



**ACADEMIC SENATE COUNCIL MEETING
SEPTEMBER 26, 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), Heidi Gentry-Kolen (Math/Computer Science), Wayne Larson (Physical Sciences), Carolyn Seefer (Business), Yvonne Canada (Counseling), Jim Blair (Part-time), Nicolette Moultrie (CTE), David Vela (English), Nicole White (Applied and Fine Arts), Lisa Smiley Ratchford (Social Sciences), René Sporer (SRC), Janith Norman (Part-time)

ABSENT: Katrina Keating (Rep-at-large), Theresa Flores-Lowery (Kinesiology), Kris Koblik (Professional Development)

GUESTS: Rachel Westlake, Mark Akiyama, Lisa Orta, Kenyetta Tribble

1. APPROVAL OF AGENDA OF SEPTEMBER 26, 2017 AND MINUTES OF SEPTEMBER 19, 2017.

It was MSC to approve the agenda of September 26, 2017. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Blair, Vela, Kiely, Sporer, Taugher, Moultrie, White, Smiley-Ratchford, Norman and Larson. No nays. No abstentions. Approved.

It was MSC to approve the minutes of September 19, 2017. The following members all voted aye: The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Blair, Vela, Kiely, Sporer, Taugher, Moultrie, White, Smiley-Ratchford, Norman and Larson. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

None.

4. ANNOUNCEMENTS

None.

5. APPOINTMENTS

None.

6. EDUCATIONAL MASTER PLAN (EMP)

McBrien asked Council if they had any feedback on the draft EMP.

Canada said the Counseling department has the following recommendations. Under “Connection”, initial connection through the application; should state that the connection is through outreach and partnering with our

community, then in the definition perhaps include enrollment as the definitive connection; the definition could add outreach through high school partnerships, bridge programs, events. And under “Through” support services for students should be added.

Taugher said on page 6 under Out, it lists the RP Group Student Success Factors. She said it is not clear what the RP Group is and that it should be spelled out. She said also on page 15 in the paragraph about facilities the wording does not make it clear that there will be some new buildings and other building will be remodeled.

McBrien reminded faculty to take the survey on the EMP. It is open until Friday, September 29.

7. VP OF INSTRUCTION REPORT

Westlake said a new Scheduler has been hired and will start in a couple weeks. She said work has begun on a draft schedule.

Westlake said the Classroom Standards group had a retreat the previous day and finished up the data gathering phase. She said next the consultant will post the data on a webpage as well as research documents on classroom space design and other related topics. She said draft designs will be done for 30, 45, and 90 student classrooms.

Westlake said there is a Box 2A meeting scheduled this week. 39 positions were requested. About 10 will go out.

Westlake pointed out the new safety feature in the room. It is a 2 way communication system that will eventually be in all buildings and classrooms. She said there will be some training on how they work and what types of situations would qualify for use of the system. She said also locks for classroom doors are still being researched.

8. COLLEGE COUNCIL UPDATE

Freytag asked Council if they had any feedback on the revisions to the RAP. He explained the original version was written when we first started the process. The revised version reflects more of what we have actually been doing after some changes for streamlining and clarification. He said it also has a continuous component.

Freytag explained that the Budget Committee will recommend an annual college budget for both college operational and categorical funds to the College Council. This recommendation includes funds for on-going expenses and mandates including categorical fund requirements, as well as funds available for requests made in Program Review for existing program augmentation or improvements; emergency or safety issues from requests made first to a dean or unit manager; and College wide innovation initiatives for new initiatives that are not housed in an existing unit and do not come through Program Review and for new off-cycle activities by existing units through the innovation initiative request process.

Freytag said the College Council may vote to endorse the revised RAP at the meeting next week.

It was MSC to endorse the revised RAP. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Blair, Vela, Kiely, Sporer, Taugher, Moultrie, White, Smiley-Ratchford, Norman and Larson. No nays. No abstentions. Approved.

9. AS PRESIDENT’S REPORT

McBrien reminded Council of the email viewed in Senate last May from Julie Bruno. Bruno emphasized the need for faculty to take a strong leadership role in developing guided pathways. She said College Council will have a forum on this topic on October 3rd at 3:30 in the Diablo Room.

McBrien informed Council she has been talking to the President in consultation about the issues with classroom technology and support. She said a Mac tech will be hired at 50% time. She said Percy Roper is doing an inventory of classroom computers.

McBrien said people need to document the specifics when issues arise. These should be major or chronic issues, not minor ones like a cord missing. If faculty have specific issues that have not been addressed, they should send a detailed account of them to her, and she will bring it up in consultation.

McBrien said the Measure E steering group has been researching cost variables for buildings, classroom furniture etc. They are working to maximize what we can accomplish with Measure E funds. She said President Wieden will come to Senate to report out on their findings.

McBrien said the president search is moving forward. Applications will be screened on October 6. Moe requested the candidate forums not be scheduled during prime times so allow more faculty to attend.

10. FACULTY LECTURER/TEACHER OF THE YEAR (TOY)

McBrien said Council needs to look at the process for selecting the annual faculty lecturer and the CCCDE Teacher of the year. She reminded Council the TOY nomination rotates through the three colleges and DVC had the last one.

McBrien said the nominations for the Faculty Lecturer used to require letters of support. She told Council the Senate Arts and Lectures Committee used to make the Faculty Lecturer selection as part of their charge. But that committee has been inactive for several years so the process was changed but not formally. She said the committee used to have some funding attached to it but we could still revive the committee and plan things that would not cost anything such as a faculty brown bag series.

McBrien reviewed the criteria from 1996; a period of time the Arts and Lectures Committee was active.

Vela said typically the selected faculty member was towards the end of their career. He said he provided letters of support when he was nominated and he thinks it should be required to have at least 2.

Norman asked if part-time faculty could be nominated. She suggested maybe have a full-time and a part-time faculty lecturer.

Sporer said we need to market the nomination process better and restore the honor and prestige that comes with being selected. She suggested going to division and department meetings to get the word out. Moe said we could ask divisions and departments to put forward a name or two.

Sporer said the pool should include new faculty also. They are often the movers and shakers.

Freytag suggested if we have a part-time and a full-time lecturer, the time is split, maybe 45 minutes each back-to-back. He also suggested if we don't revive the Arts and Lectures committee, the Council select a small group to review nominations and make a recommendation to Council.

Norman said there should be part-time and full-time nominations, and they should be placed in separate applicant pools.

Vela suggested we format as part of the time for the lecture and then some time for questions and discussions. Moe said we could have a moderator for submitting questions.

McBrien said she will write up a process based on this discussion and bring it back. She asked Council if we should use a similar process for selection of the Teacher of the Year. Council agreed we should.

11. INTEGRATED PLAN (3SP, DEVED, EQUITY PLAN)

McBrien told Council Mark Akiyama, Kenyetta Tribble and Lisa Orta are present to hear feedback on the Integrated Plan.

Canada asked if DevEd has talked collaborated with 3SP about using multiple measures. She said a number of community colleges are eliminating pre-reqs for freshman comp. Akiyama responded that 3SP really focuses on multiple measures but he is not sure how much DevEd and Equity does. He said the initial data looks very promising. He said as we move forward with our pathways work it will become more explicit especially on how we implement certain kinds of activities and support services. He said he will bring this topic to the Integrated Planning Group.

Norman asked how part-time faculty are integrated into the plan. Akiyama said Equity money was negotiated for part-time faculty to participate in equity activities. There were no part-time faculty on the IP writing group but there are part-time faculty on the Equity committee. There are no part-time members on the 3SP or DevEd committees. Norman asked about Professional Development Funds for pathways trainings and other initiatives. Akiyama said part-time faculty will be involved in pathways and they can get Professional Development funds but he cannot speak to the specifics on how much or for what types of activities. McBrien said Koblik could answer those questions for Council.

Sporer clarified that those who are writing the guided pathways plan are getting training and they will then offer in-house training through Professional Development.

It was MSC to endorse the Integrated Plan as presented. The following members all voted aye: Freytag, Moe, Seefer, Gentry-Kolen, Canada, Blair, Vela, Kiely, Sporer, Taugher, Moultrie, White, Smiley-Ratchford, Norman and Larson. No nays. No abstentions. Approved.

12. UPCOMING SENATE AGENDA ITEMS

Freytag asked if anyone had looked at the information he sent out about the Inclusive Access textbook program. He said it is something that we should consider and would like it on an agenda for discussion.

Council members shared the following suggestions for other future agenda items.

Technology as an ongoing discussion

Club Advisors the process for Club Advisors set up by the student organizations are onerous and some advisors have quit because they make it too complicated.

Information Literacy Systems

Keep gathering feedback on the Resource Allocation process for continuous improvement

Recording in classrooms policy

Familiarity with the accreditation standards

DSS Services –what is their role, what is faculty role

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

