

**ACADEMIC SENATE COUNCIL MEETING
DECEMBER 10, 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), Chalisse Forgette (English), Anne Petersen (SRC), 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), Reva Bruenn (Part-time Faculty), Carolyn Seefer (Business), Sangha Niyogi (Social Sciences)

ABSENT: Jane Fisher (Applied and Fine Arts), Yvonne Canada (Counseling)

GUESTS: Mary Gutierrez, Bridgitte Schaffer, Scott MacDougall, Albert Ponce, John Hanecak, Becky Opsata, Maitreyee Chandra, Troy Bennett, Chris Capozzo, Carmen McNeil, Newin Orante

1. APPROVAL OF AGENDA OF DECEMBER 10, 2019 AND MINUTES OF NOVEMBER 26, 2019 AND SEPTEMBER 17, 2019.

It was MSC to approve the agenda of December 10, 2019. The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

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

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Kiely asked if there is anyone responsible for reviewing the privacy apps for the pre-applications they are getting through OEI.

Gerken said he was talking with his students about the impacts they are feeling from the 16-week calendar and he said he had to commend his students for articulating their thoughts in clear and constructive ways.

4. ANNOUNCEMENTS

Flores Lowery said the fall athletics competitions have concluded and the winter sports are starting up. She said the Women's basketball team this year looks even better than last year's team that were the Big 8 champions.

Goralka announced that this weekend, the DVC Horticulture program is hosting a fungus fair on Sat. Dec. 14. There will be identification of local wild mushrooms and demonstrations by mushroom growers.

Freytag said the Accreditation Visiting Team will be here in October 2020. He said they will be looking at spring 2020 online and hybrid courses and to make sure our online instructors know.

Freytag said there are limited scholarships available for full-time and part-time faculty to attend the A2MEND African American Male Conference on March 5, 2020 in LA.

5. APPOINTMENTS

None.

6. TRANSFER DEGREE AWARDS

Moe said he, along with Mary Gutierrez attended the College Opportunity Champions of Higher Education Excellence in Transfer Awards. DVC is one of fifteen California colleges and universities recognized for leading the state in supporting transfer students and DVC received the award for 2019 Champion of Higher Education for exemplary work in implementing the Associate Degree for Transfer in the areas of Business Administration, Psychology, Economics, Communication Studies, and Political Science. Moe said we were one of 12 community colleges honored. Moe said representatives from those areas were invited to this meeting to talk briefly about what they have been doing for transfer degrees.

Chris Capozzo from Psychology said they have set up their degree so they are accessible to students. Faculty come in to classes to introduce students to the subject and get them interested. He said they developed a user friendly path. They follow up with students when they have completed a couple classes that they only need a couple more for the transfer degree.

MacNeil from Social Sciences said they are involved with FYE and that they create a sense of community for their students, like a learning community.

Scott MacDougall and Albert Ponce from Political Science said they make their degrees accessible to students. They also talk about their transfer degree a lot in all of their classes. They said it is an interdisciplinary degree. Ponce added that they create courses that tap into the student population. They also tell students that they can have a double or even a triple major with this transfer degree. He said they also work to build bonds with their students to help guide them through the program.

John Hanecak from Communications said they participate in learning communities, FYE, and College Now. He said they are also starting some programs with alumni.

Seefer said that business is a really popular major for students. She and her colleagues talk with their students a lot about their programs and transfer degrees and emphasize the advantages of earning a transfer degree.

7. SAFETY DRILL SCHEDULING

Freytag said DVC has not done a safety drill before as most other schools do. He said Susan Lamb has heard the feedback that it needs to be narrowed down to two days instead of a whole week. Moe reminded Council they are making a recommendation to the president who has the final say.

Goralka commented that we should not call it an emergency drill but what it is – a fire drill.

Seefer commented that it would only be a small percentage of students participating, so what is the purpose.

Kiely commented that when he was a high school teacher, they had to do it every semester. He said it was good to know what to do in an actual emergency

Koblik said her understanding is that it's not about training everyone, but it's a representative slice to see where the breakdowns are. She said there have been discussions about doing one in fall on the same day as the Great Shakeout.

Gerken asked if he would be responsible for the students while they are out of the classroom in the parking lot. Does he need to take attendance there?

Freytag said information will be coming out from the Safety Committee about these details.

Petersen asked if there will be any actual training about what they are supposed to do.

Council had a brief discussion on the options of either the third week or the eleventh week in the semester.

Niyogi said the senate recommendation should include that data be collected.

It was MSC to recommend that the drill take place the first half of week 3 of the Spring '20 semester and that data is collected on the exercise. The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

8. ACCREDITATION STANDARDS 4 A AND 4 B

Council members had no feedback on the narrative for accreditation Standard IV.

9. MESA REPORT

Maitreyee Chandra presented a PowerPoint on the MESA program.

MESA (The Mathematics Engineering Science Achievement Program) serves educationally and economically disadvantaged students to help them excel and transfer in calculus based STEM fields. MESA program fosters excellence by integrating best practices in academic programs and student support services, through tutoring, counseling and collaboration and shared ideas with faculty.

The program was launched on Fall 2014. Since then they have joined Umoja and Puente in their current space on campus. They have many events including a welcome day and a first year end celebration. In Fall 2017 the MESA Affiliated Club was formed. In Spring 2019 they had the first Jack Kent Cooke awardee for a Latina in Tech awareness. This program also ranks first on USC and Wellesley transfers. They have developed a webpage for their program under Supplemental Instruction at DVC.

The program offers over 30 events every semester including: workshops in financial aid, scholarship, counseling, and the transfer process

They attend conferences, and field trips to industry, labs, and universities. They have a speaker series as well as career and internship information sessions. They also have a Welcome Day, student focus group meetings, and social Events.

They do outreach and collaboration with DVC Welcome Services, EOPS, Financial Aid, Career & Transfer Services in Student Services, Upward bound, Puente & Umoja, Counseling, Student Life, Community Education, the District Research office, Work Force Development, the STEM Departments, MESA & FOM Students and the Library. They also work with local feeder elementary, middle and high schools, public organizations and institutions, community non-profit organizations, industry partners, public and private universities, foundations, and Community College partners

They receive faculty support through faculty office hours, the MESA Steering Committee, MESA sections, supplemental instructional sessions, and MESA Boot Camps.

Chandra shared MESA demographics by first generation students and gender distribution. She also shared some survey results on MESA student needs as well as barriers to student success.

Mesa is in alignment with the GPS and the master plan through holistic and wrap around support to students during their entire length of their membership and beyond. They have started a full cycle practice of connecting MESA alum with current students. Alum are able to help guide and mentor the interested students through their transfer process. MESA components run parallel with the GPS model. MESA presents a successful working model that is present on campus. It can be used as a functioning template that can be tweaked, scaled up and emulated.

Faculty can help with outreach to their target students, hosting office hours in MESA, adding MESA as a resource on their CANVAS page and syllabi, pitching MESA in their classes, encouraging students to attend SI and BC, identifying tutors and SI peer leaders, chaperoning students to events and conferences, becoming a faculty SI Leader/MESA section instructor, joining the MESA Steering Committee, helping connect them with community and industry partners, and helping them bring in speakers and encourage students to attend MESA Events.

They have institutional support through student requests and what they have received so far for resources. What they still need is, funding, space, etc., a permanent counselor, access to platforms that enable to program to operate efficiently (e.g. FA, Starfish), and grant writing collaborators.

10. SPRING 2020 FACULTY LECTURER

The nominations for the 2020 Faculty Lecturer were distributed to Council. Council members commented on the nominations. Council agreed to each anonymously write in their choices in order. Council member's selections were tallied.

It was MSC to approve Mickey Huff as the 2020 DVC Faculty Lecturer and the will of the Council is for the second title he proposed, "Make America Think Again: How to Think Critically and Speak Civilly to Each Other in a Contentious Election Year". The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

Goralka commented that he would like a discussion for next year on alternating the nominations between part-time and full-time faculty.

11. SEA PLAN BUDGET REPORT

Newin Orante briefly reviewed the Student Equity and Achievement Program (SEAP) 2018-2019 Fiscal Report required by the state. He pointed out the funding is for two years through 2019-2020. He said these programs used to be three separate ones and now their budgets have been combined and they are coordinating their efforts. This is ongoing work that will always be in progress.

The report includes demographic information broken out by various success rates, and a breakdown of the budget and expenditures.

It was MSC to endorse the 2018-2019 SEAP Fiscal Report. The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

12. DVC PROCEDURE 3003.01 UNATTENDED CHILDREN ON CAMPUS

There was no discussion.

It was MSC to approve the proposed DVC Procedure 3003.01 on Unattended Children on Campus. The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

13. COMMUNICATIONS COMMITTEE RECOMMENDATION REGARDING DOCUMENT SHARING TECHNOLOGIES

Troy Bennett told Council the Communication Committee said multiple options for sharing documents at the college does not benefit us. Because the District supports Microsoft products, the committee is recommending we use SharePoint as our standard document sharing tool for committees and group work. The “U” drive would be eliminated. If the Senate approves this, the Communication Committee also recommends a series of trainings. He said the committee also plans to recommend to use Board Docs for public documents including agendas and minutes. This recommendation will be made pending a successful evaluation period. Koblik feel this process is kind of a morass and she worries about the student experience. She wonders if there are any other options. She commented that she thinks Google docs is better.

It was MSC to approve the Communication Committee recommendation that the college use SharePoint as the main tool for sharing documents for committee and group work. The following members all voted aye: Moe Goralka, Smiley-Ratchford, Haslam, Koblik, Forgette, Petersen, Gerken, Seefer, Kiely, Denning, Parkinson, Bruenn, Niyogi and Flores-Lowery. No nays. No abstentions. Approved.

14. PROPOSAL FOR GUIDED PATHWAYS SUCCESS TEAMS

Opsata shared with Council a draft of the Success Team Design Recommendations for Guided Pathways. This will come back for discussion and feedback.

15. NEW STUDENT COMMUNICATION PLAN DRAFT

Opsata shared a draft of the Communication Plan on Messages for All New Spring 2020 Students from the Success Design Team. This will be a pilot program in the Spring. It includes week by week communications on various topics for faculty to share with students if they choose. She said they are working with the Marketing office on formatting. In Fall 2020 they plan on making these messages for all students, new and returning. She said these communications are not part of the emergency communications system. Seefer commented that this focuses on students in 16- week classes for topics such as drop dates. Opsata said they will add a statement that clarifies the drop date is for full-term classes. Goralka asked about including night students. Opsata said they will be looking at that group at a later time.

16. VPI REPORT

Gonzales told Council we will be talking more with the district about technology issues over the next semester.

17. AS PRESIDENT'S REPORT

Freytag said they have had discussions in college consultation about communications from district on technology issues. He said it has become clear that the district feels they are responsible for the back end of technology implementation and support but not necessarily front end support or communicating about system fixes. He said a response team will be formed to start addressing this issue. He commended faculty for setting up an email stream to support each other at those times when the technology fails to work as needed.

Freytag said there will more discussions coming up about processes for selecting faculty on management hiring committees. He said the other colleges have a set process that requires applications to be on the committee that are reviewed and then selected.

Freytag said the Chancellor hiring timeline requires that FSCC to put forward three names in late January for consideration by the board. He said our January meeting is on the day of the board meeting. If anyone is interested in being considered they should let him know.

18. ADJOURNMENT

There being no further business the meeting was adjourned at 4:35 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

Adjourned 4:35

