

**ACADEMIC SENATE COUNCIL MEETING**  
**SEPTEMBER 21, 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), 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), Leo Bersamina, (Applied and Fine Arts), Joann Denning (CE), and John Matthesen (Adjunct)

**ABSENT:** None

**GUESTS:** Jason Mayfield, Kim Schenk, Nicole White, Katy Agnost, Lindsay Lang, Gargi Kulkarni

**1. APPROVAL OF AGENDA OF SEPTEMBER 21, 2021 AND MINUTES OF PREVIOUS MEETINGS.**

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

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

**2. PUBLIC COMMENT**

[2022-2023 Academic Calendar - Draft](#)

Jason Mayfield shared a draft of the '22-'23 Academic Calendar. We have until October 15 to comment and return a draft to the District as part of negotiations. He pointed out that Spring Break is again at the end of March, beginning of April. The spring '23 semester starts January 23<sup>rd</sup> and ends the week before Memorial Day. Mayfield explained because there are three Friday holidays in the fall, the first day of classes is on a Friday to make 16 weeks of Fridays in the semester. He said they could negotiate one of those Friday holidays to be replaced with a different holiday on a different day of the week. He asked Council to review and share the draft calendar and send him any feedback they receive. Freytag said this will be on the October 12 senate agenda.

**3. COUNCIL COMMENT**

Gonzales said the Language and Communication Success center was told they would be receiving furniture over the summer. It was delayed and it is still not here. There are also issues in the center with outlets, and other accommodations and necessities are not ready. He said they want more communication and expediency to get the center ready.

Gerken said he thinks the Senate really needs to start working on the issue of committee representation to align with the interest areas.

#### 4. ANNOUNCEMENTS

Freytag announced the election for adjunct representation on the Council is completed. John Matheson, culinary adjunct faculty, won the election and therefore the two-year term. Gardi Kulkarni will be appointed for a one-year term.

Freytag said he just received some information about Brown Act and Parliamentary procedures trainings that were arranged by the DVC Classified Senate. We also have a Brown Act training scheduled around the same time from ASCCC so there are a few opportunities for Brown Act questions and conversations.

Koblik said the Staff Development Center has not really been in use for a while. She said conversations have begun about re-envisioning what the space could look like. Classified employees will also be involved in the conversations. She said they have scheduled October 4 at 11am for people to come look at the space and evaluate how it could be used.

Gerken told Council the previous Saturday, a bench was dedicated outside of the Physical Science building to the late Oshri Karman, who was a Physics Instructor at DVC for many years and passed away in 2015. Karmon's children attended and cut a ceremonial ribbon for the occasion. Many colleagues had wonderful memories about him.

Harrison told Council that early registration to put in for Spring graduation have been open and the deadline has been extended to Friday because it wasn't displayed on the website. They want to make sure students have the opportunity to get their petitions in as it is important for majors to get into the last classes they need to transfer. She asked faculty to be sure to share this information with students.

#### 5. APPOINTMENTS

##### **DVC Academic Senate Council Adjunct Representative**

Gargi Kulkarni (Term: FA21-SP22)

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

#### 6. VPI REPORT

Schenk said there is a lot of work going on at the District to implement a software to track vaccination status as well as exemptions and cases on the campuses and that will be online as soon as possible. Students need to be vaccinated by November 1 or provide an exemption or they will not be able to register for Spring '22 on ground classes. She said the District was informed the previous day that the college falls under updated Contra Costa County Health Orders with regard to foodservice and activity classes. She acknowledged this is a short timeline and the District has been supportive of the colleges' efforts to comply. There are funds available for extra staff to help to verify vaccinations and exemptions. Schenk said there are no vaccinations available on campus but there are resources on the DVC website about where to obtain vaccinations. There is a testing facility in the DVC overflow lot on Golf Club Rd but they do not offer vaccinations.

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#### 7. ALIGNING TUTORING ADVISORY COMMITTEE MEMBERSHIP WITH INTEREST AREAS

##### [TAC Charge and Membership -Proposed Revisions](#)

Katy Agnost shared and explained the updated draft of the charge and membership of the Tutoring Advisory Committee based on feedback. There are no substantial changes to the committee charge. The proposal for the membership is in response to the creation of the student interest areas and centers location that include tutoring. She pointed out in the charge, the addition of a bullet that states “Facilitate collaboration between student center faculty and staff as well as other members of the tutoring community”. They added language that it is highly recommended that both the chairperson and the optional vice-chair are faculty tutoring coordinators.

The following additional language was added for the membership:

Faculty – 11 Faculty made up of at least one representative from each of the six interest area student centers plus one representative from the PHC ASC. Selection of interest area faculty tutoring coordinators given priority. One representative from counseling. One representative from PUMA. Up to three faculty-at-large representing other academic or student service areas.

Classified – 3 Classified Staff made up of three classified staff appointed by the Classified Senate. Selection of Interest Area Senior Lab Coordinators highly recommended. One classified staff member from SRC.

Manager – 1 manager appointed by college president. Dean of Library, Learning Technology, and Learning Support recommended.

Student – 1 student representative appointed by ASDVC

Agnost said in interest areas that have tutoring co-coordinators, they could both be appointed to the TAC but she advised that they come from different disciplines within the interest area.

Freytag said he wanted to come back to Gerken’s comment earlier about aligning committee memberships with interest areas. He said the interest areas are not equal in size in terms of FTEF so this proposed membership allows for more than one representative from larger areas. He said the Curriculum committee has already begun discussing realigning their membership with the interest areas.

**It was MSC to approved the revised charge and membership of the Tutoring Advisory Committee. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Kiely, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Moss, Ponciano-Babb, Bersamina, and Denning, Harrison. No abstentions. No nays. Approved.**

## **8. SLOAC UPDATE**

Nicole White, SLOAC Co-chair, said the committee has been spending the bulk of their time lately transitioning to eLumen. She reviewed that the previous year they had made a recommendation to the Senate every department would assess 25% of their courses and for each one of those courses, we would assess 25% of the SLOs is attached to them over a four-year cycle. She said most departments have developed their 4-year SLO cycle so they know which classes they will be assessing first and then onward through the four-year cycle. She said they piloted with a few departments last semester.

They evaluated the pilot to see how the program works and if there were any issues. She said it went well and now they have rolled it out to all departments. She said departments have until the end of the academic year to do the assessments but she encouraged them to start now in case any issues arose then they would have more time to address them. There will be a workshop on October 8 from 9-11am which can be attended in person or via Zoom. She will send out the information. There are also many resources on the SLO webpage. She encouraged areas to collaborate as much as possible particularly in the beginning, as we all start to learn this process.

White said they realize that a section might get missed for a variety of reasons. But a nice thing about eLumen is that for example, if you have a full-time faculty member teaching a section that is one of many, like Eng 122, that assessment could be pushed out to all faculty teaching those sections. White said part-time faculty will probably be asked to top their assessment at the end of the semester and with that feature of eLumen, it will not involve too much time for them to

complete it. However, if a part-time faculty is teaching the only section of a course, they will need some support to get the work done. She said Canvas can populate a lot of the required information and she strongly recommends using it. She can help faculty set that up.

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

### **DVC Academic Senate Goals 2020-2021**

Freytag reminded Council a resolution was passed the previous spring at the Plenary Session that asks each local Senate to identify a faculty member that will act as an IDEA (Inclusion, Diversity, Equity, Anti-racism) liaison. Daniel Kiely has been appointed as the Senate Corresponding Secretary and he has also agreed to be the IDEA liaison. He said he would like Council to think about how do we envision that role for our Senate; what does the Senate Council need IDEA liaison? what would we like to know and what information would be useful to help us support the college's equity work

Smiley-Ratchford said she would like the liaison to keep the Senate Council in the loop about what kinds of initiatives or work is being done on other campuses, not only in the district, but other districts and colleges too.

Kiely said it would be interesting to know what individual departments are doing on campus and also start conversations between departments.

Smiley-Ratchford said there is equity work being done in many different places at the college and the liaison could help map all those projects and initiatives so areas could collaborate where they see overlap or related work on other areas.

Koblik said she would like to learn about professional development programs across the state that address equity issues. She said one of the student demands that they made to address equity was mandatory training for employees. However, that would be a negotiated issue. She would like to know how other districts have negotiated that. She also would like to hear about approaches that districts are using to raise equitable student success that have the numbers to back them up.

Parkinson commented that do we know what data exists. What resources have been put into researching questions.

Daniel Kiely said he will start attending the RJTF and Equity Committee meetings. He can start doing research and provide a monthly update to senate.

Niyogi said we need to keep pushing for more segregated data.

Freytag said he will get more information at the Plenary about who he should be liaisoning with and is the information going to be gathered somewhere.

Council went into breakout rooms to discuss the four areas we want to address in our goals (commitment to equity and social justice; academic excellence and student experience; college operations; and creating more racially just and equitable campus.

Due to time constraints, Council agreed to schedule a meeting on September 28 to report out and further discussion about the goals.

## **10. PROPOSED ADMINISTRATIVE PROCEDURE 1029: REASONABLE ACCOMMODATION (DISABILITIES)**

### **AP 1029 - Reasonable Accommodation Disabilities**

Freytag said AP1029 is a new procedure that has been dictated by state regulations. He said he has sent it to Carrie Million and Daniel Haggerty for input. Haggerty wrote out more than a page of feedback which was passed along to district for incorporation into the conversations and enter the draft language.

Seefer said she read the document and it is full of misspellings, grammar errors, an incorrect names for the acts that are cited in the document. She said under bullet G, there is a word missing that makes the statement the complete opposite of what the law says.

“As a general rule, the district may not as part of the hiring process asked questions about a disability, however, where the disability is obvious, or the applicant voluntarily disclosed information, the district may ask whether they need *missing language*” She said according to the EEOC site, that is incorrect. An employer may not ask about an applicant’s disability even if it obvious.

Freytag told Council to send him any more feedback they have. This will also be discussed at FSCC and the DGC for any edits before it goes to the Board.

## **11. ACADEMIC SENATE PRESIDENT’S REPORT**

There was no report.

## **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton*