

**ACADEMIC SENATE COUNCIL MEETING
MARCH 3, 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), Ray Goralka (Biology/ Health Sciences), Lisa Smiley-Ratchford (Corresponding Secretary), Alan Haslam (Representative-at-large, Jane Fisher (Applied and Fine Arts), Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Joann Denning (CE), Kris Koblik (Professional Development), Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty)

ABSENT: Anthony Gonzales (English), Theresa Flores-Lowery (Kinesiology)

GUESTS: Katy Agnost, Kyle Whitmore, Becky Opsata, Susan Lamb

1. APPROVAL OF AGENDA OF MARCH 3, 2020 AND MINUTES OF JANUARY 28, 2020 AND FEBRUARY 4, 2020.

It was MSC to approve the agenda of March 3, 2020, as amended. The following members all voted aye: Moe, Goralka, Smiley-Ratchford, Haslam, Koblik, Fisher, Schaffer, Canada, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Parkinson, and Bruenn. No nays. No abstentions. Approved.

It was MSC to approve the minutes of January 28, 2020. The following members all voted aye: Moe, Goralka, Smiley-Ratchford, Haslam, Koblik, Fisher, Schaffer, Canada, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Parkinson, and Bruenn. No nays. No abstentions. Approved.

It was MSC to approve the minutes of February 4, 2020. The following members all voted aye: Moe, Goralka, Smiley-Ratchford, Haslam, Koblik, Fisher, Schaffer, Canada, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Parkinson, and Bruenn. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

Katy Agnost said they have been reviewing the comments on the Student Athlete Progress reports that have been completed to determine what sort of support the students each need. However, there are still a lot of uncompleted reports. She said they are contacting faculty that still need to complete reports to remind them to get them done.

Kyle Whitmore said they are doing some checks and balances by ascertaining which faculty have student athletes in their classes and which don't.

Agnost said the comments in the reports are for the students and to keep them in mind as the audience when completing the reports.

3. COUNCIL COMMENT

Denning said the Workforce Development Master Plan will be coming out soon. She encouraged Council to take a look at the statistics in the report. She said some of them surprised her. For example, 78.2% of students don't get career counseling and 64% of students rarely talk to faculty about their Ed plans.

Bruenn asked if students are getting updates on the virus situation like employees do. She also asked if students get emailed the menus for food services.

Freytag told Council this is the time we start looking at our disciplines lists and making sure they are up to date for minimum qualifications. He said we especially need to look closely at degrees that are essentially the same but have different names.

Parkinson said part-time faculty still have not had an update on accessing the college printers over wi-fi. She said also part-time faculty can no longer access their SQL reports on their own computers. She said there is a lot of frustration among part-time faculty and they feel marginalized.

4. ANNOUNCEMENTS

Moe said the DVC Speech Team went to the Northern California Speech Tournament in Chico the previous weekend and for the 4th year in a row, they won the championship.

Canada reminded Council that Boots Riley will be speaking on March 12. She said they are expecting a large turnout so be sure to contact Umoja if you are planning on bringing a class.

Niyogi said a student told her they had witnessed someone in the parking lot writing a racist word in the dust on someone's car window. Niyogi said it made her think about how this type of incident should be handled. Freytag said the police and administration should be notified. Lamb said it should be reported immediately. By waiting, it makes it difficult to identify the person and take any needed actions.

5. APPOINTMENTS

None.

6. PLANNING FOR POTENTIAL FUTURE CAMPUS CLOSURES

Freytag said that there is a wide range of the skills faculty have for teaching online. He asked Council to brainstorm ideas for guidelines to make sure everyone is prepared to put their classes online. He said the college presidents and UF representatives will be meeting to discuss this.

Denning said Zoom conference works really well and everyone should be familiar with how to use it. She said it can be used for meetings as well as classes. You can record the session with the program also. She said training should be provided

Smiley-Ratchford said she records some of her lectures and uploads them on YouTube. She said then if she has to cancel a class or a student needs to do make up work, she has files ready for students to access. She said she uses a program called Screencast. She thinks this capability is also available in Canvas.

Parkinson said you can record audio to go with a PowerPoint. Smiley-Ratchford said sometimes PowerPoint files are too large to upload to Canvas.

Fisher said there are courses to learn how to teach online and it is something all faculty should know.

Freytag said at a previous Council meeting the concept of building extra days into the calendar that can be used to make up for any days the college may have to be closed.

Freytag said there are challenges around doing labs online but, the courses that can be online should.

Gerken said he has a concern about contact hours and if the state would take any action if we go below what is required. Freytag said the state could make the decision to extend the semester.

Lamb said the state does allow some leeway. She said for example, when colleges had to shut down because they were in a fire evacuation area, they could not even access facilities to keep some things going.

Denning said she will put this topic on the Distance Education Committee agenda.

Lamb said they have been having discussions about the protocol we will follow if the virus hits our colleges.

She said they are in constant contact with the County Health Department. Updates to the college will be going out about twice a week or more if necessary.

7. 2020 GRADUATION

Lamb said construction has started on the new Kinesiology complex and as a result, the east side of the track is torn up. Because of safety and access issues, the decision has been made to not have graduation on the campus this year. She said they have looked at the Concord Pavilion as a venue for graduation. She said it does have quite a bit more seating so more family and friends can attend. However, it is away from campus. She said they considered other venues but the Pavilion seems like the best choice. She said they have already booked the date. There is no fee for use of the Pavilion but there are parking fees. She said they have been talking about covering parking fees for employees that are required to be there.

8. VPI REPORT

Susan Lamb reported on Mary Gutierrez's behalf that the decision has been made to bring home all of our Study Abroad students from Italy. She said they will be getting a reimbursement for the cost of the program. They will be quarantined for 14 days when they get home and will continue their courses online. It will take time to get transportation arranged for all of them but they are trying to get them home between March 4th and 11th.

9. AS PRESIDENT'S REPORT

John reminded Council that the next Joint Senate Forum is scheduled on April 8. The topic is, "What it means to be an anti-racist institution". He said the speakers are people he and Moe heard at the recent Plenary Session. He said earlier in the day he had a phone meeting to plan the event. He said the presenter will adapt their talk to DVC's needs. He said they talked about streaming it to San Ramon but decided that you can get different reactions and responses when there is a camera so they have scheduled one at the Pleasant Hill Campus and one at the San Ramon campus

Canada said we have not really done anything further with the work we did with Shaun Harper and she would like to have a discussion about that placed on the agenda.

10. ACCREDITATION STANDARD II

Opsata asked if Council had any feedback on the Accreditation Standard II narrative.

Gerken said it talks about the need for students to update their Ed Plans every semester. He asked if we have enough counselors to do that. Canada said that we do need more counselors but at this time they are looking at different ways to meet with students such as a liaison working with groups of students. Freytag reminded Council that the clock is ticking to provide feedback on the Accreditation report. The final draft of the report will be done in about a month. It goes to the Governing Board in June and then the visiting team will be here October 4, 5 and 6. They will report out our status in January 2021.

11. GUIDED PATHWAYS SUCCESS TEAM

Canada presented information on the Guided Pathways Student Success Squad Pilot going on this semester. As part of the pilot, all 1700 new SP2020 DVC students receive weekly Success Squad emails. A subset of 200 students were randomly selected to be in the Success Squad pilot, and assigned to a cohort in Starfish. The Success Squad Pilot is co-chaired by Becky Opsata and Yvonne Canada-Clarke. Members of the Student Success Squad Pilot meet every Friday from 1-3 pm to identify and work on tasks. The members come from a wide variety of areas on campus including DSS, Financial Aid, Math, Workforce Development, Student Services, the library, EOPS, English and San Ramon.

Canada said extra support services are being offered to all new students through the Success at DVC webpage. She said initial student responses show that the week prior to school they had an email opening rate of 41% and during the first week of school they had an email opening rate of 29%. These are compared to our college average for emails of 29%. She said the “click” rates on links within emails are also above average. There have been 974 views of the link to <https://www.dvc.edu/success/> that was texted to students. Success Squad members have responded to about a dozen emails to date.

Canada said they have also provided extra support services for the cohort with a Meet your Success Squad Pizza Party on February 20, from 12:30-2 pm at both PHC and SRC. It had a small turnout but those who attended connected with Success Squad members and got questions answered. They have set up office hours on Tuesdays and Wednesdays at PHC in ASC that started on February 26; and on Tuesday OR Wednesday at SRC in W148 that also started February 26. She said faculty with students in the cohort have received emails on February 22 explaining progress reports and what they are and why we’re doing them. Students got an email explaining the same on February 28.

They are also targeting outreach to students without an education plan. Students received emails from the Success Squad the week of February 18 inviting them to contact Yvonne or Carolyn directly to schedule an education planning appointment. Also postcards will be mailed to their home addresses in the next few weeks. And they will be doing targeted outreach to students without English and math classes this semester. In addition, they are calling cohort students who dropped out by the first week of class to learn their needs, how we can assist them, what barriers they faced, and connect them to resources before Spring Break.

They are planning follow up with students who receive progress reports, to reach out to students without Ed plans, and English/math students who haven’t responded and schedule appointments prior to summer/fall registration. They are sharing information on Interest Area activities with students. Canada said if you have information related to Interest Area activities, please email them to her and Becky Opsata so they can share them with the students. She said faculty are welcome to join the group at their meetings on Fridays from 1-3 pm in L-151.

The next steps will be to evaluate the extra support services, collaborate with similar efforts through the ASC, a counseling liaison and any other efforts going on. She said the pilot and reassigned time for faculty ends in SP2020 so we need to talk about how we institutionalize this.

12. REVISIONS TO PROCEDURE 1018.01: STUDENT LEARNING OUTCOMES AND ACHIEVEMENT

This item was postponed.

13. 16-WEEK CALENDAR

Freytag reminded Council of the motion that was passed to have more discussions about the 16-week calendar

and pursue related data. He asked Council what we now do to get the discussions started and decide what data we want to have for those discussions. He suggested Council could form a task force. Gerken said the group could work on what data and information we want from RPEC.

Smiley-Ratchford said she wants to make sure we have opportunities to have a broader discussion around the college. She said she does not feel we have heard from a large number of faculty. She added that the motion says to get student success data but she also wants to have discussions about best practices for adapting to the 16-week semester.

Niyogi said the work group should include some faculty that are not on the Senate Council. This topic will come back for action and pull the work group together.

14. SENATE BYLAWS

Freytag asked Council if they had any feedback or suggested changes to the Senate bylaws.

Parkinson said she had pointed out the section on an agenda committee and would like to have a discussion about it.

Bruenn if we are not going to use an agenda committee we need to make sure the bylaws match reality.

Freytag said we could put that on an agenda and take action if Council wants to change it.

15. SENATE VOLUNTARY FUND

Patton explained what the voluntary fund is usually used for. She said the monthly donations have been dwindling for a few years. She said it used to sometimes fund scholarships too and it would be nice if faculty could do something for the students with the fund. But, we need to increase donations.

Gerken said the fund needs a reason to exist to build support. He said the things we support at this time are events that people attend but if someone doesn't want to attend the events, why would they want to support the fund.

Denning suggested we set a goal for the fund.

Niyogi suggested we have emergency grants for faculty for when they attend a conference and the full cost is not covered by other funds.

16. ADJOURNMENT

There being no further business the meeting was adjourned at 4:25 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*