

**ACADEMIC SENATE COUNCIL MEETING
OCTOBER 22, 2019
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), Patrick Moe (Vice President), Ray Goralka (Biology/ Health Sciences), Lisa Smiley-Ratchford (Corresponding Secretary), Alan Haslam (Representative-at-large, Kris Koblik (Professional Development), Jane Fisher (Applied and Fine Arts), Chalissee Forgette (English), Anne Petersen (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Joann Denning (CE), Theresa Flores-Lowery (Kinesiology), Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty)

ABSENT: None

GUESTS: Becky Opsata, Heidi Goen-Salter, Dorian Eihdin, Anna Sohi, Lynn Huang, Mark Akiyama, Rick Robison

1. APPROVAL OF AGENDA OF OCTOBER 22, 2019 AND MINUTES OF OCTOBER 8, 2019.

Freytag said the agenda has been revised to include an item on proposed language on the Program Review Template.

It was MSC to approve the agenda of October 22, 2019 as amended. The following members all voted aye: Moe, Gentry-Kolen, Canada, Bruenn, Niyogi, Koblik, Denning, Parkinson, Flores-Lowery, Goralka, Seefer, Kiely, Gerken, Haslam, Forgette, and Petersen. No nays. No abstentions. Approved.

It was MSC to approve the minutes of October 8, 2019. The following members all voted aye: Moe, Gentry-Kolen, Canada, Bruenn, Niyogi, Koblik, Denning, Parkinson, Flores-Lowery, Goralka, Seefer, Kiely, Gerken, Haslam, Forgette, and Petersen. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Parkinson read an email from Doug Dildine about registration frustrations. Dildine wrote: "What can be done to simplify, streamline and develop a more intuitive access to the registration process? All I hear are complaints from frustrated students, faculty and staff. Classes are being cancelled for low enrollment, while students are becoming so frustrated with the registration process they are giving up. Too many layers, too

many clicks, no clear path, too many passwords, confusing instructions, and no one on the other end of the line, just robots. I would like to see the Senate take this on.”

4. ANNOUNCEMENTS

Moe said DVC has been recognized by the Champions of Higher Education as one of the top California Community Colleges in implementing the Associate Degree for Transfer. He will be attending a recognition event on November 14 in Los Angeles.

Flores-Lowery said Men’s’ Water Polo is currently 17-2! Women’s Water Polo are very competitive. Both teams play this Wednesday at home vs American River.

Women’s Volleyball plays Wednesday at Sacramento City.

The football team plays Saturday at SF City College.

Cross Country is waiting for the Big 8 Championships on November 1 in Modesto.

Women’s soccer is playing at home today vs Modesto.

Niyogi reminded Council the next speaker in the Social Justice Series is on Wednesday from 11-12:30 in the Diablo Room. Allyson Tintiangco Cubales Ph.D. from SF State University will speak on “Ethnic Studies, for what?: in search for Equity, community, responsiveness, and justice.”

Freytag thanked Patton for her work in putting together the Dinner Theater Event the previous Friday. He also said that Brian McGlynn along with the Culinary students did an excellent job with the food and service. And the show, Suessical, was very fun and kid friendly and encouraged faculty to go see it.

5. APPOINTMENTS

VPBAS Committee

John Hanecack

Beth McBrien

Bridgitte Schaeffer

Tutoring Advisory Committee

Servando Pineda-Carranza

Carrie Million

Adam Perry

Laura Burns

It was MSC to approve the appointments listed above. The following members all voted aye: Moe, Gentry-Kolen, Canada, Bruenn, Niyogi, Koblik, Denning, Parkinson, Flores-Lowery, Goralka, Seefer, Kiely, Gerken, Haslam, Forgette, and Petersen.

No nays. No abstentions. Approved.

6. AB 705

Heidi Goen Salter and Dorian Eihdin reported on the various threads the English division is working on to help students succeed under the new AB 705 rules. The threads are:

- Student Support: English Discipline Expert email and faculty to help confused students navigate; on-call tutoring (short-term embedded tutoring, in classes) for SP; Faculty-led clinics this semester (4 workshop/clinics in November to help with grammar and quoting basics. Open to all English students.)
- Curriculum: Working with department on 4 and 5-unit English 122 sections to go along with the 3-unit option; looking at possibility of a stretch English122 (2 semesters, 6 units total, for students who need a slower on-ramp); looking at non-credit options
- Professional Development: Communities of Practice (6 different ones, about 40 participants total) with discussion and paper-sharing; early assessment to see how teachers are feeling about their students' placement; watching for maintenance of standards (via surveys, paper-sharing, etc.)
- Guided Self-Placement: Created a strong ESL GSP (with ESL colleagues); upgrading English GSP; working with math on unified GSP.
- Research: Attending campus-wide research meetings; doing our own surveys

Koblik said she would like to hear more about communities of practice. She has been looking at that model and thinking about expanding it to other faculty groups. For example, critical thinking could use a cross-disciplinary community of practice. Goen-Salter said there are models from the state but they are doing it with a little looser structure. She said at this time we and many colleges are paying part-time faculty to do some of this work but those funds are not ongoing.

Eihdin said he would like to make it so placement is a natural part of enrolling and registration. Koblik said they should talk with the guided pathways Entry Design Team because they are looking at all the aspects of how student enter and connect with the college including orientation.

7. STUDENT EQUITY HOUR (SEH) UPDATE

Anna Sohi, the Student Equity Hour Coordinator reported to Council on the status of the program and some of the workshops that have been offered to support faculty participating in the program. She explained the program provides extra paid office hours for part-time faculty. The extra hours are to help faculty equitably support students towards success. The program compensates participating part-time faculty for 17 office hours with a focus on equity, and three hours of equity training per semester.

Sohi said in 2018-2019 there were a total of 210 participants, 105 in the fall and 105 in the spring. Over the two semesters, thirteen 3-hour equity training workshops were offered for participants. The topics covered in the workshops included Equitizing Syllabus, Inclusive Pedagogy, Student Narratives: The Power of Personal Stories, Bridging the Gap – How to Develop Equitable Student-Teacher Relationships, Inclusive Classroom, Facilitating Discussions About Race, and Student Voices + Faculty Self-Analysis = Student Success. The workshops were led by some experts from other institutions and some were led by participants in the program. For Fall 2019, there were 170 eligible participants and 110 submitted contracts to participate this semester. Many have been participating in the program already and about 20 new part-time faculty are on boarded every semester.

Sohi said some faculty in the program have been approved to do projects with students instead of office hours to fulfill their obligation.

Sohi explained the program has a budget of \$250,000 for the year. Last year due to some accounting issues, the program went over by about \$60,000. That issue has been resolved but as the program goes forward and continues to grow, it may be necessary to have a selection process if we can't fund all that apply. She said the Student Equity Committee has also discussed possibly looking for other sources of funds to augment the program.

Sohi told Council she welcomes any ideas or suggestions for professional development for the program.

Freytag asked if there is any data on the outcomes from the program. Sohi said we do not have that yet but the Student Equity Committee is working on a survey to evaluate the program outcomes. She will come to a future senate meeting to update them on the program and survey results.

8. READING AND WRITING ACROSS THE CURRICULUM PROGRAM

Lynn Huang told Council SRC has adopted a custom edition of the book “The Writer’s Reference”. All but one section of English 122 at SRC has adopted this book. The custom edition costs a lot less than the mainstream edition but it is still costly and they are trying to get that lowered by widening the adoption of the book by more classes including at the Pleasant Hill campus. She said about half the English faculty at SRC were already using this book before they started this effort.

Huang said one benefit of using the custom edition is the students can get the book sooner than if they had to order the mainstream edition. They also get a one-year access to the e-edition. She said there are also copies of the book available in tutoring labs. She said students refer to the book for writing in many classes and she thinks overall it has improved the quality of students’ writings.

Huang said they plan to survey students at the end of the semester to find out how they are using the book, when they are using it, how much they use it, and for which classes.

Huang said the Reading and Writing Across the Curriculum Program (RWAC) is also offering workshops. There are three workshops scheduled coming up on November 15. And there are RWAC office hours scheduled on Tuesdays and Thursdays. She has been going to department meetings at the beginning of the semester to get the word out about using this book. She asked the Senate to help spread the word about this program.

Kiely asked if the custom edition is a pared down version of the mainstream edition. Huang said it is the full mainstream edition plus additional material. She said the additional material can be changed each year.

Freytag commented in response to the concerns about the cost, and said the senate may want to revisit the discussions about Inclusive Access.

9. LIBRARY SUMMER SCHEDULE

Rick Robison told Council the Library schedule will have some adjustments for safety reasons while there is work being done on their HVAC system. He distributed and reviewed with Council the adjusted schedule.

The second and third floor of the library will be closed during the following periods:

Start Time	Dates
1 pm	Nov 8-11 Veteran’s Day
3 pm	Nov 27-Dec 1 Thanksgiving
1 pm	Dec 13-Jan 21 Winter Break
5 pm	Feb 13-17 Presidents’ Birthdays
1 pm	Mar 27-Apr 5 Spring Break
1 pm	May 22-Aug 18 Intersession and Summer

Library Services will be impacted during Intersession from May 26 to June 12 and during Summer Session from June 15 to July 24. The library is always closed on Fridays during these periods. So, some services will be available in the following areas during these periods:

- Library Staff and Dean in L-148
- Reserve collection will be accessible (i.e., textbooks)
- Limited librarian reference (in discussions now) possibly in ASC
- 24/7 Online reference help (QuestionPoint consortium)
- Printing (B/W, Color) in ASC
- Study Space – library 1st floor hallways and ASC

10. GUIDED PATHWAYS UPDATE

Mark Akiyama updated Council on the college’s work on guided pathways. He reminded Council the guided pathways work is in alignment with our Education Master Plan to be equity minded in creating both our cultural conditions and our structural conditions. He said as we redirect the work, we are going from the four pillars of guided pathways designated at the state level to five of what we call momentum points. The key elements of guided pathways are: programs that are fully mapped out and aligned with further education and career advancement while also providing guided exploration for undecided students; proactive academic and career advising from the start through completion or transfer with point of contact at each stage; early alert systems aligned with interventions and resources to help students stay on the pathways, persist and progress; redesigning and integrating basic skills classes to accelerate students to college-level classes; structured onboarding process including improved placement tests that provide students with clear actionable and usable information; and instructional support and co-curricular activities aligned with classroom learning and career interests.

Akiyama reviewed the design teams that have been formed to address interest, pedagogy, success, connection and communication.

Akiyama reviewed our Integrated planning model and the definition of integrated planning. He also reviewed the Guided Pathways Team baseline they set in July 2019 for their work. The work listed is divided by accomplishments, in process, and challenges/support requests.

He said the guided pathways work group met over the summer and came up with ideas for projects for each of the five momentum points – connection, entry, progress, completion, and transition.

Akiyama said the GPST Co-leads met on 9/17/19 and worked on ranking the projects that came out of the summer meeting. And they identified projects where team members can serve as liaisons to integrate the work between the design groups. They ranked 22 proposed projects and narrowed them down to 6. Those are Accessibility-General Information; Interest Area Videos; Levels of Decidedness, Outreach Material/Orientation Material – Interest; HS Connect #2 –Connection; and Interest Area Choice –Connection.

The next steps include setting milestones for 0-15 units in connection, entry, and levels of decidedness.

Akiyama reviewed the notification process developed by the success teams that would be done through Starfish. He said however that the student success metrics from the state are not aligned with our EMP. He then shared the metrics that were developed by our guided pathways team.

Akiyama commented that President Lamb is concerned with the reduction in funding from the state that we may take under the new funding formula and how it could impact the work we are doing on guided pathways. But, Akiyama explained, there have been issues with the data from the state for the funding formula that does not match the data we have locally. Freytag reminded Council we have a fairly new governor who inherited the proposed funding formula and hold harmless has been extended by a year to 2021 so we have a little more time to address what needs to be done, and there could be changes to the formula. He said one thing that negatively impacts us is the cost of living in the area and that should be addressed.

11. PROGRAM REVIEWS

Opsata said the roles and responsibilities Handbook is now up on the web. But as we work to continuously improve, there are revisions that are being looked at. She explained that we do not have a way for committees

that are not tied to funding to request funds for work and projects they would like to do and implement. So, she shared the Program Review Process diagram document with proposed revisions where committees would do a simplified Program Review process and they would be worked into the Resource Allocation Process. She asked Council to share the proposed change and provide feedback.

12. PROGRAM REVIEW TEMPLATE LANGUAGE

Denning explained a section was recently added to the Program Review Form for areas to identify CE funding sources they may be eligible for. She is proposing adding clarifying language regarding the criteria for eligibility for those funds. She has written two options for additional language to section F.2.

Option 1

Programs applying for Strong Workforce or Perkins funding must contain a State approved Career Education TOP Code. If you are unsure if your program is eligible for this funding, you should contact the DVC Workforce Development office.

Option 2

Programs applying for Strong Workforce or Perkins funding must contain a State approved Career Education TOP Code. If you are unsure if your program is eligible for this funding, you should contact the DVC Workforce Development office. All requests for Strong Workforce and Perkins funding will be reviewed by the Workforce Development Resource Allocation Committee.

Freytag told Council to take it out for feedback and that it will be on our next agenda as an action item.

Canada asked if a program applies for these funds and does not qualify, will they be referred to other funding. Denning said that could happen in some cases if there is other categorical funding they could qualify for but otherwise they would just be put back into the ranking process.

It was suggested instead of adding the proposed language, to just add a statement that to qualify for these funds the program must have a CE TOP code. Denning said that is another option and they can discuss it at the next meeting before taking action.

13. ASCCC AREA B AND PLENARY SESSION

Freytag told Council he attended the Area B meeting the previous week where they discuss proposed resolutions for the upcoming Plenary session. He will send a summary of the discussions to Council. He told Council to look through the table of contents of the final proposed resolutions and share them with their area. He asked that they send him any comments or feedback on resolutions they feel may impact their areas or even the college as a whole.

Freytag told Council that Moe applied for a scholarship to attend the Plenary Session and was one of three awarded the scholarship out of more than 60 that applied.

Freytag said there was a discussion at Area B about creating what is called a Calling-in Culture vs a Calling-out Culture. He will forward a document to Council that explains the concept and includes some examples of both.

14. AS PRESIDENT'S REPORT

Freytag said an email went out today to deans and department chairs about summer 2020 scheduling. He said the Scheduling Committee will be considering summer adds at their next meeting in November. Freytag said summer is typically when we can make up some FTES and enrollment is usually very good. However, this past summer FTES was down so the Scheduling Committee is discussing strategies to get the summer FTES back up. He said we have been offering cyber-intersessions for a few years and they have had good enrollment and completion rates. So they are now going to be scheduling classes for CyberSummer sessions. He said they are also looking at forming learning communities where a couple GE courses would be linked and scheduled in a coordinated way. Freytag said another strategy is to schedule Short-term Study Away classes. He said Short-Term Academic Study Abroad (Away) Programs (STASAP) are faculty-developed and faculty-led initiatives that are meant to reach a different student audience particularly during the inter-session and the summer.

Freytag told Council language regarding equivalencies when hiring and a new equivalency form are being developed to help identify degrees and areas of study that could qualify a candidate for an equivalency. He said departments are being asked to develop lists of degrees and areas of study that they feel may satisfy the criteria for an equivalency for their announced positions. He said in the last hiring round, District HR excluded applications they thought did not meet minimum qualifications. But it turned out several of those positions could possibly have been filled with an equivalency. There was some discussion about putting too much of the responsibility on the applicant. Freytag said in his area they encourage applicants to fill out an equivalency form just in case. But if they don't submit one with their application, we can always go back and ask them for one later.

15. ADJOURNMENT

There being no further business the meeting was adjourned at 4:33 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*