

**ACADEMIC SENATE COUNCIL MEETING
AUGUST 27, 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: John Freytag (President), Patrick Moe (Vice President), Kimberley Taugher (Biology/ Health Sciences), Lisa Smiley-Ratchford (Corresponding Secretary), Alan Haslam (Representative-at-large, Kris Koblik (Professional Development), Jane Fisher (Applied and Fine Arts), Chalissee Forgette (English), Anne Petersen (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Joann Denning (CE), Sangha Niyogi (Social Sciences)

ABSENT: Theresa Flores-Lowery (Kinesiology)

GUESTS: Claudia Hein, Ray Goralka, Kim Schenk, Becky Opsata, Anne Kingsley, Kat King

1. APPROVAL OF AGENDA OF AUGUST 27, 2019 AND MINUTES OF AUGUST 21, 2019.

It was MSC to approve the agenda of August 21, 2019 as amended. The following members all voted aye: Moe Taugher, Smiley-Ratchford, Haslam, Koblik, Fisher, Forgette, Petersen, Canada, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, and Niyogi. No nays. No abstentions. Approved.

It was MSC to approve the minutes of May 7, 2019. The following members all voted aye: Moe Taugher, Smiley-Ratchford, Haslam, Koblik, Fisher, Forgette, Petersen, Canada, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, and Niyogi. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Taugher said the rosters that were emailed to her for her classes do not match with the information she has on her wait lists. Also, she could see that some students had dropped by the number but could not access the names of those students. Gerken and Moe said they had the same issues and that the view drop roster function does not work. Seefer said you can see the names of dropped students in Canvas but the Insite program should have that function ion operation also.

Kiely said the Tech Committee has been discussing admin rights for faculty to add software to their computers. He said new faculty have been told this is a 10+1 item. Denning said when her department had that issue, they had to write a letter to Percy Roper justifying why it was needed.

Canada said although the graffiti incident the previous week is upsetting; it was fortuitous that we had Shaun Harper here when it happened to help us deal with it in real time. She said Harper was the facilitator in the break out group she was in and it was a good opportunity to give him a view of the college climate. Canada thanked the Senate for supporting the format and activities for convocation day. Canada added that a table has been set up outside the Counseling center to give students a place to ask questions and talk about what happened on campus among other issues that concern them. She said she is glad to see we are evolving and moving forward in our addressing these issues.

Taughter said this has been an ongoing problem that has not been addressed. Mac users run into issues hooking up in classrooms because the adapter is not provided by the college so they have to purchase them out of their own pockets.

4. ANNOUNCEMENTS

Yvonne-Umoja looking for faculty mentors -2-3 hrs a mo for whole year
Sangha Nyogi –introduced herself-they just started their social justice course-will be send out info about social justice speaker series

5. APPOINTMENTS

None.

6. CONVOCATION DAY DEBRIEF

Freytag asked Council for feedback on the convocation this year.

Forgette felt that the breakout she was in did not provide much opportunity for discussion as they spent their time answering pre-determined questions but did not discuss the answers.

Smiley-Ratchford said she was in the group Shaun Harper facilitated and it was really good. She said she is looking forward to what we will do with the many suggestions and ideas that came out of the day.

Seefer said she felt like the breakout was just a data gathering session and they did not even stay the full time allotted as they were out 45 minutes early.

Koblik said these are difficult conversations to facilitate and she is not surprised some of the facilitators sort of “punted” on expanding discussions. She said maybe there was not enough training for the facilitators and that perhaps more emphasis was put on planning the speaker and morning sessions than the breakouts.

Niyogi agrees with Koblik and commented that not being prepared can do more damage to the situation we are working to address.

Moe said that at least we didn’t have to sit still and get talked at for hours. Plus, Harper is a great public speaker. He said in his breakout they did have some discussion but it was a little forced. He said however that they did appreciate the opportunity and would have continued the discussion longer if time allowed.

Freytag said it was intentional in separating faculty and classified in the breakout groups as it was felt that might help people open up a little more. He said also that faculty were assigned to breakout groups where their dean would not be a facilitator for the same reason.

Koblik said this was not our most successful Flex overall. She said there were too many workshops, too many overlapping workshops, and too many long workshops. She said we need to organize the scheduling better next time. Perhaps giving blocks of time that all workshops have to fit in to, and limiting the number of workshops.

Kiely said he was in Harpers breakout group and what surprised him was hearing the number of faculty and staff that are often afraid to come to work. He added that he did not think separating classified and faculty was the best way to go as he thinks we should all be in this together.

Smiley-Ratchford said there is some questions about what will happen with the task force now. There is continuing work to do and that group should continue to function for a while. Niyogi said Harper is contracted to work with us for two years and he could help us to form the task force into an ongoing work group.

Freytag said this topic will be on future agendas to continue the conversations and asked the Council to think about what next steps we should take.

Kiely commented that anti-Semitism. was not part of any discussion.

Sefer commented that we only talked about race when there are many other marginalized groups. Smiley-Ratchford responded that it has been agreed to focus on the recent targets of the racist graffiti for now and broaden our discussions as we move forward.

7. eLUMEN

Kim Schenk and Claudia Hein explained that for several years we have had a homegrown program and the other two colleges used their own programs. It was decided to have a district-wide system and eLumen was selected. There have been some issues with it not being as seamless as they sold it so it has taken a lot of time to figure it out and work on fixes. But eLumen has been helpful in working with us to come up with the fixes.

Schenk and Hein shared the timeline for the implementation for eLumen. This fall the Curriculum software will be implemented. At this time the Course outlines on the web are aligned with the 2019-20 catalog. Faculty should access their SLOs there for syllabi, and the WCS is still available and contains all curriculum actions through Spring 2019 – this information is being moved to the eLumen system. The Goal is to have all the curriculum moved by September 20. A FLEX training was held that was targeted to the Curriculum Committee members, but all were welcome. There are three divisions with Title 5 deadlines this fall: Biological Science, Social Sciences, and AFA. Title 5 rewrites will be completed during tech review. Tech reviews will be scheduled starting September 25, Wed/Thurs/Fri through October 25th. A Google spreadsheet is being developed so that all the re-writes can be scheduled in. Any new courses will be entered with assistance, scheduled at times other than Tech Review.

Hein said even though they ran into some glitches over the summer they are working to meet the original implementation schedule. She added that when it is done, faculty will be able to work in the program from off campus. Schenk and Hein explained we are implementing the modules one at a time starting with curriculum. Then the SLO module will be implemented in Fall 2020, and then the Program Review module in Fall 2021.

But if things go smoothly the schedule could be accelerated. They asked to have feedback forwarded to them as we move forward.

8. SENATE GOALS

Freytag asked Council to divide up into groups of 2-3 for 5 minutes to discuss goals for the senate this year. Council then came back together to report out on their conversations and look for any themes that come out.

Canada said her group would really like to see the work of the Racial Justice Task Force continued with a focus on African Americans at this time. She added that the Governing Board pays attention to what the senates are focusing on at any given time and what we did for convocation was a powerful way to show them that this is our focus now.

Petersen said San Ramon wants to keep emphasizing that we are two campuses, one college and to not get left out of discussions.

Seefer said she would like the Senate to work with the Student Life Office to make processes for student clubs easier for students and advisors. The processes they have now are convoluted and prohibitive.

Denning said there is a lot of anxiety around the new state funding model and would like to see many efforts to help us understand and prepare for it. Denning added that for the whole college, we also need to encourage and facilitate collaboration.

Taugher said she heard from two of her constituents and they are concerned with the lack of spaces in their area for students and faculty to gather. Taugher said these spaces are vital to student success.

Freytag asked Council what they think our next steps should be.

Niyogi suggested putting out a statement in support of continuing the work of the Racial Justice Task Force.

Moe asked if we are talking about goals or agenda items. Freytag asked if we want to have stated goals or just keep these themes in mind as we work through the year. He said he, Moe and Smiley-Ratchford will meet and come back with some suggestions.

9. ZERO COST TEXTS AND NEW CANVAS SUPPORT MATERIALS

Kat King reviewed information about the process so far for adopting the Zero Textbook Cost Badge. She explained the language for the badges was not clear when a text can be obtained for free but there are charges for other course materials as well as other variations of some free and some costs for a particular course. She reviewed the language that we have now for clarification on what costs there are for a course. She then presented some alternative language that would further clarify what each badge means. The language would vary slightly on paper to online. She said they are looking for feedback and guidance from the Senate. She explained that they have discussed adding another badge to be sure to cover all situations but they are not sure there is enough bandwidth to add another badge.

Koblik asked if they have tested the language on students to get their feedback on how they understand it. She said she would be willing to ask her classes. King agreed that is a good idea and encouraged other faculty to do the same and forward that feedback to them.

King said they are working to have this done to go out with the Spring schedule and should have it done by mid-October.

Freytag said they need to be sure to send the language out to all divisions for discussion and perhaps do a student survey.

Anne Kingsley reviewed the new web page for Canvas. She said the “finish faster” option that will allow students to enroll in OEI courses if they cannot get into them here is not tied in yet.

Kingsley showed Council some of the student support pages that can be tied into Canvas classes to help students with a variety of support resources. And faculty can expand on these pages if they want to.

Seefer said before when you clicked on Canvas it took you directly to the page but now with the extra step that requires them to choose the canvas page or the fast finish button could be confusing. She said it needs to be made clear to students how to enter Canvas and not try to link to something that does not yet exist. Seefer said also she does not understand why there is a button on the page for Insite.

Taughter commented that the title of Online Education on the page could confuse students who are in face-to-face classes that use a Canvas component.

10. STUDENT SUCCESS IN 60 SECONDS PROPOSAL

Becky Opsata said she has been thinking about a way to get information to students in a timely manner on topics from deadlines, late start classes, counseling, tutoring and other available student services and other information that is helpful for students to succeed. She came up with a proposal she is calling 60 seconds to success. In her proposal, a statement on one of these types of topics would be sent out to all faculty that they can choose to read to their classes. The statements would be designed to be delivered in under 60 seconds. Smiley-Ratchford suggested getting them up on the screens around campus also.

11. VPI REPORT

No report. Gutierrez was not present.

12. AS PRESIDENT’S REPORT

Freytag said he is still looking for 2-3 faculty for the Program Review Task Force.

Freytag distributed the resolution on being an inclusive college and reminded faculty to keep it in mind when writing their syllabi and designing curriculum as well as how they conduct their classes.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

