

**ACADEMIC SENATE COUNCIL MEETING
MARCH 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), John Freytag (Vice President), Kimberley Taugher (Biology/ Health Sciences), Patrick Moe (Corresponding Secretary), Kris Koblik (Professional Development), Heidi Gentry-Kolen (Math/Computer Science), Lisa Smiley-Ratchford (Social Sciences), Jane Fisher (Applied and Fine Arts), Joann Denning (CE), Jim Blair (Part-time Faculty), Anthony Gonzales (English), René Sporer (SRC), Yvonne Canada (Counseling), Daniel Kiely (Library), Craig Gerken (Physical Sciences)

ABSENT: Carolyn Seefer (Business), Theresa Flores-Lowery (Kinesiology)

GUESTS: Claudia Hein, Kim Schenk, Mary Gutierrez, Laurie Lema, Becky Opsata, Anne Kingsley, Mario Tejada, Rick Robison, Kat King

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

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

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

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Canada said students are planning a walk-out on Wednesday at 11 am to show solidarity in opposing hate speech on campus. She said there has been an increase in instances like the racist graffiti incidence and students are feeling stressed about it. She encouraged all faculty to have

conversations around this issue in their classrooms. And she said we need to reach out and offer support where and when we feel comfortable doing so. There are several activities that have been planned in reaction to the latest incident.

On Tuesday March 12 there will be a Listening Circle at the Pleasant Hill campus from 12:45-2 pm in the Diablo Room, and at the San Ramon campus there will be a Student Town Hall Meeting from 2:30-3:45 pm in W204.

On Wednesday March 13 there will be a Solidarity Circle at the Pleasant Hill campus from 2:30-3:30 pm in the Commons, and on Wednesday March 20 there will be a talk on: Recognizing Bias, Power and Privilege, at the Pleasant Hill campus from 2-4 pm in the Multicultural Center hosted by the Student Life Office in partnership with Rainbow Community Center.

4. ANNOUNCEMENTS

Denning announced the following:

The 2019-20 WFD Grant Application for SWP & Perkins funding application have been sent out and are due on April 1st. All proposals should be approved by Division Deans and Faculty should inform the CE office they will be applying for funding so that LMI can be prepared. Once the application closes on 4/1/19 the allocation sub-committee will meet to review applications. Also the program has to be in good standing with Program Review, SLO's and Title 5

DVC Careers in Education Conference is planned for this Friday March 15.

The WRKX classes have strong enrollment! More CE and NON CE programs have developed courses for their programs and enrollment in WRKX has doubled in the last 2 years. Students get academic credit through employment. Going through WRKX really helps students attain those 21st century employability skills.

5. APPOINTMENTS

None.

6. PROCEDURE 4008.01 PROGRAM REVITALIZATION

Claudia Hein and Kim Schenk reviewed proposed changes to DVC Procedure 4008.01 on Program Revitalization.

Schenk described the process for cessation of a program that usually would take place after going through revitalization process. She said the timeline for program cessation can take up to 2 years.

It was MSC to approved the proposed revisions to DVC Procedure 4008.01 Program Revitalization. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Kiely, Sporer, Canada, Gerken, Gentry-Kolen, Koblik, and Blair voted aye. No nays. No abstentions. Approved.

7. PROCEDURE REVIEWS

Becky Opsata reviewed proposed changes to the following DVC Procedures:

6100.01 College Flags – clarification of who makes the decision to lower flags to half-staff and under what circumstances.

5030.02 Websites – Updates to office titles

2101.01 Enrollment at the Children’s Center – Updates to program titles, and clarification of priority enrollment.

2090.07 Reassigned time Guidelines –Elimination of a sentence about consideration of when reassign time will be used, and updating the FTE for reassign time from 35 to 38.

3012.03 Cafeteria Conduct – Recommendation to eliminate the procedure.

Freytag commented that the college should provide additional support to help programs and offices keep their web pages updated.

It was MSC to approved the recommended changes to DVC Procedures 6100.01, 5030.02, 2101.01, 2090.07, and 3012.03. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Kiely, Sporer, Canada, Gerken, Gentry-Kolen, Koblik, and Blair voted aye. No nays. No abstentions. Approved.

8. CLASSROOM DESIGN STANDARDS

Freytag said the Senate had reviewed the Classroom Design Standards report when it first came out over a year ago. He said it is a very comprehensive report that covers everything that constitutes a classroom including, square feet per student, various uses of classroom and configurations, types of desks tables and chairs, classroom equipment such as smart whiteboards and other technologies, door locks, and window heights.

Freytag said at least one classroom in LHS has been redesigned according to the standards in the report and faculty feedback has been very favorable.

Gonzales said it is important that any negative feedback is also communicated

McBrien said for the most part, these standards are for new buildings. They can also be applied to existing building and classrooms but retrofitting is more complicated than building new facilities. She encouraged faculty to read through the report. and bring feedback to the Senate which will then go forward to the College Council.

Gutierrez said feedback should also go to the Deans. She said all the furniture that is ordered now is based on the report.

9. VPI REPORT

Gutierrez said under the new Student Centered funding formula we could be down by 7.7 million dollars. She said the District did a mock-up of what our funding would look like and we will be hearing more about that.

Gutierrez said she has been working with deans on options and ideas for recruiting and retaining students. She said they talked about checking in with students after mid-terms and finding about their plans for the following semester and using it as an opportunity to prevent us from losing students before it actually happens.

Gutierrez said she wants to look at what we can do now to be in the best position to mitigate funding loss and deal with actual cutbacks later. She said the formula was developed to address equity gaps. We have 3 years to implement strategies before the funding formula is applied to our district.

10. COLLEGE COUNCIL UPDATE

Freytag reported the College Council discussed the proposal to install Electric Vehicle charging stations and they recommend we take advantage of the PG&E grant to fund them. He said the Senate needs to come back to this conversation and take a vote.

Freytag said College Council has also been looking at and discussing college procedures and committees.

Freytag said College Council was informed of a change to our Foundation structure. He said a few years ago the Foundations administration was consolidated at the District Office but it will now go back to each college administering their own foundations.

Laurie Lema presented and reviewed drafts of schematics for Program Review, the Resource Allocation Procedure and the development and approval process for college-wide plans. She said the components in the schematics are mostly already in place but some of them have not yet been codified. She reminded Council these are drafts and that they will come back to Senate for further discussion.

11. AS PRESIDENTS REPORT

Postponed due to time restraints

12. OEI UPDATE

Ann Kingsley presented additional information about the OEI program. She shared examples of a pilot program from a college that is already implementing it. She briefly explained the enrollment process and said OEI enrollment will take place after our priority enrollment periods. She said we now have 3 Associate Transfer Degrees that are fully online. They are Administration of Justice, Business, and History. They will be reaching out to departments that are close to offering ADTs fully online.

Kat King, shared information on the supporting technologies for OEI. They include Quest-SmarterMeasure Program that helps a student prepare to take courses online; NetTutor, an online tutoring program; WorldWideWhiteboard, a collaboration tool for OEI instructors; Cranium Café by ConexED – an online office hour program; Proctorio Online Proctoring Service for exams; NameCoach, a program that allows students to clarify pronunciation of their name and a gender identification too; Notebowl, a student communication too; and Wellness Central, health and wellness videos available in Canvas.

Kingsley said they are working on putting together a pilot local peer review and mentorship team for the fall. She said they are also looking at ways to compensate those who participate on them.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*