

ACADEMIC SENATE COUNCIL MEETING

February 25, 2020

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), Yvonne Canada (Counseling), Bridgitte Schaffer (SRC), Lisa Smiley-Ratchford (Corresponding Secretary), Kris Koblik (Professional Development), Anthony Gonzales (English), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty), Sangha Niyogi (Social Sciences), Jane Fisher (Applied and Fine Arts), Ray Goralka (Biology/ Health Sciences), Alan Haslam (Representative-at-large), Theresa Flores-Lowery (Kinesiology)

ABSENT: Joann Denning (CE)

GUESTS: Mark Akiyama, Susan Lamb, Toni Fannin, Katrina Keating, Katy Agnost, Becky Opsata, Mary Gutierrez

1. APPROVAL OF AGENDA OF FEBRUARY 25, 2020 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of February 25, 2020. The following members vote aye: Moe, Smiley-Ratchford, Canada, Schaffer, Koblik, Gonzales, Gerken, Seefer, Kiely, Gentry-Kolen, Parkinson, Bruenn, Niyogi, Fisher, Flores-Lowery, Goralka, and Haslam. No nays. No abstentions. Approved.

Council agreed to bring the minutes of January 28, 2020 back for approval at the next meeting to allow more time for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Gonzales said he has a student with a physical disability that was interested in being a tutor. However, the student was not able to navigate around the LC tutoring center. Gonzales said the student does not want to be identified or rock the boat. Gonzales said he just wants to make people aware of this issue and to make sure areas on campus are ADA compliant. Haslam added that if anyone knows about situations like this to document it and report it.

Bruenn said biology students are saying with their class schedules, they don't have time to get to the library. She said they would like expanded hours in the library.

Flores-Lowery said she has become aware of a concern about students who don't have a computer and take an online class. She asked what support do they get to access Proctorio.

Kiely said the ZOOM set up for accessing classroom technology does not work very well. Freytag said this topic could be agendized.

Goralka said he has heard that the new technology is going to only be in new classrooms.

Canada reminded Council that Susan Lamb had come to a meeting and talked about a management reorganization to redistribute work more evenly. Canada asked if we could get an update on this.

4. ANNOUNCEMENTS

Flores-Lowery said the basketball teams are finishing up their seasons in the playoffs. The men play this Thursday at Chabot then on Saturday at Fresno. The women's team plays Santa Rosa Saturday at home and then the playoffs will begin.

The baseball team plays today and again on Thursday at Los Medanos. Friday they play at home vs Marin.

Tennis plays today at home vs Solano, and on Friday at Folsom Lake.

The track team will be in the Chabot relays on Friday at Chabot.

Schaffer said she has been working with Melissa Jacobson to bring Lynn Downey, author of "Arequipa Sanatorium: Life in California's Lung Resort for Women" for Women's History Month. It is a story of how a remarkable institution for working women saved hundreds of lives and advanced women's health care. She will be speaking on March 11 at 2:30 at SRC.

Canada said for Black History Month, there will be a screening this afternoon of "Sorry to Bother You" from 4-7 in the Forum. The event is to get people excited for when the director, Boots Riley, will be here on March 12 from 12:45-2:10 for a conversation moderated by Brother Eric Handy about art, activism, and being part of the solutions.

Smiley-Ratchford said there is another Black History Month event on this Thursday the 27th from 1-3 in the Multicultural Center. The African American Male Leadership Program and the Black Employment Network will be presenting "I Am Not Your N-Word".

Patton said the tickets are on sale for the Dinner Theater on March 20. The play is "One Flew Over the Cuckoo's Nest".

Freytag said the next joint senate forum will be on April 8.

5. APPOINTMENTS

College and District EEOAC

Alicia Brizzi

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

6. NACCC SURVEY

Mark Akiyama presented information on the National Assessment of College Campus Climates (NACCC). The survey will focus on feelings about mattering, inclusion, and racial climate on campuses. Akiyama explained the NACCC is a new national quantitative survey on campus racial climate specifically designed for undergraduate students at community colleges and 4-year institutions. The survey consists of 30 demographic questions, and 54 question sets which contains 5-6 questions in which the students answer. The questions the students get from the set depends on previous answers. The total survey can be completed in 15 minutes. Akiyama told Council before the survey goes out, they will be doing some marketing to encourage students to complete the survey. The marketing information includes what the student's taking of the survey will contribute to the college. It also aims to answer questions about confidentiality. Akiyama shared a FAQs sheet for students from the survey developers that addresses questions the students are likely to have.

The survey is scheduled to open on 3/16/20 and close on 3/30/20. Marketing will be done through the DVC website, social media, on the InSite banner, text, and email. For two weeks prior to the survey, they will be tabling in the commons to help inform students about the survey. Akiyama said they are asking faculty if they could offer it during their class times and perhaps integrate it into their lesson plans. Akiyama said there is \$500 to give out as incentives to students. He asked Council for any suggestions they may have for what they could be.

Akiyama said students must log in through their DVC email account and they will only be allowed to take it once.

Moe asked if there is a way to identify students who have taken the survey to faculty who have offered extra credit for taking it. Akiyama said he will have to look into that.

Akiyama said they will also be coordinating with San Ramon to make sure the students there are informed and have the opportunity to participate.

Akiyama said they realize that students that take the survey usually do it out of self-interest but that happens in most surveys. He said they will look at the population that took the survey and see if it is reflective of our student population.

Moe suggested gift cards to the bookstore for the incentives.

Akiyama said he will develop a sample lesson plan for faculty to use if they choose.

7. ACADEMIC COMPLEX

Susan Lamb reviewed the options being looked at for the location of the Academic Complexes. She asked Council for any feedback they have received.

Gonzales said they did a survey in English. Both full-time and part-time faculty responded and they overwhelmingly don't want their classrooms and lab in different areas. He said also they are concerned about limited space while trying to schedule classes to comply with AB 705. Lamb said when we build, we aren't able to add additional "growth" square footage but we try to make the space more efficient. She reminded Council that the new classroom standards we approved are for classrooms that are slightly larger than the previous norm.

Gonzales said also English would rather be in the north complex.

Smiley-Ratchford said her division also did a survey and were split on whether they want to be in the north or the south complex. She said the majority voted for Option #1. She said they raise concerns about making sure there is adequate technology built into the classrooms. Also, they want to maintain an environment that is flexible and open with courtyards and other communal areas. And, she said they want to make sure their offices are not open cubicles but individual offices with doors. Lastly they want to make sure there are an adequate number of offices and bathrooms, including a separate bathroom for faculty.

Katy Agnost said as far as the tutoring areas, she wants to make sure we are looking at how we will be doing things as we move forward with guided pathways and interest areas.

Canada asked if the PUMA center was going to come down. Lamb reviewed the history of the building. It was going to be torn down when we did some building a few years ago but we ended up having to put it to use for the programs that are in there now. But the building is very old and will need to be replaced somehow at some time. However, we need to write a new master facilities plan and we have not had those conversations yet. It was asked if with the second bond we could increase the number of classrooms we have now. Lamb said that we are limited by the state as to how many classrooms we can have per FTES. So even though we can increase space in the classrooms we cannot increase the number of classrooms.

8. PRONOUNS AND HONORIFICS PREFERENCES WITHIN HIRING PRACTICES

Moe said the HR forms used in the district do not have pronoun options beyond Mr., Ms. and Mrs.

He said the it is being recommended to add more pronoun options. One suggestion is to add a supplemental question specifically about how the person would like to be addressed.

Bruenn asked if those on hiring committees could not know what pronoun the applicant prefers. She said as a candidate, it would make her maybe feel defensive.

Seefer asked if the District would be willing to change the form. Lamb said that she does not know but likely not as pronoun information is not required by the feds.

Parkinson said when an application is received, we ask for the best way to contact them and how they would like to be addressed.

Canada suggested it could be an optional question.

Gonzales suggested prefacing a question with a statement like that we strive to be a safe and inclusive institution.

9. EVACUATION DRILL DEBRIEF

Toni Fannin debriefed Council on how the recent evacuation drill went. She reviewed that we started preparation in Fall 2019. This included discussions with the Safety Committee and with the College Council, and meetings with the Academic Senate and the Classified Senate. The decision was made to hold the drill during the third week of the semester. The Safety Committee discussed which day of the week and what time of the day would be best. They did not want to do it right at the beginning or end of class time. Once that was decided, a notice was sent to faculty not to schedule "big" activities on the date. She said they felt that the right number of reminders went out and welcomed any comments on this.

Fannin said since the beginning of the Spring semester they have sent out weekly emails, distributed vests for monitors, sent a text reminder early in the week of the drill, made sure the Safety Monitor and Building Administrator list was up-to-date. There were also lots of phone calls and email with questions about specific situations either for an individual person or class or an area. She said they did change the area of the campus that would be impacted because of comments about the impact on the science buildings and lab classes.

She said there some things we could do better. San Ramon was not as integrated into the process as it could ideally have been. There was too much exchange of logistical information the day of the drill

She shared some data for the timing of the drill. The drill took place on February 12, 2020 at 11:20 am. It took six minutes to evacuate at the PHC, and five minutes at the SRC. At the PHC Humanities, FFL CCC and BFL were evacuated. The safety monitors did a great job of being out in force.

It was concluded that it was a Good choice of buildings, and done at a good time of day. There was excellent preparation of students. However, we did not move far enough to the edges of the parking lot which would have been necessary in a real emergency to let emergency vehicles through and get everyone as far away from buildings as possible. Also, they have had requests for more training on evac chairs. They realized next time they should have bull horns.

Next steps are to continue to evaluate the exercise and make changes as needed for the next one.

Moe said we scheduled it on a Wednesday and the following Monday was a holiday so MW classes lost more class time.

Fannin said we will be participating in the Great Shakeout in the fall and there will be other safety activities rolled into that. We will be doing an evacuation drill every spring from now on. She asked Council to send her any questions or suggestions.

10. STANDARD III FEEDBACK

Council had no feedback on the Accreditation standard III narration.

Freytag reminded Council that the entire accreditation report will be ready in about 4-6 weeks so now is the time to make comments.

11. SENATE BYLAWS

Freytag said Seefer had submitted edits to the bylaws that were mostly punctuation and grammar. Those edits have been incorporated into the document that will go out for more discussion.

Parkinson commented that the bylaws talk about an agenda committee that is to include a part-time representative. Freytag said that has not been done with a committee for several years now but we can certainly have a discussion about it.

12. CCCDOE TOY NOMINATION

Freytag said he met with Schaffer and Haslam and thanked them for helping to put together a timeline and a process for soliciting and evaluating nominees for the Contra Costa Department of Education Teacher of the Year nominee. He said while looking through the paperwork and forms required, they discovered that part-time faculty are also eligible. Our nominee is due to the CCCOE by April 1. Information will be going out soon.

13. SENATE VOLUNTARY FUND

This item was postponed due to time constraints.

14. VPI REPORT

Gutierrez told Council the Scheduling Committee had discussed offering a Cyber Spring Session at their previous meetings. A notice has gone out to deans and department chairs asking for possible classes to be offered. She said the Scheduling Committee discussed the need for marketing of the classes. The session will run April 27 to May 22.

She said she has also talked with Counseling about what classes would be best to offer. Classes need to be submitted by March 20.

15. AS PRESIDENT'S REPORT

Freytag told Council he needs to sign off on the Guided pathways report by the end of this week. So if anyone has any more feedback or comments, be sure to get them to him by early Friday. He said the final draft of the report is virtually the same as the one Council has seen before.

Freytag reminded Council they voted to spend more time discussing the 16-week calendar and related data. He said we need to figure out how to best have these discussions and what data we want to see.

Niyogi reminded Council they had talked about some training and sharing of information on how to continue adjusting to the 16-week calendar. Freytag said this topic will be on the next meeting agenda.

16. ADJOURNMENT

There being no further business the meeting was adjourned at 4:31 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*