

**ACADEMIC SENATE COUNCIL MEETING
NOVEMBER 26, 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), Riva Bruenn (Part-time Faculty), Kris Koblik (Professional Development), Ray Goralka (Biology/ Health Sciences), Jane Fisher (Applied and Fine Arts), Carolyn Seefer (Business), Daniel Kiely (Library), Chalissee Forgette (English), Susan Parkinson (Part-time Faculty), Joann Denning (CE), Alan Haslam (Representative-at-large), Anne Petersen (SRC)

ABSENT: Craig Gerken (Physical Sciences), Theresa Flores-Lowery (Kinesiology), Heidi Gentry-Kolen (Math/Computer Science)

GUESTS: Mary Gutierrez, Mario Tejada, Lindsey Lang, Cheryl Carter, Anne Kingsley, Becky Opsata, Toni Fannin

1. APPROVAL OF AGENDA OF NOVEMBER 26, 2019 AND MINUTES OF NOVEMBER 19, 2019.

It was MSC to approve the agenda of November 26, 2019. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Bruenn, Koblik, Goralka, Fisher, Seefer, Kiely, Forgette, Parkinson, Denning, Haslam, and Petersen. No nays. No abstentions. Approved.

It was MSC to approve the minutes of November 19, 2019. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Bruenn, Koblik, Goralka, Fisher, Seefer, Kiely, Forgette, Parkinson, Denning, Haslam, and Petersen. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Seefer said that we all survived the previous week with the Canvas issues, but she wants to bring the issue up again because Senate needs to do something to stress the importance of having effective communication with students when something like this happens in the future. She said when Canvas went down last week, it affected thousands of students, yet the only thing administration did was place a notice on Insite, a place most students wouldn't think to go to for this type of information. She said we already have other ways to communicate with students in place that we could use, including e-mail, text messaging, and social media.

She said that week was very stressful for students because they hadn't been told what was going on. An e-mail message was sent to students the following day when Canvas was back up, but that was too late. She said there needs to be procedures and plans in plan for when things like this happen in the future.

Canada said Insite has been up and down, SARS had been down that day, in addition to the issues with Colleague, and Insite. She said this is a mess and it's confusing for students. When students come for counseling appointments during these outages, they cannot access education plans to help them. She said there have also been issues with notifying students with their correct registration dates.

Bruenn said there should be compensation for faculty for the time they have had to deal with all the Canvas, Colleague and other IT issues.

Kiely said the Library has been making the same facilities request on their Program Review for years. He said when the ranking list came out from PRs for resource allocations, it noted the Library request was put on the facilities list and would be done in a few years. Kiely asked if they are supposed to keep putting their request on their PRs in hopes of getting it sooner.

4. ANNOUNCEMENTS

Moe said DVC hosted a speech and debate tournament over the previous weekend. 27 colleges and universities participated and there were over 300 students. DVC had about 50 students competing. He said the college that came the farthest to compete was from Illinois!

Freytag reminded Council that nominations for the 2020 Faculty Lecturer are due on December 6. He asked them to encourage colleagues that they think would be a good candidate to put in a nomination.

5. APPOINTMENTS

None.

6. ELUMEN SUPPORT

Mario Tejada and Lindsey Lang, SLO Committee Co-chairs, said they have been working with Kim Schenk on implementing the curriculum piece for eLumen. They said they are in the process of working on a demonstration to be ready by February.

Lang said eLumen uses terms that don't match ones we have been using in our homegrown system so they will be developing a crosswalk to use as we move to eLumen.

Tejada explained that he and Lang are learning about the system in order to better explain it to faculty.

Lang said the timeline that was established for implementation will continue as is for the rest of this academic year. The data will be in WebSLOs and will still be available after the switch.

Lang said Fall 2020 is when SLO assessments are slated to begin going through eLumen. They are planning on it taking 2-3 years to make the full conversion to eLumen.

Lang said when the SLO conversion is completed, it should make accessing the data for SLOs easier.

Freytag said he is curious to know what other colleges that are further along in making the conversion are saying about eLumen. He told Council to please pass on any input, and feedback they are getting from their

divisions about this and to encourage any curriculum or SLO experts they have in their areas to be part of the conversation.

7. CRANIUM CAFÉ

Cheryl Carter from Counseling, presented a PowerPoint on Cranium Café.

Cranium Café and Cranium Classroom are online platforms that allow for virtual counseling using various forms of communication (chat, email, video conferencing and lobby access). Cranium Café can be used for one-on-one sessions, group sessions, workshops and class sessions for up to 100 students. Counselors and students can access it through Canvas at: <https://dvc.craniumcafe.com/login>. It is a single sign-in approach where counselors and students sign in using Insite login and setting a passcode.

Cranium Café has online training for counselors. The Online Counseling Network in collaboration with OEI offers two six-week online counseling courses for counselors for online college counseling and also online mental health counseling. 4 units of graduate level work from Fresno Pacific University are available for continuing education units.

Examples of online college counseling course topics are: How to handle technology challenges; Disruptive students; Counseling students with disabilities; Group counseling; Designing online workshops; and Developing online resources.

Within Cranium Café contact cards are created for the counselors that include their name, picture, hours, email and location. There is an icon on the card to send an offline message or schedule an appointment.

Online counseling in Cranium Café are synchronous “real time” sessions. First a student receives an email link to the counselor’s virtual office. Next they log in through DVC Canvas. Then an automated consent form appears for each session. Next the student is “transported” to the counselor’s virtual lobby where they wait until the counselor brings them into their virtual office. Students can meet with counselors through face-to-face, via web cam, or audio only, or through online chat.

Features available during the sessions are document share, screen share, closed captioning, recorded sessions that are archived, and White Board with tools.

Carter shared an example of a Cranium Café appointment email that links the student to their sign in for Canvas. Carter also showed an example of the screen the student will see when they are waiting in the virtual lobby that tells the student to be sure to have a webcam and a microphone, a stable internet connection, and that they are in a private location for the session. There is a video about DVC students can watch while they’re waiting for their appointment. Carter showed an example of a screen for document sharing. She also shared a clip of a sample/mock session with a student.

Carter told Council the OEI launch is scheduled for fall 2020. DVC, CCC and LMC counseling leads are meeting regularly to share resources and to determine some consistency in our approach to online counseling. Currently, about half of our DVC counselors are registered for the 6-week Online Counseling Course. Counseling plans a slow roll out by piloting the platform with a few already trained counselors for the Spring 2020 semester, and Cranium Café training is scheduled for our Counseling staff. Full implementation is expected to be completed in FA 2020. She said they are working with CCC and LMC because they are also part of OEI.

Carter said they will also be working on developing an online counseling web page, documents and resources. They will be meeting with ConexEd and District IT to integrate Cranium Café with SARS. They

will be determining an online counseling schedule, virtual drop-in policies as well as training requirements for conducting online counseling sessions. They will determine how many hours per week we should offer the service and will be developing mental health online counseling policies.

Kiely asked if students can choose to not have their sessions recorded. Carter said the recordings act to protect the student and the counselor. She explained that when they do face-to-face meetings in their offices, there are other people nearby in case anything escalates in any way. The recording serves somewhat the same purpose. She added that in face-to-face meetings, even though those aren't recorded, they still are collecting data on the student. Carter said that she is not saying that they will not give students an option to opt out, they just don't have anything in place for that yet. She said it is something that could maybe be on the consent form.

Carter said this program can also be expanded so that the counselor, if needed, could hand the student off to financial aid, or wellness counselors, or registration.

Kingsley said since this is part of the OEI, if a student from another college needs some sort of referral, it is best practice to hand them off to their home college.

8. INTEREST AREA LIAISON COUNSELING

Cheryl Carter and Yvonne Canada from Counseling, presented a PowerPoint on Counseling Interest Area Liaisons. In this initiative all Career/Education and Academic programs will be divided into "mini-clusters" based on the Guided Pathways interest areas. One counselor will be assigned to each "mini-cluster". The assignments will be for three years and are renewable. They will do 2 hours per week of liaison work. One hour will be student contact time for things such as scheduled drop-in times outside of the SSC building, outreach, workshops and presentations. The second hour will be when they collaborate with the departments that are part of the "mini-cluster" through meetings, program planning, grant work, and outreach.

Non-counseling faculty can do things such as invite the assigned counselor to department meetings at the beginning of the academic year; promote counseling drop-in to students; provide counseling space; notify the assigned counselor when changes to the program occur; and provide some opportunity to give short presentations to classes or promote counseling workshops.

Carter shared a chart showing the areas of interest for Meta majors and the programs that fall under each.

An example of a culinary liaison counselor's work schedule includes a beginning of semester class presentation, developing handouts with liaison hours and contact information, attending High School Articulation Days, weekly drop-in times, reserving appointments, looking at the culinary program website, developing a checklist for students, and attending the Culinary Graduation.

Carter shared a chart of potential drop in locations for the various clusters that would be in proximity to where the classes in that cluster are held.

Carter and Canada said so far they have been partnering primarily with our CTE programs and are starting to work with English and Math. They said this work has also helped form our embedded counseling initiative. They said they will be reaching out to departments in SP 20 to get them set up for FA 20.

Tejada commented that San Ramon has just two counselors on their campus, and even though they have a smaller student population than Pleasant Hill, they still have to cover all the same programs. He would like to see discussions in the near future on how San Ramon can effectively implement this.

Moe said he thinks this is great and it is literally meeting students where they are.

Freytag asked how they arrived at a two hour a week schedule. He wondered if it could maybe be one day a week instead. Carter said the needs of departments vary. For example, Culinary takes a lot of time to learn about but the library doesn't need that much time. She added that the areas should each have a designee that is available to meet with the counselor for that one hour a week.

9. PROCEDURES PACKET 3 – SECOND READ

Opsata told Council she spoke with the Campus Police about their protocols when they are informed about a lost or unattended child on campus. She said first they do everything they can to find the child's parent/guardian and reunite them. But depending on the circumstances, they have other procedures they could follow if the situation calls for it. As a result of getting this information, language has been added to the proposed procedure on Unattended Children on Campus. Opsata said in discussions about this at College Council they said there is a need to have discussions about childcare options on campus. She said it has been suggested Police Services should have information for parents about having children on campus. She said Newin Orante could work with Police Services on this.

Kiely commented that the library has bags of toys that can be checked out while the caregiver is in the library with their child.

Opsata said she checked if we have any policies about students or employees bringing children to class or work. She said while we don't have specific policies about it, District Liability does not cover them should anything happen. However, the administration understands that once in while things happen where bringing your child to work is unavoidable, but they do not recommend it.

Council made a few recommendations for clarification in the language and agreed to bring it back next time for a vote after the recommended changes have been incorporated.

It was MSC to approve the proposed revisions to the procedures in Packet Three with the exception of 3003.01. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Bruenn, Koblik, Goralka, Fisher, Seefer, Kiely, Forgette, Parkinson, Denning, Haslam, and Petersen. No nays. No abstentions. Approved.

10. SPRING 2020 CAMPUS SAFETY DRILLS

Toni Fannin told Council an informal survey was taken of part-time faculty on which week of the Spring 2020 semester the college should have an emergency drill. The results favored either week 1 or week 4. However, based on previous discussions with faculty, the college is considering having an emergency drill at each campus either during week 3 or week 11 of the Spring 2020 semester.

Forgette said when she asked her division they recommended week 11.

Fannin told Council the campus may do the drill in quadrants so it is not the whole college at the same time. She said it has been discussed to do sort of a dry run with classified and administration before faculty are back to see what works and what might not work. Fannin reminded Council we will know the week it will be held ahead of time but not the day or time. She said this is not a campus evacuation drill. The impacted areas would go to the nearest parking lot. She said if we ever have a full evacuation drill or actual emergency, people would be told to walk off campus and not take their vehicles as it would cause gridlock.

Sefer recommended sending out a checklist reminding faculty and other employees what to do before they leave their classroom or offices such as locking the door, etc.

Council further discussed whether to have it during week 3 or week 11. Fannin reminded Council that week 2 students are still adding and dropping.

Parkinson said she wants to make sure new faculty are fully aware of what is going to happen.

Forgette said the later week would be better because by then the instructors are more familiar with the students in their classes and would be better able to communicate with them and ensure they are accounted for.

Fannin said a process will be in place where safety monitors will give an all clear signal to people telling them it's ok to return to their classrooms and offices.

Council did a straw poll on whether to have the drill during week 3 or week 11 and it was fairly evenly split. Council agreed to take this back out to their divisions and come back to next meeting for a final vote.

11. ACCREDITATION STANDARD 4 A AND B ACCREDITATION WORK

Freytag asked Council to share the draft narrative of Accreditation Standard 4 A and B and bring comments and feedback to the next meeting for discussion.

12. DVC PROCEDURE 4003.02 REGULAR & EFFECTIVE CONTACT FOR DE

Anne Kingsley told Council that Susan Lamb wants to add some language to the proposed new DVC Procedure 4003.02 regarding Title 9. However, they have not looked at where it would belong in the procedure so they are bringing the proposed procedure forward as it is for now for approval. It can be revised later if necessary.

It was MSC to approve the proposed new DVC Procedure 4003.02 on Regular and Effective Contact for Distance education. The following members all voted aye: Moe, Smiley-Ratchford, Canada, Niyogi, Bruenn, Koblik, Goralka, Fisher, Sefer, Kiely, Forgette, Parkinson, Denning, Haslam, and Petersen. No nays. No abstentions. Approved.

13. ASCCC PLENARY REPORT

Patrick Moe highlighted some resolutions that were passed at the Statewide Senate Plenary Session earlier in the month. He said one resolution emphasizes infusing anti-racism into our policies and curriculum. It also encourages to not just say you are anti-racist but to actively be anti-racist. He said he and Freytag sat in a workshop about ways we can be an anti-racist institution and it was very informative. Moe said one thing he felt from these discussions was that at least we are not alone in having to deal with these issues. Freytag said he has already reached out to the presenters from the anti-racist workshop to invite them here for our spring speaker series or workshops.

Moe said another resolution that passed is to recommend that the hold harmless period for implementing the new funding formula be extended for another year until it can be determined how exactly it will impact colleges and ways to further mitigate negative impacts. He said the resolution passed overwhelmingly. Freytag added that the oversight committee for the new funding formula could not reach agreement on the definition of "low income student" and they also recommended extending the hold harmless period.

Freytag said there was a resolution on possible negative impacts of textbook publisher Inclusive Access programs and it passed almost unanimously.

Freytag said Canvas has a Name Preference Option that allows students to use a preferred name instead of their legal name for students and a resolution passed that urges local academic senates to request that their colleges and districts enable the Canvas Name Preference Option and encourage their faculty to use the preferred name option with their students.

Freytag said a theme that came up at the Plenary Session is to re-envision program review in a guided pathways framework and how to make program review templates and processes more student focused. There were also discussion about how to include qualitative data as well as quantitative data, and also closing the loop on the efficacy of the resources that were allocated through program review.

14. VPI REPORT

Gutierrez said she appreciates all the hard work that people put into writing program reviews and also to the validation teams that will start their work the following week.

Gutierrez also said she appreciated all the people that helped with the hiring process steps for the VP of Business Services.

Gutierrez said she appreciates that faculty are getting their finals to DSS in a timely manner.

Gutierrez thanked Carter and Canada for their presentations on the new online counseling program and the Interest Area Liaison initiative.

15. AS PRESIDENT'S REPORT

Freytag said the comment Goralka made at the last Senate meeting regarding appointments on management hiring committees will be an agenda item soon.

16. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*