DVC
DIABLO VALLEY COLLEGE
321 Golf Club Road
Pleasant Hill, CA 94523

ACADEMIC SENATE COUNCIL MEETING
February 12, 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: Beth McBrien (President), Patrick Moe (Corresponding Secretary), Carolyn Seefer (Business), Heidi Gentry-Kolen (Math/Computer Science), René Sporer (SRC), Lisa Smiley-Ratchford (Social Sciences), Jane Fisher (Applied and Fine Arts), Joann Denning (CE), Daniel Kiely (Library), Kris Koblik (Professional Development), Jim Blair (Part-time Faculty), Anthony Gonzales (English), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences)

ABSENT: John Freytag (Vice President), Kimberley Taugher (Biology/ Health Sciences), Theresa Flores-Lowery (Kinesiology),

GUESTS: Mary Gutierrez, Laurie Lema, Becky Opsata, Katy Agnost

1. APPROVAL OF AGENDA OF FEBRUARY 12, 2019 AND MINUTES OF FEBRUARY 5, 2019.

It was MSC to approve the agenda of February 12, 2019. The following members all voted aye: Moe, Seefer, Smiley-Ratchford, Sporer, Gonzales, Fisher, Denning, Kiely, Koblik, Canada, Gerken, Gentry-Kolen, and Blair voted aye. No nays. No abstentions. Approved.

It was MSC to approve the minutes of February 5, 2019. The following members all voted aye: Moe, Seefer, Smiley-Ratchford, Sporer, Gonzales, Fisher, Denning, Kiely, Koblik, Canada, Gerken, Gentry-Kolen, and Blair voted aye. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Gonzales said he found out many deans did not know about the measure E project updates. He wants to make sure those areas and the user groups that are impacted will have ample opportunities throughout all the planning processes to provide feedback and input.

Koblik said she has similar thought to Gonzales about the Measure E Projects. She said she is concerned about the planning for buildings that will house more than one service or function and how they intersect with our Educational Master Plan.

4. ANNOUNCEMENTS

Denning announced that in BAD, they have several new initiatives and programs they have developed, launched, or achieved sustainability. Last year they received Strong Workforce Program funding that was used for the following activities:

- Completed the design of a new 12-unit veteran-focused Small Business Management/Entrepreneurship Certificate Program, which is stackable with the 24-unit Certificate of Achievement in Small Business Management and Entrepreneurship, as well as with the AS Degree in Business.
- Completed the design of a new 18-unit Digital Marketing Certificate Program. This specialized program includes new business marketing courses along with existing courses from business, art digital media, and computer information systems.

Denning announced that the SWP/Perkins grant funding applications will open on March 1st.

Denning announced the following events being held this semester in Career Education:
Healthcare & Biomedical Career & Networking Expo
ECE Job Fair
Educore Teacher Preparation Conference
Administration of Justice Resource Expo
Culinary Job Fair
IT, Business, Economics Internship Expo
Digital Arts Symposium (HS linking activity)
Healthcare Career Pathway Day (HS linking activity)
Culinary Career Pathway Day (HS linking activity)

5. APPOINTMENTS

None.

6. RPEC CHARGE AND FUNCTION; COLLEGE PROCEDURES REVIEW

Opsata reported that as an ongoing review of college procedures by the College Council the following procedures were up for review at their January 26, 2019 meeting:
5030.01 Mail and Communication Systems
6101.01 College Memorial Services
Most of the revisions proposed so far are updates of current practice, titles and locations.
Please send her any comments or suggested revisions. These will be back at the February 26 Senate meeting for a vote.

Opsata presented a report from RPEC on their recent work and plans

Professional Development

Held 2 informational data workshops (thanks Rene'!)
Updated information on our webpage (report archive link)

PD going forward
 Fall 18 – RPEC working with the PD Committee developed a plan for future PD around research, data, and planning

They plan to develop:
data coach program – when we have a concept on paper, they will bring it to Senate
more flex activities
more online resources

RPEC metrics recommendations – ENTRY
New Students – Entry
1. Fall to spring retention
2. Completion of transfer level math and English in the first year
3. Earned 12 or 15 units in the first term

Snapshot from the Chancellor's Launch Board. Cohort is new students with leading summer credit and with concurrent high school credit

Year	2015-2016	2014-2015
Total students in cohort	3914	4379
Fall to spring retention	71%	72%
Completed transfer level math year 1	24%	25%
Completed transfer level English year 1	30%	34%
Completed both math & English year 1	15%	16%
Earned 12 units first term	23%	25%
Earned 15 units first term	9%	9%

Council offered some suggestions for wording and formatting to help clarify the information in this table. This item will come back to Senate for endorsement.

Koblik reported on the work and plans from the Guided Pathways Work Group
They are working on the development of Student Resource Teams
These would incorporate a Student Resource Network/Student Success Team (these are working titles)
She also shared some examples of student success teams from Bakersfield College, Ventura College's Pirate's Cove, and IPASS (Integrated Planning and Advising for Student Success) pilot, with diagrams of their components and structures.

Koblik shared some ideas about what ours will look like. So far: brainstorming session on January 15 with GP Design Team co-chairs, GPST discussed concept and approved moving forward to develop it on 2/8. These are not final. Conversations in the GPST and meta major design teams will continue this semester.
She shared a diagram of the areas that will probably be involved in the teams including Counseling, Academic Deans, Career and Transfer Services, Financial Aid, Student Life, discipline faculty, Library/Academic Services, Career Education Specialists and Tutoring. There are also suggestions for developing Educational Advisors and Peer Mentors for the teams.

Links to Information and examples:
  Al Solano, "Operationalizing Guided Pathways: Completion Teams or not?"
  CSU Fullerton—description of student success teams for 2015 pilot.

Koblik said they are looking for endorsement on the concept and then they will move ahead with a work plan this spring. This will come back to the Senate for a vote.

7. DISTRICT WEBSITE BLOCKING POLICY

Kiely met with district administrators to clarify the policy of website blocking software use by the district. He said he expressed to them the issues with academic freedom that are impacted by these polices. He provided some examples of websites that faculty have reported they were blocked from when trying to do research or present to a class. He said he also talked about this as an equity issue as many students only have internet access on campus and this is an obstacle to their success. Kiely said the District has now changed the settings to not actually block sites but to prompt a warning about the site and asking it the user wants to continue. He did say that malware is a real concern that we need to keep in mind when looking at this issue.
Kiely shared a couple of policy statement options form the district.

Version A
"*The website you are attempting to access has been categorized as containing adult content or a site* related to gambling. These categories are known to be highly prone to malware and viruses.
Additionally, the District's Acceptable Technology Use Procedure, stipulates that the technology systems are only intended for instructional and work related purposes and that surfing inappropriate websites such as those that are sexually explicit, gambling related, or that subscribe to hate propaganda are prohibited. Finally, knowingly or carelessly introducing any invasive or destructive programs (i.e. viruses, worms, Trojan Horses) into District computers or networks is prohibited.

If you would like to continue to the site, click on "continue" otherwise close your web browser. If you choose to continue your access will be logged.

Version B
"*The website you are attempting to access has been categorized as highly prone to malware and viruses* by the District's internet security blocking system. Among such websites are many containing adult content or related to gambling Additionally, the *District's Acceptable Technology Use Procedure,* stipulates that the technology systems are only intended for instructional and work related purposes and that surfing inappropriate websites such as those that are sexually explicit, gambling related, or that subscribe to hate propaganda are prohibited. Finally, knowingly or carelessly introducing any invasive by or destructive programs (i.e. viruses, worms, Trojan Horses) into District computers or networks is prohibited.

If you would like to continue to the site, click on "continue" otherwise close your web browser. If you choose to continue your access will be logged.

Sporer commented that Version A seems like it is talking down to students.
Seefer said it seems like an odd message that contradicts itself. It warns about malware but then says go ahead and use it if you want.

Council will get feedback and this will come back to senate.

8. MISSION STATEMENT REVISION; COMMUNICATIONS COMMITTEE; COLLEGE COUNCIL CHARGE AND FUNCTION

Lema shared with Council the final revision of the proposed Mission Statement.

EMP Vision Statement

At Diablo Valley College, we empower and transform ourselves and our community through educational excellence, equity, and inclusion.

DVC Mission Statement Revised Draft

We inspire, educate and empower students to transform their lives and their communities.

We guide students to achieve their goals by awarding degrees and certificates, preparing them for transfer to four-year colleges and universities, facilitating entrance to and advancement in careers and fostering personal growth.

It was MSC to approve the proposed College Mission Statement. The following members all voted aye: Moe, Seefer, Smiley-Ratchford, Sporer, Gonzales, Fisher, Denning, Kiely, Koblik, Canada, Gerken, Gentry-Kolen, and Blair voted aye. No nays. No abstentions. Approved.

Lema shared with Council a proposed charge, function and membership for a college communication Committee.

Communication Committee

Committee Description

The Communication Committee is an operational committee that works to improve all aspects of communications at Diablo Valley College. This committee values and is responsible for the development of an inclusive process which allows for broad involvement by those impacted by the committee's work. This process will ensure that both those who craft and those who receive communications will have opportunities to provide input. There will be periodic evaluations of progress to improve internal and external communications. The committee will focus on the following audiences:

- **Internal communication with employees:** The goal is to ensure that important decisions, events and activities within the college are described in plain language to all employees, and that employees are able to communicate to the administration with feedback. Communication may be verbal, in print, or on the website.
- **Internal communication with existing students:** The goal is to use student centered plain language, common terms, and consistent brand messaging to communicate with

current students throughout the stages of the student experience. Communication may be verbal, in print, or on the website.

- **External communication with potential students:** The goal is to use plain language, common terms, and consistent brand messaging on the website, in printed marketing materials, and in outreach activities (including verbal messages) to ensure a coordinated communication strategy to our potential students.
- **External communication with community partners and the community at large:** The goal is to use plain language, common terms, and consistent messaging on the website, in marketing and public relations materials and in verbal presentations to promote DVC's role in the community.

Committee Charge

The Communication Committee will:

- hold broad conversations to develop common terminology, a clear definition of student centered plain language, and ideal communication strategies for each audience above,
- draft policies, standards, and practice guidelines for orderly and effective communication with each audience above, based on broad conversations throughout campus,
- develop a communication plan that addresses all the above audiences, allows for two-way communication with each group, and establishes a master calendar (timeline) of communications to each audience,
- after the plan has been established, periodically survey employees, students and the community to assess the effectiveness of the plan and recommend improvements,

- provide professional development opportunities for all those who communicate broadly with any of the identified audiences, to ensure communications are written in student centered plain language using consistent terminology and including current branding and messaging,
- clarifies college and district roles and responsibilities with communications for the four identified audiences listed above.

Reporting Structure:

The Communication Committee reports to College Council. The committee provides regular updates and makes recommendations to College Council on implementation of college wide communication issues.

Membership:

Marketing Director
Senior Dean of Career and Community
Partnerships Outreach Manager
Dean of Student Engagement
Recruitment and Retention Representative
Sr. Web Administrator
2 Faculty
2 Classified Staff
2 Students

San Ramon Representative (may be from any of the three areas listed above)

Meetings:

The committee will initially meet monthly (or more frequently if required) on an ongoing basis.

Lema explained the final decision has not been made on a chair structure but would like an endorsement on the charge and function and will come back for final approval on the membership and chair structure.

It was MSC to endorse the proposed charge and function of the College Communication Committee with further discussion on the membership and chair structure. The following members all voted aye: Moe, Seefer, Smiley-Ratchford, Sporer, Gonzales, Fisher, Denning, Kiely, Koblik, Canada, Gerken, Gentry-Kolen, and Blair voted aye. No nays. No abstentions. Approved.

Lema shared with Council a proposed revised draft of the College Council Charge and membership

<u>**College Council**</u>

(Established 8/19/2015)

<u>**Introduction**</u>

The college has established the College Council as its college-wide governance body to support, facilitate and monitor the overall progress of the college toward achieving its goals as established in the DVC Educational Master Plan. The college's goals are informed by many internal and external sources, such as the college's mission, vision and values, program review, college wide planning, the Academic Senate, state, federal or accreditation mandates, or other sources. Although College Council has an explicit governance role in the advancement of college goals, every employee, governance body, committee, task force, work group, unit, and program of DVC shares the responsibility of helping the college achieve its goals. [I, III.A.1, IV.A.1]

College Council aligns the college's annual goals and priorities with the goals of the college Educational Master Plan through a collaborative, transparent governance process (DVC procedure 1009.1). College Council sets measurable, expected outcomes based upon these annual goals and priorities. To achieve these expected outcomes, the college prioritizes its activities. College Council is responsible to ensure that the college engages in continuous, broad- based, systematic evaluation and planning based on the college's goals, annual priorities and outcomes to improve institutional effectiveness and inclusive academic excellence. [I.B.9]

<u>**Charge and Function**</u>

College Council supports the following institutional responsibilities.

1. The college establishes priorities for its annual work supporting student success and institutional effectiveness [I.B.3] and has annual measurable, expected outcomes/goal to achieve. [I.B.3]

   College Council
   - is informed about the goals in the DVC Educational Master Plan and in all college plans,

- facilitates the establishment of the college's measurable annual outcomes/goals and priorities through a collaborative and transparent governance process (DVC procedure 1009.1) [I.B.3, I.B.4],
- recommends the college's annual outcomes/goals and priorities for that year [I.B.1],
- calls for quantitative and qualitative data and analysis to understand the college's previous year's progress toward the goals of the DVC Educational Master Plan and annual goals,
- facilitates and supports the college's work toward achieving these expected annual outcomes/goals.
- assesses accomplishment of its prioritized expected outcomes/goals [I.B.5].

2. The college will have college-wide plans that are aligned with DVC's Educational Master Plan, mission and external mandates to support equitable student success. [I.A.3]

   College Council
   - provides oversight and monitors the development and review of all college plans and ensures an inclusive and transparent process for the review and development of all college plans,
   - monitors the alignment of all college plans with DVC's Educational Master Plan, mission statement and external mandates, [I.A.3]
   - reviews and makes recommendations on all college plans.

3. The college has a budget that is aligned with the college's annual priorities and goals that support student success and institutional effectiveness [I.B.4] and allocates resources for maintenance of effort, institutional effectiveness and innovation aligned with these annual priorities and goals. [I.B.6, I.B.9]

   College Council
   - ensures college resources are aligned with the college's annual priorities and long term goals and that resource allocation processes are transparent
   - assesses resource allocation rankings recommended from Budget Committee and Program Review Committee and college-wide plans to ensure resources support the college's progress towards its annual priorities and Educational Master Plan goals. [I.B.9]
   - makes resource allocation recommendations to the college president

4. The college will have effective and current policies and procedures. [IV.A.2]
   College Council
   - establishes a process and timeline for the regular review of all DVC Procedures for effectiveness and currency. (Excludes academic and professional matters as defined in DVC Procedure 1009.01, Board Policy 1009, District Administrative Procedure 1009.01 and Title 5, Section 53200). [I.B.7]

5. The college has governance roles clearly defined in policy that are designed to facilitate decisions that support student learning programs and improve institutional effectiveness. (IV.A.3)

   College Council
   - ensures there are governance policies and procedures, well defined transparent structures and roles for constituency participation and decision making aligned with expertise and responsibilities.
   - monitors these policies, transparent structures and roles to ensure they are regularly evaluated and communicated across the institution as the basis for improvement.
   - schedules on a regular basis both college-wide and operational committee reports to College Council.

Reporting Status: College President

College Council Membership

Membership on the College Council is composed of representative leaders from faculty, classified staff, and students, and leadership from the college's core functional areas: instruction, student services and auxiliary services (e.g., business, facilities, technology). This structure is intended to assure that decisions by the College Council are based on well informed, timely and widely discussed input through the governance structure. Members of College Council, in their leadership roles in Academic Senate, Classified Senate and ASDVC, facilitate dialog with their respective constituencies. The Academic Senate and Classified Senate Vice Presidents are the College Council co-chairs.

Membership also includes co-chairs of the Research, Planning and Evaluation Committee, the Program Review Committee, Budget Committee and Student Equity and Success Committee to insure that College Council decisions are data informed and college wide efforts are integrated to advance college goals.

Classified staff:
Classified Senate President
Classified Senate Vice-President (co-chair)

Faculty:
Academic Senate President
Academic Senate Vice-President (co-chair)

Management:
Vice President of Instruction
Vice President of Business and Administrative Services Vice
President of Student Services
Dean of Institutional Effectiveness and ALO

Students:
ASDVC President
ASDVC representative

Co-chairs:
Program Review Committee
Research, Planning and Evaluation Committee
Student Equity and Success Committee Budget
Committee

Note: At least one of the representatives from classified, faculty, or management will be from San Ramon Campus, on a rotating basis. In the event that none of the above members are filled by a San Ramon Campus individual, then SRC will recommend a permanent classified or full-time faculty to their constituency group (Academic Senate, Classified Senate) for approval. The term length is for one year with possibility of reappointment.

The DVC College President serves as a non-voting member.

Term of Membership: Based upon length of the membership position identified to serve on the council.

Lema reviewed the draft charge includes priorities for the Council and ways to measure progress, as well as some specific actions they will take to facilitate that progress. She said these revisions also align what the Council does with the College-wide Strategic Plan and the EMP. She said there is no urgency to move this forward so there is time for input and discussion.

9. VPI REPORT

Gutierrez offered congratulations to our women's basketball team. They are 24 - 1 and play here today for the conference championship vs Delta.

Gutierrez attended the Annual Athletic Program Poker night and was very impressed with the event. They put a lot of work into it and it was very successful.

Gutierrez said the hiring process is moving along and one offer is going out this week. She said they have been working to make final offers earlier in the year than in the past to help lessen the chances the candidate may have already taken another offer. She did say the DO got behind in the initial screening process because of a high number of absences due to illness. Because of that in addition to the application website being down for a few days, they bumped out the due date a little but they are working hard to make sure committees have enough time to do a thorough job of vetting candidates. She added that there can be some flexibility for the timeline depending on things such as the size of the pool of candidates.
Gutierrez said next year the Box 2A process will be in May which is earlier than in the past.

10. DRAFT ACADEMIC FREEDOM PHILOSOPHY STATEMENT

McBrien shared with Council the draft Academic Freedom Statement that was sent out for discussion district-wide.

Philosophy Statement on the Value and Protection of Academic Freedom in Higher Learning

The Contra Costa Community College District values academic freedom, the freedom of faculty and students to pursue knowledge without constraint and to explore the life of the mind and express observations in an open, responsible, and respectful academic environment. Only in such a free environment can imagination thrive and intellectual skills develop.

Institutions of higher learning exist to seek the truth and to serve the common good. Academic freedom must be guarded as a basic right of all citizens in a free society. The freedom to think, to read, to speak, and to question is necessary to the development of an informed citizenry.

DVC Academic Freedom Workgroup, Feb. 4, 2019

She then shared a revised draft statement with suggested changes from the CCC Academic Senate.

Philosophy Statement on the Value and Protection of Academic Freedom in Higher Learning

The Contra Costa Community College District values academic freedom, the freedom of faculty and students to pursue knowledge without constraint and to explore the life of the mind and express observations in an open, responsible, and respectful academic environment. Only in such a free environment can imagination thrive and intellectual skills develop.

Institutions of higher learning exist to seek the truth and to serve the common good. Academic freedom must be guarded as a basic right of all people in a free society. The freedom to think, to read, to speak, and to question is necessary for the development of an informed society.

LMC has not yet had this on their agenda.

Gonzales and Smiley-Ratchford said they are not sure about the term "life of the mind" and would like to find alternate wording. McBrien explained this will go to Consultation as a recommendation and she will express that concern.

It was MSC to endorse the recommendation of the Academic Freedom Stamen to the District Consultation Council with the changes endorsed by CCC and recommendation to reconsider the term "life of the mind". The following members all voted aye: Moe, Seefer, Smiley-Ratchford, Sporer, Gonzales, Fisher, Denning, Kiely, Koblik, Canada, Gerken, Gentry-Kolen, and Blair voted aye. No nays. No abstentions. Approved.

11. COUNCIL FEEDBACK FOR SPRING 2019

Goals feedback
Yvonne-continuing to be involved in the work of guided pathways
Heidi-nothing

12. AS PRESIDENT'S REPORT

McBrien reminded Council as Lamb had explained at the last meeting that the district will be going out for another bond since with cost escalations, we will not be able to complete all the projects we had wanted to with Measure E money. She also reminded Council that a couple of years ago the Senate had agreed to explore other options than one large front door complex to the college but now the architects are advising that maybe we should look at that option. It could consist of more than one building that would create a flow into campus.
McBrien assured Council that the discussions that are happening now about what functions would be in what buildings are just the beginning. The will be multiple opportunities for discussions and input on the final plans. Those opportunities will include Senate meetings, forums, and several other avenues to provide input and feedback.
McBrien assured Council one of the goals is to not lose total square footage even though it was approved to increase square footage per student in classrooms. We also don't want to chip away at the integrity of the buildings to save money. Lamb will come back to Senate for more conversations as we move along in this process.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary