

**ACADEMIC SENATE COUNCIL MEETING
APRIL 30, 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), Lisa Smiley-Ratchford (Social Sciences), Jane Fisher (Applied and Fine Arts), Joann Denning (CE), Anthony Gonzales (English), René Sporer (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Theresa Flores-Lowery (Kinesiology), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science),

ABSENT: René Sporer (SRC), Jim Blair (Part-time Faculty)

GUESTS: Mark Akiyama, Obed Vazquez, Kat King, Mary Gutierrez, Katy Agnost, Anne Kingsley, Mario Tejada, Rick Robison, Mark Akiyama, Albert Ponce

1. APPROVAL OF AGENDA OF APRIL 30, 2019 AND MINUTES OF APRIL 23, 2019.

It was MSC to approve the agenda of April 30, 2019 as amended. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Seefer, Flores-Lowery, Canada, Gerken, Koblik, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

It was MSC to approve the minutes of April 23, 2019. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Seefer, Flores-Lowery, Canada, Gerken, Koblik, and Gentry-Kolen voted aye. No nays. Kiely abstained. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Gerken said last semester, with the new 16-week calendar and no finals week, the deadline to enter grades was extended. He hopes that will be the case again this semester.

Seefer said she completed an evaluation of an adjunct faculty with the new online evaluation tool. However, it does not allow students to make comments on each of the categories they are asked to evaluate. It only allows for comments at the end of the evaluation form. As a result, they did not get nearly as many comments as they usually do. She stated the comments were the most valuable part of the student feedback and would like to have the new evaluation process include them

Moe said he went to hear the social justice speaker, Terrence Elliott, earlier in the day, and he also attended the equity speaker Dr. Sims the previous week. He said those programs are bringing in great speakers and getting full houses and he looks forward to seeing more speakers next year.

Taugher said she is using Starfish for a second semester for student athletes she has in her classes. She said it is a good program and very user friendly. She said this semester several of those students came to her with responses and that led to great conversations and then students taking advantage of her office hours, which led to extra help, which led to higher scores on their exams.

4. ANNOUNCEMENTS

Gonzales told Council Puente and ESL have partnered to bring author Reyna Grande to the college. She will be doing a reading and book signing next Wednesday, May 8 from 11-12:30 in the Diablo Room.

Gonzales said there is a Connect with English Majors event on May 16 from 1-2:30 in the Diablo Room

Koblik reminded Council that Flex activities for August are due this Friday for inclusion in the Flex schedule.

Koblik reminded Council the 2nd annual employee picnic is this Saturday from 12-4 at the Lafayette Reservoir. Barbeque equipment will be provided. Bring your own food and drinks and some to share if you want.

Freytag told Council that Horticulture is having a plant sale this Saturday from 9-1 in the greenhouse, and on Sunday, they are having an Herb Fair from 11-5. There will be speakers, vendors, children's activities and culinary demonstrations.

Moe said the Speech and Debate Team usually do one daytime showcase event a year but this year they have decided to do a second one on May 14.

Flores-Lowery said the swim team will be in LA this weekend for a state tournament. Track and Field will be at the Nor Cal Trials in Modesto on Friday.

On May 11 at 8 pm and again on May 12 at 2pm the Dance Department is having their annual production highlighting the original choreographic works of DVC Dance students. It will be in the Performing Arts Center. Tickets are \$16, students are \$12.

McBrien told Council 2 reassign time positions have gone out; one for Instructional faculty and one for Counseling faculty as part of the Guided Pathways Tri-chair structure; the college is also hiring an Interim Dean of Guided Pathways and Special Projects that faculty can apply for.

5. APPOINTMENTS

Interview Committee for Interim Dean of Pathways and Special Projects

Alan Haslam

It was MSC to approve the appointments listed above. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Seefer, Flores-Lowery, Canada, Gerken, Koblik, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

6. CLARIFYING NO COST TEXTBOOK LOGO

Kat King reviewed for Council Senate Bill 1359 on Public Postsecondary Education Course Materials. She said there needs to be clarification and common understanding on what are considered course materials. She said the bill at times refers to materials and at other times refers to textbooks. This causes confusion when we are trying to identify what we are calling zero cost courses. Some courses may use an online textbook that is free but there are other costs for materials that are not free. Council talked about how to identify courses in the schedule that are completely free or just the textbook is free.

King said the designations in the schedule are put on the courses by the bookstore. However, some faculty do not use textbooks so they don't respond to the emails from the bookstore about ordering textbooks which is when the faculty would make the designation of free or low cost on their classes. So those classes would not be identified as not having textbook costs.

King said other colleges are having the same issues with getting clarification on the Senate Bill. McBrien said there needs to be further discussion about this so we are accurate and consistent in the information we put out about costs for students.

7. TUTORING ADVISORY COMMITTEE (TAC) REPORT

Katy Agnost presented a PowerPoint report on the work of the Tutoring Advisory Committee this year.

They completed an online survey this semester. There were also tutoring questions on the CCSSE survey.

They presented a workshop during January Flex and they will have another one in August.

They have been working on best practices in recommending students to become tutors. They also developed a proposal for a Student Success Hub.

She said the role of instructors in tutoring includes encouraging students to seek out tutoring.

She said strong students use tutoring but there is often a perceived stigma attached to tutoring for other students. Instructors can use incentives such as extra credit or require tutoring for a specific assignment. Faculty should also include information about tutoring in their syllabi.

Agnost shared a graphic with the breakdown of tutors by ethnicity. She said this information might be useful for faculty to have when referring students to tutors.

Agnost explained that DVC offers tutoring in 23 different areas of the college. She said there are no common requirements or standardized procedures for tutoring across the college. There is no tutoring in the social sciences or humanities areas and there are budget and operational constraints for programs trying to implement a new tutoring program. She said from a student

facing perspective, tutoring at DVC is unequal and uneven, making it difficult for students to navigate this support service.

Agnost said that in developing a Student Success Hub model they followed the guiding principles -that faculty and departments are at the core of successful tutoring centers;
-that centralized tutoring did not work at DVC because it was separate from, rather than inclusive of other tutoring programs at the college;
-that equity needs to inform our tutoring resources;
-that tutoring needs to serve C,D, and F students as effectively as it does A and B students;
-that students need access to quality tutoring in subjects not currently represented by existing tutoring programs and not receiving tutoring resources;
-that our goals are to replicate the success in existing tutoring centers and provide the basics for success in under-resourced areas.

Agnost said they are working to create a Tutoring hub at DVC that offers a front-door approach to tutoring that will be central to the student and college experience. In the hub students will have access to tutoring across the curriculum with a focus on GE courses and an emphasis on reading, writing, math and study skills. The hub would connect the tutoring satellite centers at the college, making referrals for more intensive and specialized tutoring. It would also provide students a connection to other college services including counseling, financial aid, DSS, EOPS, etc. The hub would provide individual tutoring appointments, drop-in tutoring, and group tutoring. Students would also have access to online tutoring and assistance in accessing NetTutor. The hub would be a space for student success workshops, including targeted math, reading, writing and study skills workshops.

Agnost shared a diagram of all the areas that would be connected through the hub using the guided pathways model.

McBrien thanked Agnost for all her work on the TAC and her support for tutoring at the college.

8. CAREER EDUCATION (CE) UPDATE

Joann Denning reported on our Career Education programs. She said California community colleges offer both short-term certificates and associate degrees in hundreds of occupations and educate more than 2.1 million individuals each year. Community colleges engage regionally with employers in a more organized and fundamental way to align programs with high-wage, high-demand, middle-skills jobs. These jobs make up the largest part of the labor market in California and the other 49 states. Denning said Education will be affected by changes in the workforce and the world of work is undergoing a massive shift. A third wave in education and training has arrived, to be marked by continual training throughout a person's lifetime.

Community Colleges could become the new Post Graduate Schools and big companies are making huge investments in community colleges.

Successful career education program require data informed planning, outstanding CE faculty, be career driven, and include intersegmental partnerships.

The challenges CE faculty face include that CE faculty need more opportunities to connect. CE programs struggle to meet industry demand quickly because of the time it takes to build curriculum and certificates, and the need to upgrade facilities. CR faculty struggle to find the time to stay current. Also, CE programs have complicated schedule needs in trying to make room in schedules for experimental and new courses, in offering immediate and advance courses with good fill rates, and in marketing new courses, degrees, certificates and programs.

At DVC we have been making improvements in our CE programs with new management and staff, more training for CE as part of Flex, more communication, discussion and collaboration. We offer WRKX classes and they have strong enrollment.

DVC offers 34 CE programs.

Denning said meeting the needs of the workforce is the primary responsibility of community colleges and California community colleges have adopted a “Doing what matters for Jobs and Economy” initiative to invest funding in 10 priority regional industry sectors.

Community colleges are prepared to address those needs through connecting with high schools and developing clear requirement leading from high school through post-secondary credential completion. They provide opportunities to engage young people in workplace learning, they offer career counseling and guidance, and they have new institutional structures at the regional market level.

CE programs at DVC have been leaders in developing high school articulation programs. These programs are considerable less cost to students than private career training centers.

DVC has 9 summer academies planned for 2019. Out r summer academies have high enrollment.

CE grants fund instructional and lab aids, marketing and outreach, curriculum development, linking activities between DVC and highs schools and also with industry, equipment and resource purchases, and provide staff.

The Strong Workforce Program’s provides funding for CE programs and its goal is to provide more and better career technical education to increase social mobility and fuel regional economies with skilled workers.

The Perkins grant also provides funds for CE programs and has five core indicators – technical skills attainment, earn a credential, certificate or degree, persistence or transfer or job placement, and non-traditional participation and completion.

Some of the career education grant projects that were funded in 2018-2019 include Veteran focused certificate of Accomplishment in Small Business Management and Entrepreneurship, Interactive and Mobile Design Certificate of Accomplishment, and Digital Marketing Certificate program.

Some examples of proposals for CE funding in 2019-2020 include a DVC Entrepreneurship and Innovation Project, Robotics and Artificial intelligence, and a feasibility student for a Physical Therapy Assistant program.

9. PROGRAM REVIEW RUBRIC REVISION

Obed Vasquez reviewed with Council some revisions to the Program Review rubric. In section 1 the heading is changed from Link to Strategic Directive to DVC Vision, and the changes in language are to align it with the Educational Master Plan. The language for the rating is also changed.

Canada suggested in section 1 there be some definition of the terms to clarify what it is we are measuring. McBrien suggested that information could be added to the Program Review handbook and in the Program Review writing training.

10. DISTANCE EDUCATION (DE) COMMITTEE UPDATE

Ann Kingsley presented the following information on the work of the DE Committee:

Beginning Goals and Priorities	Status
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DE-related Professional Development	
<p><u>Multiple course offerings for Instructors:</u> 4-course certificate:</p> <ul style="list-style-type: none"> - Teaching Hybrid; - Canvas Tools; - Equity; - Accessibility; - Instructor Presence; - Building Community <p>The process should be spelled out and accessible to take to Academic Senate to integrate into the bylaws. A mentorship course, team teaching, and competency training of DVC online faculty checklist. <i>(Joint DDEC/DEC goal)</i></p>	<p>Completed: 4-week course: Becoming an Effective <u>Online</u> Instructor Becoming an Effective <u>Hybrid</u> Instructor 2-week course: Introduction to Canvas</p> <p><i>With District DE, created AY2019-20 year long training calendar</i></p>
<p>Flex week, variable flex workshops, Increase San Ramon trainings, <i>see other accomplishments list</i></p>	<p><i>Selected events:</i> Canvas Hackathon Can*Innovate (hosted all day event in Library; 2-3 sessions simultaneously) CCC Digital Learning Day (hosted event) Self-pace online learning modules for faculty in Canvas</p>
CVC-OEI (California Virtual Campus-Online Education Initiative)	
<p>Develop a Model POCR program (Begin a local peer review process)</p>	<p>Model created with proposal to fund course design or redesign plus mentor incentive; no funding identified <i>(Note: DE doesn't have a budget)</i></p>
<p>Technology</p>	<p>Namecoach installed; <u>Product Reviews/Pilots:</u> Proctorio, Gradescope, Portfolium, Pronto!; Badger Ongoing use of NetTutor</p>
<p>Create a stronger presence in Guided Pathways process i.e. through Canvas: Identify and/or Create a General Ed Online Pathway</p>	<p><i>In progress:</i> Improving Online CTE Pathways Grant</p>
<p>UF Workgroup/Union Ratifications <i>(Joint DDEC/DEC goal)</i></p>	<p>Revised CRITERIA for On-Line Instruction Revised PROCEDURES for On-Line Instruction (including for Hybrid classes) Revised OBSERVATION FORM for On-Line Instruction Revised STUDENT EVALUATION FORM for On-Line Instruction</p>

	Revised ONLINE CLASSROOM OBSERVATION PLAN FORM
DE Website - DE Sandbox (basic) framed like LMC's, add an element every two weeks	Some progress (thanks again, Kat!) See: https://www.dvc.edu/sandbox/distance-education/index.html
DE Accreditation – 2020 writing teams, tri-chairs – DE is a huge piece as a point of evaluation.	Ongoing
Use <u>BoardDocs</u> as the mode for committee communication.	Nope, didn't use it. See upcoming.

Other major committee accomplishments and achievements in the past year:

- Professional Development – too much to list; (see list of Kat King's workshops: <https://docs.google.com/document/d/1ciBvMahWY06D1O8n6Qz2wqhHOlzNbPxtMYClGnyqlmk/edit?usp=sharing>)
- OER Summit (all day, regional event; planned with District DE); introduction of resources: LibreText, OpenStax, OER Commons, Cool4Lib
 - ZTC – Zero-textbook Cost badge in online catalog (*work in progress*)
- Revised DVC Procedure 4003.01 Distance Education; incorporated Title V changes and consultation with Curriculum Committee regarding DE Supplement
- Endorsement by Academic Senate of CVC-OEI Course Design Standards Rubric
- Data Pulls and increased use of Tableau

Tentative goals (ongoing and for the next year):

- Course alignment to CVC-OEI Rubric (20% of all sections required)
- Equity Training
- Online Teaching Starter Package
- Student Readiness Tool/Resource
- Continued discussion around "New World of Work" curriculum (and ILOs)
- Technology: Continue to explore District-wide DE products, included Cranium Café (counseling)
- DE Website development

Needs:

- Hiring! (Current: 1 Canvas Admin (25 hour/week, 9 months+ 1 Replacement Instructional Technologist (Professional Expert designation) – Need minimum 2 FT Instructional Technologists

- Budget
- Ramp Up and urgency regarding CVC-OEI Alignment (20% of all sections goal)

11. VPI REPORT

Gutierrez thanked the DE committee for the work they have done to prepare for the grant application.

Gutierrez said Box 2A will be in May. She will be sending out an email soon asking for additional information on retirements and resignations.

Gutierrez said the task force recommendations for helping student who have more than 3 final exams in one day will not be implemented until next year.

12. ASC PRESIDENT'S REPORT

McBrien told Council President Lamb will be at the last senate meeting this semester to ask for endorsement on the general plan for the academic complex idea for the “front door” of the campus.

McBrien said she will be sending out an email remind faculty about Chancellor Oakley’s visit on May 13 at CCC. She is looking for faculty to attend the 45 min listening session scheduled for faculty. He will also be meeting with classified, students, and then an open public forum. She said FSCC met and discussed what types of questions they should be asking. The main topic we want to address is the new budget formula. She said when it first came out there did not seem to be any wiggle room, but there has been a lot of pushback and along with the new governor, there seems to be some movement to possibly make some revisions.

13. RESOLUTION IN SUPPORT OF CREATING AN EQUITABLE CAMPUS ENVIRONMENT

McBrien reviewed with Council the draft resolution and told them some language was changed since they found out that it was not legal to offer certain professional development training to only one group of people. She said there is also some language added in relation to our equity plan.

Canada said in the resolve about working with administration to provide training, she would like it to include that college administration will “work in collaboration with faculty and staff of color to create and provide professional development opportunities for leadership training and advancement in the college”. Council agreed with the suggested change.

Council discussed the language in the revised whereas. Some felt it was negative and made it sound like we have done nothing to address these issues. After discussion it was agreed to change the word “addressed” to “ameliorated” which implies that we have been working on these issues but we still have more work to do.

It was MSC to approve the resolution with the agreed upon wording. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Denning, Seefer, Flores-Lowery, Canada, Gerken, Koblik, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

14. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*