

**ACADEMIC SENATE COUNCIL MEETING****October 23, 2018****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), Patrick Moe (Corresponding Secretary), Kris Koblik (Professional Development), Carolyn Seefer (Business), René Sporer (SRC) Joann Denning (CE), Daniel Kiely (Library), Lisa Smiley-Ratchford (Social Sciences), Yvonne Canada (Counseling), Kimberley Taugher (Biology/ Health Sciences), Craig Gerken (Physical Sciences) Anthony Gonzales (English), Jane Fisher (Applied and Fine Arts),

**ABSENT:** Heidi Gentry-Kolen (Math), Theresa Flores-Lowery (Kinesiology)

**GUESTS:** Beth Hauscarriague, Percy Roper, Mario Tejada, Christie Harrington-Tsai

**1. APPROVAL OF AGENDA OF OCTOBER 23, 2018 AND MINUTES OF OCTOBER 16, 2018.**

**It was MSC to approve the agenda of October 23, 2018 as amended to postpone the VPI report. The following members all voted aye: Freytag, Moe, Taugher, Seefer, Kiely, Smiley-Ratchford, Sporer, Denning, Canada, Gerken, Fisher, and Gonzales voted aye. No nays. No abstentions. Approved.**

**It was MSC to approve the minutes of October 16, 2018 with corrections. The following members all voted aye: Freytag, Moe, Taugher, Seefer, Kiely, Smiley-Ratchford, Denning, Sporer, Canada, Gerken, Fisher, and Gonzales voted aye. No nays. No abstentions. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Taugher said about a year ago media boxes were installed in half of the classrooms in the LHS. She had assumed they would be installed in the rest of the classrooms at some point. But her lab coordinator told her that IT had said that was not going to happen. She said this is causing a lot of issues. In the rooms with the media boxes, Macs can't hook up to the new microscope cameras. Also all the cordage is runs through the document cameras and that has caused connection issues. She said they have asked IT through SysAid but they have not received any response or confirmation that their requests have been received. Freytag said Joe Gorga has been working on this issue and hopefully will find a resolution. Taugher said she will compile a list of the specific rooms that have these issues.

Canada said the Career day with representatives from 80 HBCUs was a great success. She said about 100 students came. Many of the Year Up students came early to proactive their networking skills with the presenters. She thanked all the faculty and managers that helped coordinate the event.

Smiley-Ratchford said it is the time of year for student progress reports. She would like to see them done online. The paper copies often get misdirected and they are also vulnerable to being altered.

Seefor said that census rosters should also be submitted electronically. It is too easy to make mistakes on the paper one. She had a student who dropped her class after the census date. Because the student still showed on her census roster, she put the date the student dropped the class in the drop column. She was told she had to come to A&R to change the date because the date she used, which was the accurate date, was after the census date. She made a special trip to campus to do this, and was told to change the date to the census date and initial it. The following week she was told she had to come back to A&R again because the date had to be before the census date. When she explained that the student dropped the class herself after the census date, she was told she instead needed to come back to cross off the date entirely and initial it. She noted both times that she wasn't alone in making mistakes on these rosters; A&R had a huge folder filled with other census rosters that needed corrections. This is all a terrible waste of faculty time. Seefor has requested that instructions be added to tell faculty how to handle students who drop the class themselves after the census date, but still appear on the census roster.

Moe said leave request forms are still done on carbon paper! He said he was told that is because that is the way we have always done it. Kiely said Satish Warrior said the goal is to go paperless as much as possible and they are working on that.

Sporer said A&R are doing beta testing for the degree audit requests. She said the test is open for 15 days to apply for an audit but there are a lot of bugs. She said some did it on paper and are listed online and some were done online and listed as being on paper. She said there is also incorrect coding. She said she was told they started this conversion about 4-5 years ago and colleague was supposed to come out with a program for this. However, they never did and now a conversion is about 5 years down the road.

#### **4. ANNOUNCEMENTS**

McBrien announced the State Chancellors visit that was scheduled on October 31 at CCC has been cancelled and will be rescheduled sometime in the future.

Canada said since the Chancellor's visit is cancelled, people can instead attend the Transfer Fair: Transfer Application Lab on October 31 from 3:00 pm to 4:00 pm in the Hospitality Studies and Food Court.

#### **5. APPOINTMENTS**

##### **Program Review Committee**

Glenn Scott

**It was MSC to approve the appointments listed above. The following members all voted aye: Freytag, Moe, Taugher, Kiely, Smiley-Ratchford, Sporer, Denning, Canada, Gerken, Fisher, and Gonzales voted aye. No nays. No abstentions. Approved.**

#### **6. IT SERVICE AGREEMENT**

Kiely shared the IT Service Level Agreement with Council. He said the IT Committee is working on updating the document. He told Council it is important to look at the priority levels listed on page 3 and give feedback on those.

Kiely said they have also been looking at computer replacement cycles, what defines a "new" computer, and administrative right.

#### **7. CARE TEAM PRESENTATION**

Beth Hauscarriague and Christie Harrington-Tsai presented information and updates on the CARE Team. They distributed information on the categories of referrals they have received in 2017-2018 and Fall 2018 so far. The categories include Mental health, academic concerns, social adjustment issues, housing issues, suicidal or homicidal ideations, violence or threat of harm, and other.

The CARE Team meets every Friday and reviews the referrals they have received over the previous week and makes recommendations for a course of action on each referral. The CARE team also has been doing research on how to best get information about the program to students. The team has expanded its membership this year to include a broader perspective from various college programs and departments.

Hauscarriague said they have been working to get information to both employees and students about what happens when a referral is filed. She said often students feel it is some sort of reprimand or punishment. She suggested faculty call it a referral and not a report.

She added that faculty can walk a student over to Counseling if they feel they need immediate help. They still ask faculty to fill out a form so that if a student does not mention something to the counselor that they told the faculty member such as suicidal thoughts.

McBrien asked if we can still refer students to county services even though we lost the referral person assigned to us from the county. Hauscarriague said we can and she has been in touch with the county to express our desire to have someone in this position. She explained the County has what they call a Global Response team that will go to people's homes that we can request if we feel they are needed. The county is looking into making this service 24/7.

Hauscarriague explained the difference between a conduct report and a CARE referral. She said a conduct report is filed they will review it to see if it is something the CARE team could address.

Hauscarriague said at this time student cannot self-refer but they are working to set that up.

Koblik requested they add a clarification of what defines a threat of violence – is the student threatened or have they threatened someone. She said also when they set up the self-referral, students will be able to refer other students.

Taughner said the number of referrals for mental health on their report is concerning. She asked if this is a normal number for these. Hauscarriague said they knew before CARE there was a lot of need for mental health support. Now that they are tracking actual numbers, they are working with JFK to get more interns on campus. She said also a full-time staff person has been hired to help coordinate referrals.

Freytag asked about faculty being informed about the number of DSS students in their classes. He knows of some instructors that have had a high percentage of students in a class being DSS. Hauscarriague said that is something to address but that is a topic for a different discussion.

McBrien suggested creating an emergency response packet for students. Beth-it would be good to have an emergency response packet for students.

Seefer asked if a student is informed on who referred them to CARE. Hauscarriague said they recommend faculty inform students there are resources on campus.

Seefer said she is concerned with the language for DSS referrals. She said faculty cannot make accommodations without a referral from DSS. Koblik found language in our policies that address Seefer's concerns with DSS referrals.

Canada said we have many students on medications or who need medication but do not have insurance coverage and asked what we can do for those students. Hauscarriague said they can refer them to the county for health care. She added that we have a homeless population on campus. She said some are student and some are not. But they often have mental health issues that we try to assist.

Taughner asked if it is ever required to make a referral. Hauscarriague said when in doubt, you can make a conduct report and the CARE team can assess it for services that may be needed. McBrien said she will bring this up at the Deans and Chairs meeting to make sure this is clear.

## **8. TIMELINE FOR ADOPTING NEW ROSTERS**

Mario Tejada is working as a beta tester for the new online rosters program. He said the interface and backend performance is better than what we currently have. He said also they are expanding the email function including the ability to export rosters to Excel.

Tejada explained how the add codes work in the online rosters and said it is much easier and efficient. An add code can be rescinded too if needed.

Council viewed a couple YouTube videos Tejada created for faculty on how to administer add codes, and one for students on how to get add codes.

McBrien polled Council when they think we should start full implementation of the online rosters. Council agreed to start it in the spring ASAP. Tejada said he will make a presentation at the deans and division chairs meeting.

**It was MSC to endorse the new online rosters implementation in Spring 2019. The following members all voted aye: Freytag, Moe, Taugher, Kiely, Smiley-Ratchford, Sporer, Denning, Canada, Gerken, Fisher, and Gonzales voted aye. No nays. No abstentions. Approved.**

## 9. GUIDED PATHWAYS

Koblik said there are a lot of legislative requirements coming out about our curriculum and pathways is sort of a nudge from the state to work on making it easier for students to navigate. She said also, there is some legislation that are being wielded as sticks to ensure we do what is needed such as AB 705. She said AB 705 is clearly part of planning pathways so they have had to pivot from some of the planning that has already been done. As a result, they need to revise their work plan. She said they should receive information from RPEC at the beginning of November to help with revisions. We also need to tie pathways to our Educational Master Plan.

Koblik said we have strong values for curriculum breadth and she has concerns AB 705 and the new budgeting formula may disincentives us from providing support for students that come in at low levels of math and English. However, we do have a strong value of equity of access and this trifecta is a place to really set our strong values.

Freytag reminded Council the language in AB 705 says we need to “maximize the probability of passing transfer level math and English in one year”. So we are not talking about slashing our pre-transfer classes and we need to keep in mind to serve all of our students no matter what the funding formula encourages. McBrien said a group met about AB 705 a couple of weeks ago to talk about a January all college day to address the trifecta.

Canada commented that the first time free program does not work for all of our students and we need to keep our values no matter what happens with our budget.

Gonzales commented that AB 705 does not require we eliminate pre-transfer classes but this creates an incentive for students with the highest needs to not show up. This is how charter schools increase their numbers. Koblik added that in K-12 merit based funding, it discourages teachers and schools from wanting to teach those lower level courses. Canada said also an “A” in one school district is not always the awarded with the same rigor and standards as others, so a student that comes to us with an “A” may actually be at a different level than a student with an “A” from a different school or district.

Gonzales said now with using multiple measures and not accuplacement, there is no data to track.

Moe asked if there is there data about students who don’t succeed in math and English who don’t come back. Gonzales said it’s too soon to have a lot of data. He added that a student who shows up day one and decides they cannot succeed and leaves are not counted in the data.

Koblik said there is data that show that students that are placed way below transfer level are not very successful so there is some merit to AB 705.

Sporer said there are students that under-place themselves, but we need to encourage them to take the classes they are actually ready for. However, students at the higher levels usually register earlier and fill up the spaces in those classes. She said we have to be proactive in getting students into the classes they are actually ready for.

Canada said she is concerned that some students just won’t take math if they cannot take the level they think they are on. She said she can’t encourage a student to take a higher level if they don’t feel ready.

Sporer said this is where we need to market our co-req classes.

Needham said math has decided they are not going to offer non-accelerated classes in the fall to help encourage students to take transfer level classes in their first semester.

## **10. VPI REPORT**

Postponed

## **11. COLLEGE COUNCIL UPDATE**

Postponed

## **12. AS PRESIDENT'S REPORT**

McBrien said she will be inviting English faculty to future meetings on a regular basis to come to senate to continue discussing issues related to AB 705.

McBrien said to make sure to get the word out to look for email from Greg Stoup about the meetings for discussions about values for the District Strategic Plan. She said there will also be a faculty survey for those that cannot make the meetings. She said the Chancellor realizes each college has their own values depending on the populations they serve but he also wants to have strong values across the district.

## **13. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*