

**ACADEMIC SENATE COUNCIL MEETING
AUGUST 29, 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 Norman, Scott MacDougall, Mark Akiyama

1. APPROVAL OF AGENDA OF AUGUST 29, 2017 AND MINUTES OF AUGUST 22, 2017.

It was MSC to approve the agenda of August 29, 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 22, 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 commented that he does not like the 16 week calendar as it is proposed, especially for lab classes. He said also it is not very family friendly to childcare. He would like it on an agenda for discussion.

Blair said he is concerned that we are doing as much for classroom design and campus safety.

Freytag in light of our classroom shortage, the scheduling committee should drive a faculty led conversation about the efficiency of room use

McBrien said the Scheduling Committee has put that discussion on their agenda.

McBrien said the Police Chief will be coming back to Senate for further discussions and information about safety on campus.

McBrien commented that she had a very distressed student, so she took him to Counseling and they spent two hours with him and even bought him lunch. McBrien thanked Counseling for the excellent care they take with our students.

Taugher said she is working with DSS and they have recommended using a smart pen to record lectures for those students. She said that means it has been decided before it gets to the instructor that recording is permissible in their classroom. She would be interested in exploring more on this. A couple Council members said it can't be denied under the law and reasonable accommodations have to be provided. Other council members disagreed with that interpretation of the law. McBrien said she will bring this topic to district consultation.

4. ANNOUNCEMENTS

Canada said an email went out about becoming a mentor for Umoja. She said it is very rewarding to do mentoring. They need 10 more. Contact Heidi Goen-Salter if you are interested. It is a 1 year commitment. She said they are having a mixer the following week.

Vela said the Veterans Group has met once so far this semester. He said he received a call over the weekend from a female veteran. He said she had a difficult transition from the bay area to southern California. She has two children and her husband is still in the Bay Area and she is attending law school. He said she then talked about some of the activities she did with the Veterans Group when she was here and said she would like to be a resource for female veterans. Vela said even though she is going through some stressful times she still wants to reach out and help other female veterans that are having difficulties. He said he would like to recruit more alumni from our Veterans program to be resources for veterans currently in the program.

Soccer started with a home win against Clovis. They will be going to Ventura for a couple games next. Volleyball has started. Football has their first game at American River College this Saturday.

McBrien said she spoke to Wieden in consultation and he is trying to work to negotiate some extra parking.

5. APPOINTMENTS

AFA Hiring Committee

Ruth Miller

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.

6. SYLLABI GUIDELINES

Koblik shared a revised draft of the syllabi guidelines incorporating recommendations from Council. She pointed out one of the changes was the addition of a paragraph on recommended syllabus elements. She also added a paragraph on suggested course policies that cover recordings.

It was MSC to approve the revised proposed syllabi guidelines. 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.

7. GUIDED PATHWAYS STEERING GROUP (GPS)

Canada said Counseling is in support of forming a guided pathways steering team but they have additional questions about the sub-groups. She will share those questions when the sub-groups are under discussion by the Council.

Sporer said she received one comment from a faculty member who did not know anything about guided pathways. Koblik said she has discussed with Becky Opsata the need to provide onramps for pathways not just for students, but that would also help inform faculty and make them aware of pathways. She said there are two meetings scheduled in October to discuss this.

Seefer said the Business division is excited about this. She said they had a day long retreat and it was all about pathways. She said it will help faculty learn about programs outside their discipline giving them a broader view to help students.

It was MSC to approve the proposed Guided Pathways Steering Group. The following members all voted aye: Freytag, Moe, Keating, Seefer, Canada, Blair, Gentry-Kolen, Vela, Kiely, Koblík, Sporer, Taugher, Moultrie, Flores-Lowery, White, Smiley-Ratchford, and Larson. No nays. No abstentions. Approved.

8. VP OF INSTRUCTION

Westlake said the Box 2A requests are due on Friday this week for those that requested faculty positions in Program Reviews last year, or who lost faculty to retirement.

Westlake said our enrollment is pretty even to last year at this time in the semester.

Westlake said a time is being arranged to continue work on classroom design. She will send out a reminder to everyone to respond to the survey that went out about this. They have received about 100 responses so far but they would certainly like to see more.

Westlake said the Scheduling Committee will be meeting this Thursday. A good part of the meeting will be orientation because several long-time members have left the committee and there are several new members. She said they will begin to look at the compressed calendar for the Fall 2018 semester. She said it is a balancing act to schedule labs and they have come up with several options. She said also they will be looking at data from the cyber sessions we offered right after the Spring 2017 semester. She explained a 3-week session was offered with all online classes that started the week of finals. She said they filled up fast but there were high drop rates. Seefer commented that her class only had a few drops and the rest did very well in the class. She said students worked hard even through Christmas and New Year's. Westlake will keep Council updated on the work of the Scheduling committee.

9. STUDY ABROAD

MacDougall told Council at this time the Study Abroad program is recruiting for Florence in Spring 2018. He explained DVC along with other college consortium members offer courses that are adapted to the location. He said it is great for students and also a great way to teach. He said faculty need to encourage students to look into the program. Although he acknowledged it does take a long prep time and is expensive. He said Lisa Orta will be participating in the program in London in Fall 2018.

Vela explained it is a 12-week semester because of Visa requirements. Also students take no more than 12 units.

MacDougall said this semester there is a group going to Barcelona. MacDougall said when recruiting for the program, students that have previously attended make the best advocates.

Vela said Helen Benjamin had been working on helping low income students get access. MacDougall said that was her project and now that she is gone, the effort has not been taken up by anyone. He said though that she actually paid out of her own pocket for a couple students to participate.

Moultrie asked if CTE programs could participate. MacDougall said there could be logistical requirements such as labs and equipment. However, he said if anyone wants to see if they can adapt a course to the program to bring it to the Study Abroad Committee and they will look at ways it could maybe be worked out. He said it may be difficult to offer a full load of CTE or science courses but the load could be split. A CTE instructor could do a half load and another instructor from programs such as English or math could take the other half load. Or an instructor could teach a half load and use banked leave for the rest.

Taugher commented that if we don't offer science courses, science students can't participate.

Westlake said there are consortium guidelines as to what and how a course can be offered in the program.

MacDougall said there are some modest grants available for students that are around \$500 - \$1000. He said there are also a few grants that are more generous they have information about. He said also if a student qualifies for financial aid they can use that towards the program costs. He said also, there may be some students who have not qualified for financial aid here but could possibly be approved for this program.

MacDougall said some faculty could get an FSA to teach another course that would be more adaptable.

MacDougall explained the student take classes from all the instructors in the program including ones from other colleges. Seefer added that they have to take at least one class from their home college.

MacDougall said the average group is around 100 students. Koblík added that faculty can teach a course from any college in the district in their discipline.

MacDougall said the students have to maintain 12 units and cannot drop. However, if a student is not doing well, there is a lot of support available. He said it is very rare a student drops out of the program.

Taugher said a science course with a lab could only offer a lecture and the student would have to do the lab here.

MacDougall said recently a short-term study away program has been developed. It is not associated with the consortium. But it does allow for a lot of flexibility on where it is, what is offered, and when.

MacDougall told Council part-time instructors cannot participate in the Study Abroad program but could possibly participate in the study away program.

Seefor said it not only changes the students' lives but the faculty too. She said she has participated twice and many of her students have stayed in touch. She said also there is a lot of support from providing copies to booking field trips.

10. GOALS AND VISION FOR ACS

McBrien asked Council if they have any thought on developing senate goals. She said there is a difference between goals, and vision, and priorities. We need to determine how much we incorporate these together.

Vela said he sees it as vision first, then set priorities then set goals.

Sporer said she would like to include something to get faculty more informed. She said they need to be mentally connected to what is going on within the college such as initiatives, programs, etc. McBrien added that she has been advocating that faculty should be a resource for each other as one way to get information out. Larson said we need to be more proactive about informing faculty about the work of the Academic Senate. Canada said that is a big reason she is excited to join the senate to connect with faculty outside of her program.

Seefor said programs and initiatives have come down the line and we spend a lot of time on them. But we need to also get back to the core of what we need to be doing what we were hired to do.

Moultrie said she has looked at some other college's goals and several have tied them to the 10+1 items. She said we could focus on a couple of those items and set goals to work on those areas.

McBrien said the goals in some ways are a reflection of the current members of the senate and a lot of goals are tied into accreditation work.

Flores-Lowery said she agrees with Vela's order of vision, priorities and goals. She said she applies to her coaching.

Koblik said so much of what we do is routine or in reaction to something. She said we need an overall vision. to connect things back to the senate visions, priorities and goals.

Due to time constraints. McBrien said this will be back on the next agenda and will hear thoughts from those we didn't get to today. (Smiley Ratchford, Blair, Gentry Kolen, Moe, and Freytag).

11. EQUITY COMMITTEE

Mark Akiyama shared a proposal development template developed by the Equity Committee to apply for equity funds. The funds are categorical so must follow guidelines as to what it can be used for. Equity, 3SP and Developmental Education funds are all categorical but are integrated goals. But each has its own guidelines for use of the funds. One guideline stipulates certain populations that are to be targeted with these funds. He said the Equity Committee is working on developing an application for one-time funding and another for ongoing funds.

Akiyama said equity funding has been growing for a few years so more and more programs aimed at equity are being developed. He explained that we are still working with 14-15 funding. With the three initiatives integrated it is helping to work towards targeted program goals.

Akiyama said there is no deadline for applying for funds but if you have a request for an equity activity you want to start on right away, you should submit a request by October 6, 2017.

Westlake said we will need to eventually integrate this with Program Reviews.

Akiyama said that outcomes from use of the funds should be measurable but there are some programs that have no measureable outcomes, however they still encourage participation in these programs. He said those programs may be new and not have established a baseline yet. He said the Equity Committee can offer some guidelines on what data that should be looked at when setting outcomes.

McBrien reminded Council that Program Reviews should include all program needs and when appropriate some of them could be funded with equity funds. She said Program Reviews are not just about asking for things but is also

about improving programs. She said she will invite Akiyama back to further discuss this and also invite Kim Schenk to speak to the Workforce Development programs and how some of them address equity. Seefer asked what is happening with the Equity Hour program. Akiyama reviewed that last year we brought in TEN but we are no longer contracted with them. This year we are creating in house activities for equity but he does not know the process for developing those. Westlake added that the funds for the Equity Hour were negotiated for two years so this year is a continuation of this initiative. McBrien thanked Akiyama and the Equity Committee for all their work.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*