2017.

Lema then shared several other colleges Educational plans she has researched to learn about the different models and what things my work for us.

Lema said we still need to discuss and agree on the process for actually writing our plan. She did point out we currently have a 7-year plan but other colleges have 5 year and even plan updates every year.

Lema would like suggestions and ideas on how to proceed and she will come back to the next meeting for further discussion. She reminded Council this is an Academic and Professional matter.

10. SENATE GOALS

This item was postponed due to time constraints

11. 10 + 1

McBrien reviewed with council what are academic and professional matters, or 10+1 as they are known. She said the first three the Governing Board will rely primarily on the Academic Senate in collegial consultation. Those are about curriculum, degree requirements, and grading policies.

On the other seven, the Governing Board and Academic Senate will reach mutual agreement on, through collegial consultation. Those are about program development, policies for student success, governance structures as related to faculty roles, faculty involvement in accreditation, professional development activities, program review, budget planning and development, and other academic and professional matters as mutually agreed to by the governing board and the Academic Senate. McBrien gave a couple of examples where faculty had roles in decisions according to the 10+1. She said there are also examples of the faculty being given a role on matters that are under the manager's purview such as scheduling where an agreement was worked out so that managers collaborated with faculty when making their decisions.

ASCCC membership cards were distributed to Council and they were encouraged to take extra to share with other faculty. She said they should keep these with them so whatever college business they are working on, they can identify the academic and professional matters. She said especially with a new president coming on board, we need to be specific about our role. Freytag pointed out how many time processes are mentioned in the 10+1 which covers a lot of college business.

John pointed out the number of times processes is mentioned in the 10 plus 1

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*