

**ACADEMIC SENATE COUNCIL MEETING
SEPTEMBER 14, 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), Alan Haslam (Representative-at-large), Bridgitte Schaffer (SRC), Emily Moss (Library), Susan Parkinson (Biology/Health Sciences), Taylor Harrison (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Anthony Gonzales (English), Kris Koblik (Professional Development), Sangha Niyogi (Social Sciences), Concha Gomez (Math/Computer Science), Jackie Ponciano-Babb (Kinesiology) Daniel Kiely (Corresponding Secretary)

ABSENT: Leo Bersamina, (Applied and Fine Arts), Joann Denning (CE)

GUESTS: Kim Schenk, Anne Kingsley, Crystala Button, Kat King, Troy Bennett, Katy Agnost

1. APPROVAL OF AGENDA OF SEPTEMBER 14, 2021 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of September 14, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Moss, Parkinson, Harrison, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, and Ponciano-Babb. No abstentions. No nays. Approved.

It was MSC to approve the minutes of May 4, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss. Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of May 11, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss. Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of May 18, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss. Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of September 7, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Moss, Parkinson, Harrison, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, and Ponciano-Babb. No abstentions. No nays. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Sefer informed Council of the troubles they have had with this semester's evaluation list (faculty on list more than once, some faculty on list who are not due for evaluation, some faculty not on list who are due for evaluation, and incorrect notes attached to faculty members). She encouraged all Senate reps to tell their colleagues to check their evaluation lists carefully for accuracy. And if you're curious, there were many comments made indicating that we are not the only department to experience this. Kim Schenk said she will be speaking with those in charge of sending these evaluation lists to deans.

Freytag said this issue has been coming up in other departments. He will bring it to the attention of the Instruction office.

Koblik said there is an issue with MACs but it is different than the keychain issue. There has been a security link with almost all Apple devices. Apple has recommended updating all your Apple devices. However, our IT manager said not to update their Apple IOS because they cannot support it. There are many Mac users at the college and they need better support and guidance.

Schaffer reminded Council that SRC faculty want further clarity about holding online meetings for their classes.

4. ANNOUNCEMENTS

Niyogi said this Thursday, September 16 is Constitution Day. Mickey Huff will be hosting a panel discussion on the first amendment at 12:30. September 27 at 4pm is the first social justice speaker jelly SIA jolly who will speak on our presence as protest.

Sefer said the Business Administration department has just kicked off a workshop series called GROW (Get Ready for Opportunities for Work). It's a series of six workshops to help students gain the skills they need to be to conduct a competitive job search. They have also kicked off a speaker series called Business Beyond the Classroom, the Entrepreneur in you. There will be six presentations to help students learn the skills they need to start and manage their own business. These are skills that would could benefit students in any major so we'd like to spread the word, thank you.

5. APPOINTMENTS

Grade Appeals Committee

John Freytag
Lisa Smiley-Ratchford
Carolyn Sefer

It was MSC to approve the appointments listed above. The following members all voted aye: Haslam, Schaffer, Kiely, Moss, Parkinson, Harrison, Gerken, Sefer, Gonzales, Koblik, Niyogi, Gomez, Moss and Ponciano-Babb. No abstentions. No nays. Approved.

6. DISTRICTWIDE STUDENT PREFERENCE SURVEY [past results](#)

Bradley Trimble reviewed the results of the Student Survey for Fall 2021 Course and Services Preference to try to get student preferences related to types of courses they are interested in taking regarding modality, and level of comfort in coming back to one of the district campuses. He said he did not feel like the questions and answers were anything actionable because the questions did not have enough depth of information. The District is planning on sending out the survey again for SP 22 and there's an opportunity for us to provide feedback this time around. Trimble reviewed the results of the preferred modalities but the survey did not ask what they were studying. The survey asked about student preferences for Student Services – online or on campus. However, there was a non-applicable choice that skewed the results.

Trimble said the survey went out to all district students that were currently enrolled at the time and got a good percentage of responses. However, white females and Asian students were over-represented so that also skewed

results. He commented that the data from the survey was not distributed until Fall 21 so it did not help much with the fall schedule.

Trimble said they had a meeting with RPEC and got some feedback. He also received feedback at the Deans meeting. The next survey needs to include asking students for their major and focus area. He has put together a drop-down menu for this question. He is also recommending a specific question about certain activities that are done in the classroom and whether or not they should be 100% remote hybrid or 100% on campus.

Freytag asked if a question could be added about the preference for synchronous or asynchronous online classes. Trimble said he could add that. He said it also thought it'd be helpful to identify some of the impacts that Covid has had on educational goals. This would have several options both positive and negative that students can choose more than one. He said it would be useful to account for how many semesters these students have been enrolled in the district, are we losing some of the new students who just matriculated from high school, are they close to achieving their educational goal. He said he also has hear some interest in including a question related to campus community and whether or not students want to be involved in that right now. It could be followed with an open ended question about ways they would like to be involved and how faculty and staff can help them get more involved.

7. VPI REPORT

Kim Schenk said in response to reports of fraudulent enrollment at many California Community Colleges, We have done some investigation. Although they did not find any suspected fraud, they have put a few more security measures in place as a precaution. She reminded Council that faculty are responsible for cleaning up their rosters.

Schenk said she spoke with Mojdeh Medizadeh and they have not heard from any students interested in serving on the County Grand Jury so she will be reaching out directly to students in certain disciplines as well as some student software that is selected clubs.

Schenk said the District is in the process of selecting a software tool for us to track student and employee vaccination status as well as any contact or cases on the campuses. The software that is selected will be implemented in October.

Schenk updated Council on the progress of the Interact project. The District has a contract to provide two major efforts to help us improve enrollments through branding and marketing campaigns throughout the county. It will also provide a business process improvement analysis for all of the steps of the student journey from connection into entry to through and out.

8. SCHEDULE SECTION NOTES UPDATE [schedule note recommendations](#)

Parkinson reviewed the revisions that were made to the Schedule Section Notes Guidelines since the last senate meeting based on feedback. The goal is to make things easier for students when they register by providing clear and consistent information on class modalities as well as the other things to include in the section notes. They added links within the documents that take you directly to the sample notes for your section's modality.

Anne Kingsley pointed out they added a link to where they are gathering feedback. They also rewrote the information to include in notes on where students can find their Canvass course. They also worked on language to include any optional course meetings so students will not double-book their time. Optional times will not be flagged for conflicts so it needs to be very clear for students.

Kingsley clarified that these are guidelines and they are optional. Also, departments may have specific things they want to be sure to include in their notes such as required equipment and costs.

Freytag said this will be discussed at the Scheduling Committee meeting on Friday. Then it will go out to deans and department chairs to inform the second draft which should go out within the next week or two.

9. SENATE GOALS FOR '21-'22 [21-22 Academic Senate Goals](#)

Freytag explained these are the existing goals from last academic year. He asked council to think about how do the goals from last year align with where we are right now, as a college. Are they still current and relevant? Are there any changes that need to be made for this next academic year? These goals are very broad and we have talked about designating some of our meeting time to talk about actions that the senate could take instead of just working on policies and procedures.

Niyogi said the collaboration between academic and classified on Anti-racism activities was great. But we need to support classified to continue to participate in these activities. It is often challenging for them to get the time to do so.

Freytag said they may want to come up with a shorter list of measurable goals that they could work on maybe in small groups or as a Council a handful of times over each semester.

Council discussed the goals to work towards racial and social justice and equity and the importance of solidarity across a whole coalition of identities and groups. They also discussed being proactive rather than reactive to external attacks on academic freedom in terms of racial and social equality. They acknowledged the need to take into account the new reality for us and our students. How and where classes are taught, activities on campus and other new realities. They also discussed including something about the current situation with Covid and how we will move forward as the situation changes.

Freytag said at the next meeting we can do breakout rooms and each group work on one section.

10. STUDENT CENTER UPDATE [status and scope of work plans for Interest Area Student Centers](#)

Mark Akiyama shared the spreadsheet that tracks all the work being done to implement the in the opening of the Student Centers. The implementation team reviews this document at all their meetings and use it as an integrated planning tool for each area and addressing their specific needs.

Akiyama said Kat King has built web pages for each of the centers that include not only to the Student Center information but also links to Zoom tutoring rooms and other important information for students and share it with their students. He encouraged faculty to look at their Student Center that is open in a temporary location while construction is going on.

Akiyama reviewed the spreadsheet and some of the progress that has been made and the contributions of the implementation team's members. He also went over the job descriptions of the Student Center positions.

Akiyama discussed with Council the problems that still exist in navigating our website and pages. He said we have recently hired a new marketing director but the office's staffing needs to be enhanced. There are only a few people working on all the webpages, marketing, communications, etc. and they are overwhelmed.

Akiyama said some of this work is clunky at this time but we are moving forward. He thanked Akiyama for his work on this and his transparent reports.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 4:31p.m.

*Respectfully submitted,
Ann Langelier-Patton*