

**ACADEMIC SENATE COUNCIL MEETING
NOVEMBER 19, 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), Lisa Smiley-Ratchford (Corresponding Secretary), Yvonne Canada (Counseling), Sangha Niyogi (Social Science), Heidi Gentry-Kolen (Math/Computer Science), Riva Bruenn (Part-time Faculty), Kris Koblik (Professional Development), Theresa Flores-Lowery (Kinesiology), Ray Goralka (Biology/ Health Sciences), Jane Fisher (Applied and Fine Arts), Carolyn Seefer (Business), Craig Gerken (Physical Sciences), Daniel Kiely (Library), Chalisse Forgette (English), Susan Parkinson (Part-time Faculty)

ABSENT: Joann Denning (CE), Alan Haslam (Representative-at-large), Anne Petersen (SRC)

GUESTS: Mario Tejada, Anne Kingsley, Binita Sinha, Raine Dougan, Rene Sporer, Kenyetta Tribble, Sonja Nilsen, Becky Opsata, Ian Thomas-Bignami, Mary Gutierrez, Mark Akiyama, Marisa Greenberg, Florence Espiritu

1. APPROVAL OF AGENDA OF OCTOBER 29, 2019 AND MINUTES OF OCTOBER 22, 2019.

It was MSC to approve the agenda of November 19, 2019. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Gentry-Kolen, Bruenn, Koblik, Flores-Lowery, Goralka, Seefer, Parkinson, Gerken, Kiely, Forgette, and Fisher. No nays. No abstentions. Approved.

It was MSC to approve the minutes of October 29, 2019. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Gentry-Kolen, Bruenn, Koblik, Flores-Lowery, Goralka, Seefer, Parkinson, Gerken, Kiely, Forgette, and Fisher. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Bruenn said part-time faculty are frustrated with how part-time teaching assignments are determined and how it depends on who is in the department chair position doing the scheduling.

Seefer said Canvas went down today at about noon and the only message to students was through Insite which they usually don't check for that type of information. She said she wants to know what the District protocol is for communicating with students for these situations. She said she had to contact her students by email to let them know what was going on.

Gentry-Kolen said she was in class teaching at the time and students were taking an exam on Canvas. She contacted the Helpdesk and got no response. It led to a 45-minute delay in the class. And when Canvas comes back up, students will not be able to pick up where they left off. She said there needs to be better communication about not only when Canvas goes down but when it will be back up again. She commented that students were panicking because their virtual classroom was gone and they did not know what happened.

Kiely asked why a communication couldn't go out to students through the text messaging app the college has.

Canada said Counseling is upset about the lack of communication regarding the hiring of a STEM counselor. She said they were notified by email late last week that the position was still on the table. She said the department never asked for one and was ineligible for a hire due to being excluded from the resource allocation process. She reminded the Senate that counselors are faculty too and if anyone has any requests for service, to bring them to the Counseling department. Gerken and Goralka commented that in the sciences they have been requesting a STEM counselor for a while. They don't know why Counseling was not in the loop. Canada said Counseling feels disrespected as a department and they have not been contacted by anyone from the STEM areas about the position request.

Seefer said faculty used to be able to go into the online evaluation program to observe the class as a student. Now they can only go in as an evaluator or observer and not all aspects of the class are accessible in that mode. This makes it difficult to properly evaluate the instructor as not all relevant information can be seen when in the "observer" mode.

Flores-Lowery said Kinesiology has been asking for a new PA system for many years through Program Reviews at a cost of \$24k. She said the department is curious as to why DVC pays \$7k for one day of sound rental for graduation and does not use that money to just buy a new PA system.

Goralka said after hearing the discussion about faculty on management hiring committees at the DW Academic Senate Plenary the previous week, he said he thinks faculty appointments needed for those hiring committees should be announced in advance. That would allow for proper selection of faculty to serve on the hiring committees and a more transparent process. He said he would like Council to discuss including something in the bylaws about this.

4. ANNOUNCEMENTS

Moe told Council there is a large Speech and Debate Tournament that will be taking place on campus this weekend. He asked for everyone to assist any lost students they may encounter.

Seefer said the Diablo Valley College Phi Beta Lambda chapter went to the State Fall Business Leadership Conference, in Santa Clarita, on November 15-16. The students won the following awards:

- Name Tag Design: 1st Place
- Incubator Business Plan Competition: DVC students were on the teams that placed 2nd, 3rd, and 4th
- Mr. PBL Competition: first runner-up
- STRIIVE Public Speaking Competition: 1st and 2nd place
- Marketing Case Competition: 1st Place

Flores-Lowery updated Council on DVC athletics programs. Men’s Water Polo is 21-3 and they are going to state this weekend. Women’s Water Polo has finished their season with a 15-7 record. Men’s Basketball plays tonight at home tonight against Butte. They are currently 3-1. Women’s Basketball is 5-1 and play next on December 5. Cross Country going to State Championships on November 23 in Fresno.

Niyogi said Social Justice Day was a success. The event included a mock prison and a panel discussion by former DVC students who have transferred.

Fisher told Council the Art Department Holiday sale will be on December 3rd and 4th from 9am to 6 pm in the Art Gallery.

5. APPOINTMENTS

Sabbatical Leave Committee

Sangha Niyogi
 Craig Gerken

Hiring Committees:

Position Title	Paper Screening	Screening Interviews
Registrar		Sheila Lau (faculty) (faculty)
Program Manager Culinary Arts	Chris Draa (faculty)	Brian McGlynn (faculty)

It was MSC to approve the appointments listed above. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Gentry-Kolen, Bruenn, Koblik, Flores-Lowery, Goralka, Seefer, Parkinson, Gerken, Kiely, Forgette, and Fisher. No nays. No abstentions. Approved.

6. COMMITTEE RESOURCE ALLOCATION REQUESTS

Opsata asked Council for any feedback they have received on how to include committees in the resource allocation process. She asked if Council thinks committees should do their own Program Reviews. She reminded Council that committees do not currently have a process to request funds. She said the process needs to be transparent and allow for rationale.

Opsata said the Program Review Committee is asking how often should committees have to complete a Program Review and how should their requests be ranked. Opsata said Classified Senate is in favor of developing a process for these requests.

Kiely asked if committees could get a line item in the budget.

Goralka said his division is in favor of developing a process for these requests. He said they would like to see a list of all college committees that would be part of the process.

Opsata will bring back more on this after the College Council discusses it.

7. PROCEDURES PACKET 3 – FIRST READ

Opsata told Council there have been no changes or updates to the procedures in packet three since the senate's first read. She said the phrase Box 2A will be taken out of processes since we no longer use that term. She highlighted some of the changes that had originally been proposed:

3111.01 Many changes done with Rachel Luna

5018.01 Took out outdated language and the procedure now mirrors the budget allocation process.

3003.01 Originated in the library due to people leaving their children in there while they were in class. It has expanded to the entire campus. The college may need to work with College for Kids to address kids being here and walking to and from parking lots. She said there is some concern about getting Police Services involved in "family matters" and there is perhaps a need to have discussions about other childcare options on campus besides just the ECE Childcare center.

8. NEW DVC PROCEDURE 4003.02

Mario Tejada, Binita Sinha and Anne Kinsley presented a proposed new procedure 4003.02: Regular and Effective Contact for Distance Education. They said it is vital that we have this procedure in place for accreditation. They said the information is already in the course outline of record. The procedure is focused on being present in the online classroom, individualized feedback, and student to student interaction. This procedure is not the same thing as the OEI rubric. The procedure intentionally does not include a set numerical amount of required instances of contact. They said at this time this is just a DVC procedure but the DO is looking into it as well. They will come to the next Senate meeting for feedback.

9. CLASSIFIED STAFFING REQUESTS IN THE RESOURCE ALLOCATION

Florence Espiritu noted that the Program Review Committee ranked the resource requests for Classified staffing and then the President's Cabinet changed them. She shared a handout of the rankings by Cabinet of Classified position requests. She said there is a lot of information that is not shared with the PR Committee about the big picture discussions at the cabinet level. She said the PR Committee is disappointed that they spent a large amount of time on ranking with a strict rubric just to have it changed. She said they are recommending that the Program Review Committee no longer rank classified staffing requests. Espiritu said the Classified Senate agrees with the PR Committee's position on this. Marisa Greenberg added that the Classified Senate respects the work the PRC did but, does agree that it was not a good use of time. She commented that Box 2A is not ranked by the PR Committee. Greenberg said Classified would like to know what the process is going to be replaced with. She said classified hiring should be a process that mirrors "Box2A" that takes place outside of Program Review.

10. PROGRAM REVIEW IMPROVEMENT TASKFORCE RECOMMENDATIONS

Opsata said she is looking for a group of 6-8 people to look at short term recommendations for the classified ranking and hiring process, and budget committee integration. She said the SEC would like to see more equity included in the data to have more of an equity lens in the Program Review process. Opsata added that the task force will also be looking at the recommendations for improvements from 2018 and 2019. Moe said he would like to have discussions about how to get increases in ongoing funds.

11. GROW@4CD (CORNERSTONE)

Koblik showed Council the new Professional Development software program “Grow@4CD” and gave a demonstration. She said the program will have the ability to include outside FLEX activities. This will replace our home grown system. Koblik would like to start using it in SP20. Access will be through Insite. She said there will be a video and written instructions on how to use it. Koblik said she will be sharing this at the next Deans and Department Chairs meeting. Were this system to be implemented for Spring '20, faculty would need to complete and submit Fall '19 Flex activities on paper using our existing process and use the online system for Spring '20. Freytag asked whether it would be possible to complete this academic year using our existing paper process and transition to the new online process for the '20-'21 academic year. Koblik recommended moving to pilot Grow@4CD starting Spring '20.

12. AB 705 EVALUATION WORKGROUP

AB 705 workgroup members, Raine Dougan, Sonja Nilsen, Ian Thomas-Binami, and Kenyetta Tribble said they do not have data yet on the impact of AB 705 so far. They reviewed an update on the Embedded Counseling pilot program for lower level math and English classes. They said surveys are being sent to faculty, counseling and Student Services to begin collecting some data. They said the work group has made data requests to District and they are hoping to be able to review it in SP20. They said students in these classes will be surveyed at the end of this semester. They said the AB 705 Workgroups are still working on best practices and looking at statewide data.

Moe said he would like to see information for disciplines beyond Math and English. He said we have so many classes that say they require eligibility for ENGL-122 but everyone is now technically eligible. Niyogi said data needs to be looked at with equity in mind. She said we also need professional development on pedagogy and best practices for all faculty to address all impacts from these changes.

13. ASCCC PLENARY REPORT

This item was postponed due to time constraints.

14. VPI REPORT

Gutierrez thanked everyone who are helping students who are affected by smoke and power outage issues.

15. AS PRESIDENT'S REPORT

Freytag said Toni Fannin and Lisa Martin from the Safety Committee are looking at doing campus-wide emergency drills during either the 2nd or 11th week of instruction in SP20. He asked Council to bring feedback to the next meeting.

Freytag reminded Council the forums for the VP of Business Services candidates are this week. He told Council to send him any questions they may have for the forum to him. It will help to consolidate similar questions to make the most of the time.

16. ADJOURNMENT

There being no further business the meeting was adjourned at 4:30 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*