

**ACADEMIC SENATE COUNCIL MEETING**  
**OCTOBER 12, 2021**  
**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:** John Freytag (President), Lisa Smiley-Ratchford (Vice President), Daniel Kiely (Corresponding Secretary), Bridgitte Schaffer (SRC), Emily Moss (Library), Susan Parkinson (Biology/ Health Sciences), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Anthony Gonzales (English), Kris Koblik (Professional Development), Sangha Niyogi (Social Sciences), Concha Gomez (Math/Computer Science), Taylor Harrison (Counseling), Jackie Ponciano-Babb (Kinesiology), Leo Bersamina, (Applied and Fine Arts), Joann Denning (CE), John Matthesen (Adjunct), Gargi Kulkarni (Adjunct)

**ABSENT:** Alan Haslam (Representative-at-large)

**GUESTS:** Eric Moss, Percy Roper, Kim Schenk, Susan Lamb

**1. APPROVAL OF AGENDA OF OCTOBER 12, 2021.**

**It was MSC to approve the agenda of October 12, 2021. The following members all voted aye: Smiley-Ratchford, Schaffer, Kiely, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Harrison, Ponciano-Babb, Bersamina, Denning, Matthesen and Kulkarni. No abstentions. No nays. Approved.**

**It was MSC to approve the minutes of September 21, 2021 and September 28, 2021. The following members all voted aye: Smiley-Ratchford, Schaffer, Kiely, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Harrison, Ponciano-Babb, Bersamina, Denning, Matthesen and Kulkarni. No abstentions. No nays. Approved.**

**2. PUBLIC COMMENT**

<https://wisdomlabs.com/challenge/webinars/>

Eric Moss is one of the facilitators for the DVC mindfulness community. DVC is participating in Wisdom Lab's mental fitness challenge series of webinars. As of today, DVC has 9 students who have participated in up to 363 minutes of mindfulness across 40 sessions. There are also employees that have participated in 398 minutes of mindfulness across 38 sessions. There are 3 webinars this month so there's still time for many more people to opt into the challenge.

Moss is working on getting statistics about how many companies across the world are participating and DVC's contribution to that total.

Moss said these webinars are one of the resources that the SES committee has compiled and continues to work on in support of fighting inequities. He said Wisdom Lab has mindfulness trainings that are neuroscience based and specifically focus on disrupting unconscious bias

### 3. COUNCIL COMMENT

Niyogi said Social Sciences is a little resentful about the way the Ethnic Studies hire happened. It is creating conflict within the division which feels like divide and rule. She said they are also frustrated with the arbitrary 15 cap to full-time hires and Economics is in dire need as their last full-time hire was 10 years ago. She said also in PoliSci, Dorrie Mazzone is retiring and Scott MacDougall will retire soon. She said Social Sciences feels disrespected. She reminded Council that Social Sciences and Ethnic Studies are separate disciplines.

Freytag responded and said over several conversations with PoliSci faculty it was realized that the results from the recommendations from the full-time faculty hiring committee, formerly known as Box2A, were not communicated properly. It caused a lot of confusion and frustration and we will make sure going forward it is very clear as what exactly is being recommended.

Schaffer said at SRC they put in for a full-time Communication Studies hire but they learned afterwards that only old applications were being approved. They've effectively been without a full-time Communications Studies instructor since spring. By the time they get approved, if they get approved next time, their hire would start in fall 2023 and Communication Studies is one of the anchors of their department. She said it sometimes feels like changing needs are not being accounted for.

### 4. ANNOUNCEMENTS

Ratchford reminded everyone that we have unlimited access to a couple of courses offered through Cora Learning. One is best practices for teaching in the Community College, and the other is Unconscious Bias. Normally the courses are \$200 but we have free access to them. When you purchase a course, put in the coupon code DVC 2021. Also, she and Patrick Leong, her Nexus co-coordinator, are going to lead a conversation on Thursday October 21st from 2:00-3:30 on the Best Practices for teaching in the Community Colleges course and will do another one in the spring, focusing on the Unconscious Bias course. There are no units attached to the courses but you can get Flex hours.

Niyogi said the first of the Equity Speaker series this semester is Oct. 13 from 1:00-2:30pm via Zoom. The speaker is Dr. César A. Cruz who will speak on "Channeling Our Critical Hope Amidst These Times". She said this is part of Undocumented Student Action Week in collaboration with CCC and LMC. He has also agreed to do an in-person briefing from 11:00am-1:00pm. If anyone knows of students who are really engaged in issues of immigration and social justice we'd like to invite them to talk with Dr. Cruz for a few minutes so he can get an unfiltered perspective before his presentation. Email her or Rosa Armendiaz.

### 5. APPOINTMENTS

#### SES Committee

Justin Wembes-Counseling

**It was MSC to approve the appointments listed above. The following members all voted aye: Smiley-Ratchford, Schaffer, Kiely, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Harrison, Ponciano-Babb, Bersamina, Denning, Matthesen and Kulkarni. No abstentions. No nays. Approved.**

### 6. VPI REPORT

Kim Schenk updated Council on the implementation of the software program to track vaccination status and track cases. At this time, it is available for students to upload their vaccination documentation. They were notified via text and email about it. It is located on the district website. Schenk shared the page and explained how students will upload their vaccine requirement information. They can request an exemption for sincerely held religious beliefs and medical reasons via a Dynamic Form linked to the same webpage ~~here~~. Beginning January 2<sup>nd</sup>, the daily health screening for those who will be on campus will be required. A link to the health assessment is also linked to the webpage. The District Office staff are working on FAQs.

Harrison said a student expressed that they didn't feel comfortable uploading their medical records online and wants to know if there's a way to submit them in person. Schenk will follow up and report back. Harrison also asked how students will be paid the \$150. Schenk said she believes checks will be mailed and will also confirm this detail.

Seefer said she calculated if all the students in the district get \$150, that's about \$7.5 million. She asked where the money is coming from. Schenk said there is a sizeable reserve or HEERF funds that is to go to direct student support. The district decided to allocate those funds to incentivize students to participate and get vaccinated. There are other districts and colleges in our area that are doing something similar. Our district set the deadline for students on November 1 so students will have provided the information in time to register for spring 2022.

## **7. STATE CHANCELLOR'S OFFICE MEMO**

### [ESS-21-300-013 'Mitigating Enrollment Fraud – Instructional Practices & Reporting Obligations'](#)

Schenk reviewed the memo from the state chancellor's office regarding mitigating enrollment fraud through instructional practices and reporting obligations. Schenk said there have been several memos from the Chancellor's office over the summer about this after they became aware of increases of enrollment fraud. She said we hope that we've mitigated most of this behavior in the district. She said a lot of the fraud that did occur around the state was motivated by an increase in financial aid and other student support funds in response to Covid needs. The memo addresses the three types of fraud that have been identified: Admission application fraud; Enrollment fraud; and Financial Aid related fraud. Schenk said the memo is about the role of faculty in mitigating fraud and details practices and strategies they should use.

## **8. CAMPUS IT&S SERVICE LEVEL AGREEMENT**

### [Campus IT Help Desk Service Level Agreement \(SLA\).](#)

Percy Roper shared the revised SLA focusing on the areas where they made changes. The first is the hours of operation. He said they are now doing a lot more computer support via Zoom, Teamviewer and phone support.

The hours are now Monday 10am-6pm, Tuesday through Thursday 8am-6pm, and Friday 8am-3pm. If an issue cannot be resolved remotely, there are some appointment times available. The next thing they revised is the how to request assistance or support. You now will go in through the portal to submit tickets. There are other resources under the help desk tile such as solutions to some common problems.

Roper also highlighted that they added more information about getting approval for unsupported software from the Technology Committee. You would enter a ticket for this request.

Roper said we are transitioning from desktops to all faculty and staff receiving laptops and so with that, we have added some people to our security group to do the mapping when employees receive those devices. He said we have also switched over our inventory system. They are now working with the library checkout system to track which devices each person is assigned to.

Roper said the other revision is in working to keep our servers up to date; they will be scheduling regular maintenance to comply with new standards and upgrades.

Roper clarified the statement for priorities that says "Campus priorities may require exceptions to this goal during certain times of the year". He said at times such as winter break, staff is limited so response times may be a little longer.

Roper explained that they will be replacing desktops that are less than 6 years old after they finish the ones that are already scheduled for replacement at this time.

Roper explained that personally owned equipment will not be connected to the college network but they can use WIFI. He further explained that if you have a really old desktop you can submit a ticket. He said for adjuncts, they are providing loaners but they may leave the desktops in adjunct offices as well as in Staff Development.

It was pointed out that adjuncts that bring their own laptops lost access to printers almost a couple of years ago and it has still not been resolved. Roper said they are working on a wireless setup for printing.

Freytag said this will come back to senate for feedback.

## **9. MEASURE E BOND FINAL PROJECTS FEEDBACK**

## Measure E

Susan Lamb presented a PowerPoint on Measure E projects and provided updates. She reviewed the bond measure language and went over the diagrams of existing buildings before work started and plans for where new buildings would go and which buildings would be remodeled or torn down. She reviewed the planning sequence that was developed. In 2018 cost escalation and the fact that we did not have classroom design standards when the bond was passed, plans were revised and changed. As a result, in 2019-2020 overall projects were reduced or changed from the original plans. And now the pandemic is causing us to rethink our campus facility needs. However, we need to still adhere to the overall assumptions of Measure E. Potential models were looked at for an Academic Complex and the ET+Math/Engineering Student Center.

Lamb reviewed the potential budget models depending on which facility models we might approve. So, looking at the Academic Complex Model assumptions and its domino effects, we are proposing scaling back on several projects and putting some off to a future bond. So, if we went with the Academic Complex now and put off Math/Engineering to a future bond, the Academic Complex would allow for some new classrooms for our largest classes. But it would not accommodate hands-on labs or facilities. And we would need to guess what our classroom needs are post-Covid. She reviewed the projected budget for the Academic Complex and the other reduced projects as well as which buildings would be on a future bond.

Lamb then reviewed the ET+MESC model assumptions and dominoes if we went with that instead of the Academic Complex which would be put off to a future bond. There are many pros to going with this model including allowing additional time to analyze GE classroom needs. This proposal would also create lab spaces needed for in person teaching. And because they are C.E. programs, there is the possibility we could use private sector money. The cons are that the Academic Complex would be put off and this model serves fewer FTES. She then reviewed the projected budget if we went with this model.

Lamb then reviewed the two potential budget models for each potential facility model. The projects that would go to a future bond would be part of our Facilities Master Plan. She said she is open to other options than the ones she showed here.

Gerken asked if Tesla is still interested in supporting our ET remodel since they are moving to Texas. Lamb said they are if that is the model we go with.

Denning said most of our GE classes are taught online. How does that effect facilities use and needs? Do we need an Academic Complex if we stay with online classes? Lamb said they are struggling with that question because we don't know what our instructional needs will be moving forward.

Patrick Moe asked how likely it is that we will go out for a bond, and if we did when would that be. Lamb said it could go out in 2022 but it's more likely it would be 2024.

Freytag said this will come back to senate several times. He asked Council to talk to their divisions and get feedback.

## **10. SENATE GOALS FOR '21-'22**

### Draft Senate 21-22 Goals

Haslam said the goals writing group met the previous week, took the notes from the breakout sessions and wrote them into a coherent document. He said they kept the opening statement at the top of the document. At the end of the document was a section that was added on previously that had lot to do with social justice in particular. They agreed that needed to be preserved but they thought it better to fold it into the equity work that is front and center in the first goal. They added Anti-Racism to the title of the first goal because it is a clear priority of the Council. The new name of the section is Equity, Social Justice, and Anti-Racism. He said they worked to keep the goals general and then have a section of action items. He said we had previously discussed that the Chancellors call to action would guide some of our work, but we need to discuss if we want to continue to specifically call out that document in our goals. They also struck out the Ethnic Studies program in the goal to support the work of the Racial Justice Program to keep it more general in line with the other goals and it is now an action item. He said they changed some grammar to make the document flow more smoothly and they struck out the statement in the middle of the document that is similar to the introductory statement. In the next section they took out the mention of non-instructional space and that could be an action item. The goal is to support

college infrastructure that supports students outside the classroom. In the section on College Operations, it previously mentioned funding but again, that could be an action item. Under the goal for student centered scheduling, they removed several specific items and put them in action items. They added a goal to allocate time during Council meetings to have meaningful interactions and discussions besides just procedural items that one group had suggested. They made a recommendation to develop an action item if we decide to keep a reference to the Chancellor's call to action. They discussed if we want to keep the goal to encourage and provide opportunities for conversation and guidance for a college-wide scheduling approach. Then they listed the action items and reference which goal they are tied to. Haslam said this document still needs editing.

Parkinson said under Academic Excellence a lot of this infrastructure refers to the student centers. But in her group they discussed not letting the good work of the Student Centers crowd out or overtake communities of learning that already exist. She said it should be included that we will advocate for the maintenance of space for groups like PUMA and Veteran Services.

Freytag thanked the writing group for their work on this. He said that each year we spend probably half of the fall semester discussing and setting our goals and that reduces the time we have to compete actionable items. He suggested we make these ongoing goals and make changes when needed. It would be a living document. He asked Council to do some collective editing and provide feedback through Google docs and this will come back at the next meeting.

## **11. 2022 FACULTY LECTURER**

This item was postponed due to time constraints. Freytag asked Council look over the call for nominations document and this will be on the next agenda.

## **12. ACADEMIC SENATE PRESIDENT'S REPORT**

Freytag said we had been waiting on a legal opinion about the Brown Act requirement to verify we are still in a state of emergency every 30 days. The legal opinion is that the Governing Board will do the verification that will cover all Brown Act Committees in the district.

Freytag said we are currently working on second drafts for scheduling Spring 2022. Departments will have an opportunity to do some additional revisions before a third or final draft. He said a communication went out to all deans and department chairs that the scheduling committee made a recommendation and asked all areas to increase the number of sections that are being offered in spring in either F2F or hybrid on-campus formats. This is in part due to the first drafts came in and they saw about 80% of the sections were 100% online and a large number of those were actually online asynchronous format. He said this is a faculty driven conversation and its important that faculty at the department program level are making the decisions on how their sections are scheduled. However, he said he was surprised at the large number of online sections that are scheduled 100% asynchronous. He said we need to balance our online offerings between synchronous and asynchronous. He said it seems we have moved towards more asynchronous to accommodate faculty preferences. But, we keep running into faculty scheduling asynchronous classes and then at the last minute wanting to add an opportunity to meet with all their students. He encourages departments and programs to ensure they have sections in each modality – F2F, hybrid, online synchronous and online asynchronous. Many have been scheduled based on student preferences but we have to think about what is pedagogically best for equitable student success.

## **13. ADJOURNMENT**

There being no further business the meeting was adjourned at 4:35p.m.

*Respectfully submitted,  
Ann Langelier-Patton*