



**ACADEMIC SENATE COUNCIL MEETING
MAY 7, 2019
UNAPPROVED**

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), Anthony Gonzales (English), René Sporer (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), René Sporer (SRC), Jim Blair (Part-time Faculty), Heidi Gentry-Kolen (Math/Computer Science),

ABSENT: Joann Denning (CE), Theresa Flores-Lowery (Kinesiology),

GUESTS: Mary Gutierrez, Becky Opsata, Patrick Leong, Obed Vasquez, Lindsay Lang, Daniella Ballif, Mario Tejada, Yvonne Roberson

1. APPROVAL OF AGENDA OF MAY 7, 2019 AND MINUTES OF APRIL 30, 2019.

It was MSC to approve the agenda of May 7, 2019. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Seefer, Canada, Gerken, Koblik, Sporer, Blair, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

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

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Sporer said there have been major issues with Insite this week and last while students are trying to register for classes.

Canada said the Insite issues are causing problems in Counseling when they cannot access a student's education plan for them to register for classes.

Gonzales commented that he is glad we endorsed the resolution on being an inclusive, equitable and culturally responsive college. However, he heard comments from his English colleagues that it is not just about race, but also LGTBQ students that have been harassed and we need to also keep their issues at the forefront.

Seefer added that our disabled students also sometimes feel excluded.

4. ANNOUNCEMENTS

Yvonne said the Umoja graduation is the following day, May 8. Among the graduates there are many transfers and scholarships.

McBrien said the voting for the Academic Senate President and Academic Vice-President closed the previous Friday. John Freytag has been endorsed as the incoming Academic Senate President, and Patrick Moe has been endorsed as the incoming Academic Senate Vice-President.

McBrien announced that Cheryl Carter from Counseling will be this year's graduation speaker.

McBrien said there are about 5 DVC faculty that will be going to State Chancellor Oakley's listening session on Monday, May 13 at CCC. She said FSCC met with district administrators to discuss topics and questions for the chancellor. There are 45 minutes scheduled for faculty with him so it is important that we coordinate what we would like to hear about from him. It has been agreed that the main topic of concern is the new funding formula.

5. APPOINTMENTS

None.

6. VISION FOR SUCCESS GOALS

Opsata told Council system wide goals for the vision for success initiative include increasing by at least 20% annually the number of CCC students degrees, credentials, certificates or specific job oriented skill sets; to increase by at least 35% the number of CCC students that transfer to a CSU or UC; to decrease the average number of units accumulated by CCC students earning AS degrees by 9%; to increase the percentage of exiting students who report being employed in their field of study by 9%; and to reduce equity gaps across all of the measures through faster improvements among institutionally underrepresented student groups by 40% within 5 years and fully closing the gaps within 10 years. She reviewed the goals DVC has set for these measures. She told Council the data provided by the state for setting our vision for success goals is inaccurate, but she thinks we should still endorse our goals as we are doing well working towards those goals and have already met many of them.

Opsata said under the goal for reducing the average number of units students need to accumulate to reach their goals, it does not preclude students from taking courses just for fun, but we do want to make sure students do not have to take more units than they need to.

Koblik said we need to make sure students are getting correct information. She said often a student will take a course thinking they need it but then find out they had already fulfilled that requirement with a different course.

Gerken asked why students are taking more courses than they need. Are they are just floundering, checking out different disciplines for a major, changing majors or taking

developmental level courses? Opsata said it is all of those reasons but because of AB 705, the number of units students are taking in developmental courses will decrease. McBrien told Council there are no repercussions from the state at this time if we don't meet our goals.

It was MSC to endorse the Vision for Success Goals. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Seefer, Canada, Gerken, Koblik, Sporer, Blair, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved. approved

7. PROCEDURE PACKET REVIEW

McBrien reminded Council that Canada made a motion that was seconded at the last meeting to table the vote on the budget procedure revisions until the Budget Committee charge and membership revisions are done.

The question was called on the motion. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Seefer, Canada, Gerken, Koblik, Sporer, Blair, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

Council briefly reviewed some of the revisions to the other procedures Opsata brought to Council. Most of the revisions were updates or clarification on the processes. Freytag said he will contact the state senate to make sure the revisions to the Distance Education Procedure align with Title V. He said we could pass the revisions proposed today and come back to it if needed after he checks with the state guidelines.

It was MSC to approve the proposed revisions and the addition of the following procedures:

- 1001.01 Process to Introduce New Procedures**
- 3002.01 Enrollment of High School Students**
- 3013.01 Student Privacy Rights**
- 3025.03 Free Expression and Distribution of Non-Commercial Materials**
- 3025.04 Amplified Sound - new procedure**
- 3102.01 Student Admissions and Residence**
- 4003.01 Distance Education & Correspondence Education**
- 4008.01 Program Revitalization and Discontinuance**
- 4100.01 Research Protocols**
- 5111.01 Technology Purchase and Standards**
- 6001.01 Use and Assignment of Facilities**

The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Seefer, Canada, Gerken, Koblik, Sporer, Blair, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

8. RPEC DATA COACHING PROPOSAL

Sporer shared information on a proposal to start a data coaching program that will aim to build the research and data capacity of the college by providing intensive training to faculty, staff and managers regarding data. Faculty and staff will apply to join the program and the goal is to have

data coaches in a wide variety of areas of the college. They will then serve as a point of contact for their area to help with pulling data from existing resources, interpreting the data, incorporating it into planning, and developing strategies for interventions that will improve student success. Data coaches will serve for one year. Then a new set of data coaches will be trained to continuously expand expertise in data use across the college. Sporer said this proposal came out of the principles of the Educational Master Plan that we make data driven decisions. McBrien asked Council to gather feedback on this proposal and it will be back on the next agenda for a vote.

9. SCHOLARSHIP COMMITTEE AND NEXUS REPORTS

Patrick Leong informed Council the Scholarship Committee members are himself, Carolyn Seefer, Read Vanderbilt, Shaehe Hollis, and Shannon Padilla. He said the seat for the sciences is open and Read Vanderbilt is ending his term so the seat for Math will be open as well. He said the committee started meeting at the end of February and had about 4 meetings.

Leong said this year the committee received 445 applications; 280 scholarships both internal and external were available. Of those, 223 were DVC only scholarships. They awarded 200+ scholarships. Of those, 176 were DVC only. Also, of the 223, 197 were unduplicated (the others were made up of more than one scholarship awarded to individual students). The total dollar amount awarded was \$333,550 for DVC only scholarships. Of the external awards, 9 were Kennedy-King, 13 were from Rossmoor, 7 were from the Assistance League of Diablo Valley, 9 were from the Diablo Vista Retiree Teachers Association, and we had our 4th Jack Kent Cooke scholarship. The external awards totaled more than \$100,000.

There was also a Stephen C. Bishop Transfer Scholarship for Math, Science, Engineering that was awarded to 4 students for \$20,000 each.

Leong said the year will end with a ceremony and reception for the scholarship awardees, and all faculty are invited to attend.

Leong said this year Nexus had 16 new faculty. A few tenured faculty mentored more than one Nexus faculty. Leong said this year his goal was to do community building. They started the year with the district bus tour. He said he started them with the basics such as load reports, sick leave and other nuts and bolts information. He then facilitated discussion on who our students are and how do we best serve them. He said they spend time looking at student services and how students develop their education plans. They also discussed ways to integrate student services with curriculum. Leong said the group took the Myers-Briggs tests and talked about their thoughts on the results.

Leong said he had conversations with them about getting involved with the Academic Senate, college committees and student clubs. He also talked with them about life after Nexus and the things available to them such as the Study Abroad program and sabbaticals.

Leong said other topics they covered included integrating library services, student engagement, Guided Pathways and equity.

Leong told Council they had presentations from co-hort areas about what degrees and certificates they offer in their programs.

Leong said they finished the year with a celebration with all the Nexus faculty and their mentors.

Leong said next year we will probably have 27 new faculty and he will be making some changes to the Nexus program including a shift in curriculum to include racial justice. He said the district bus tour will now be optional so he will be looking at other ways to fulfill that required time. He

said he may do that by increasing meeting times or bringing in other activities such as attending college committee meetings or events. He said he would also like to work towards putting some of the Nexus curriculum online.

Leong said with the increased number of new hires, there have been some discussions about adding a co-coordinator.

Leong pointed out that every nexus coordinator does it a little different as this year he chose to focus on community building. Leong gave an example of an activity he did with them where they were to think about what it was like when they were a student. Another exercise he did was to have them share a picture or object that represents they are to highlight culture awareness.

10. PROGRAM REVIEW RUBRIC

The proposed revisions to the Program review rubric were presented at the previous senate meeting. There was no further discussion.

It was MSC to approve the proposed revisions to the Program Review Rubric. The following members all voted aye: Freytag, Taugher, Moe, Smiley-Ratchford, Gonzales, Fisher, Seefer, Canada, Gerken, Koblik, Sporer, Blair, Gentry-Kolen, Kiely, voted aye. No nays. No abstentions. Approved.

11. SLOAC REPORT

Lindsay Lang and Mario Tejada presented the following report on the SLOAC. For 2018-2019. SLOAC accomplishments this year

- Reviewed 104 submitted programs and 405 submitted courses for quality control, as mandated by accreditation
- Set up online reports for courses and programs that have been reviewed by the SLOAC, so faculty can see the feedback on their submitted courses and programs. We will continue to build on this database.
- Built in automated ILO, GELO, and PLO mapping at the course level in WebSLOs
- Ran workshops in fall and spring to assist faculty with SLOs and PLOs
- Maintained Drop-In Hours and By Appointment Meetings for 1 on 1 (or small group) support
- Reps communicate with division department chairs and area leads about due dates, how to use and access WebSLOs, answer questions, etc
- Numerous DDC visits to explain new features and promote best practices
- Summer Update to WebSLOs 4.5 → Adding reporting features for GELOs & ILOs data.

New Proposal for front-end communication with deans and faculty regarding non-compliant courses

- 2nd part of Aug/FLEX week: review the course SLO assessment calendar, encourage faculty to create FLEX meetings to complete SLO work from last year
- 1st part of Sept: WebSLOs review at DDC, time given for a SLO strategy discussion
- 1st half of Oct: Instruction office sends course SLO report to DDC containing overdue and courses not yet submitted
- 2nd half of Oct: SLO workshop

- 2nd half of Nov: Instruction office sends updated course SLO report to DDC containing overdue and courses not yet submitted
- Dec 31st: course assessments or assessment plans due with no exceptions
- 2nd part of Jan/FLEX week: review the PLO assessment calendar, encourage faculty to create FLEX meetings to complete PLO work for this cycle
- 1st part of Feb: WebSLOs review at DDC, time given for a SLO strategy discussion
- 1st half of Mar: Instruction office sends PLO report to DDC containing overdue and programs not yet submitted
- 2nd half of Mar: SLO workshop
- 2nd half of April: Instruction office sends updated PLO report to DDC containing overdue and programs not yet submitted
- June 30th program assessments due with no exceptions

McBrien thanked them and the committee for the work they did this year.

12. BUDGET COMMITTEE CHARGE AND FUNCTION REVIEW

Daniela Ballif shared proposed revisions to the Budget Committee charge and membership. She said under the new charge, the Budget Committee will integrate the work done by the Program Review Committee and the College Council into their process for making recommendations on resource allocation.

Freytag said the co-chair structure should specify that the co-chair is a faculty member or a classified employee. He said he does not think it is appropriate to have a student as co-chair. It should also be clear that a designee for the VP of Business Services is a manager.

A suggestion was made that since all faculty and all classified are members of their respective senates, the membership need only say 3 faculty and 3 classified.

McBrien told Council to take this out for feedback and it will come back to senate for a vote. Ballif said she will send out the notes she took from this discussion to make sure she captured the recommendations.

13. VPI REPORT

Gutierrez said the due date for the spring semester grades to be entered is Thursday, May 30 at the end of the day. But the reality is that they will not be posted for students until Monday, June 3 so there is an unofficial grace period from Friday through Sunday to post grades.

Gutierrez said additional requests for Box 2A due to retirements and resignations are due. She said the supplemental form to describe the justifications for the additional requests has been adjusted to allow for up to 500 words. She said it is important for faculty to let their divisions and departments know if they plan on retiring or resigning, even if they have not submitted their letters yet. Letters of intent to retire or resign for this year are due by May 23.

Gutierrez said they will rank the top 25 formerly known as “Box 2A” requests and then they may go back to possibly look at more when they know the final funding numbers.

14. ASC PRESIDENT’S REPORT

McBrien said Alicia Brizzi could not make today's meeting to report out on the Racial Justice Task Force, but Alicia will be back early in Fall 19 to update ASC on the work of the task force.

McBrien reminded Council that State Chancellor Oakley will be at CCC on May 13 and he has scheduled 45 minutes to talk with faculty. She said there are still some spots available to attend the session and to contact her if anyone is interested.

McBrien told Council that due to construction at the district office, DGC is scheduled at DVC in the BFL CCC next week, Tuesday, May 14 at 1 pm.

McBrien said the Scheduling Committee has begun discussing possibly expanding criteria for non-criteria adds. A work group will meet over the summer to discuss the expanded criteria. They will have a meeting during August Flex to discuss this. She reminded Council to stay in communication with their Scheduling Committee representative to make sure the division understands the guidelines when making requests for adds.

15. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

