



**ACADEMIC SENATE COUNCIL MEETING
FEBRUARY 2, 2016
APPROVED**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Faculty 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), Katrina Keating (Rep-at-large), Peter Churchill (Corresponding Secretary), Cheryl Carter (Counseling), Patrick Moe (Applied and Fine Arts), Carolyn Seefer (Business), James Magee (Math/Computer Science), Buzz Holt (Social Sciences Theresa Flores-Lowery (Kinesiology), Marva DeLoach (Library), Barbara Hewitt (Biology/ Health Sciences), David Vela (English), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty), Muhammed Gheith (Part-time Faculty)

ABSENT: none

GUESTS: Peter Garcia, Rachel Westlake, Ted Wieden

1. APPROVAL OF AGENDA OF FEBRUARY 2, 2016 AND THE MINUTES OF DECEMBER 8, 2015 AND JANUARY 26, 2016.

It was MSC to approve the agenda of February 2, 2016. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Goen-Salter, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

The minutes of December 8, 2015 and January 26, 2016 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

None.

4. APPOINTMENTS

Academic Senate Professional Development Committee

Nicki Diestler –Applied and Fine Arts Co-representative

5. ANNOUNCEMENTS

None.

6. MEASURE E

There was no discussion on the motion regarding the Measure E Program Plan.

The question was called to approve that the Academic Senate endorses the Measure E Program plan as presented 1/20/16 and recommends that program and project-level planning proceed utilizing the following principles:

- 1) To best support student learning, equity, and success, intradepartmental office spaces (full-time and**

adjunct) should be adjacent to, or in as close proximity as possible to, that department's primary teaching spaces.

2) To foster communication and collaboration within each department and best support institutional effectiveness, student learning, equity, and success, intradepartmental faculty offices (full time and adjunct) should be located together in the same building (or in as close proximity to each other as possible).

The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Goen-Salter, Moe, Krivicich, Colber, and Gheith. No nays. Sporer abstained. Approved.

Sporer told President Garcia she still has a lot of questions because SRC is a line item in the plan and that is why she abstained on the motion. She asked Garcia what SRC should expect next. Garcia explained the utilization rates at SRC are not nearly as high as at the Pleasant Hill campus. Sporer said that is maybe what the information they are missing. Garcia said someone will be hired to work on a full plan for SRC. He said they will do project planning the same as each area in PH and they anticipate more square footage at SRC. Sporer said the forum gave them the impression they were getting a new building for the increase in square footage, but now they feel they are just redecorating. She said there seems to be a disconnect in information that came out and what happened. She asked Garcia what she should tell them at SRC about where the decision was made. She said they were told there would be another forum at SRC.

Garcia said he is hearing a deep sense of dissatisfaction but we have had many discussions about what we said we would do with the bond money. He said also, everyone at both campuses is just seeing the proposal so SRC is at the same place in the process as Pleasant Hill. He said PH had to do a plan for geographically where things might go including swing space and SR does not need that.

7. ENROLLMENT MANAGEMENT

Wieden shared a document on enrollment management with Council. He explained it had started out as an Enrollment Management Plan. A template was developed by the chancellor's office for all three colleges. He said we brought in a consultant last year at no charge, and they evaluated things we were doing for enrollment management including our website. They made some recommendations but we were in the middle of accreditation so we did not follow them at the time. When things quieted down, we were told our Enrollment Management Plan was due in December and then it was changed to January and will go to the Governing Board in February. Wieden said it is no longer a plan but a compilation of activities that the college is already undertaking around the area of enrollment management. It targets recruitment, persistence, and completion. Under each of those categories, the activities are divided up into instruction, student services, and administration. Wieden pointed out that for each activity, there is a brief description, whether the activity is existing or new, the timeline, the lead person, references to related DVC Strategic Plan Goals, and District-wide objectives. He said eventually we will add a column for outcomes.

Churchill asked where did the impetus for this come from. Wieden said it came from the district because of concern with declining enrollment.

Sporer said we will be able to see what is working and what is not working and evaluate why.

McBrien asked what the next step is after the Board has seen it. Wieden said he thinks as part of the college's annual report to Board we will report out on the outcomes.

Freytag asked how we will evaluate the activities. Wieden said we will add the outcomes column and look at what outcomes to expect. Then we will have to determine what is measurable in each activity. Wieden pointed out that several activities are listed multiple times in different categories so we will be able to collapse those and evaluate the net effect in all the areas in which those are listed.

Wieden said the CCSSE will be out in the fall and that will help us identify various groups of students such as returning or first semester students. He reminded Council we have 15-20 questions we can add to get the data we need.

Barlow said the English division is going to do a survey with essay questions asking students about their experience in enrolling at DVC and the responses can be used also as data for some of the activities such as First Year Experience.

Carter suggested we use the grid as a template to track when activities take place and their initial impressions of their success.

Wieden said an activity that is not on this list is that the Kinesiology division will be mentoring students to find obstacles to enrollment, registration, etc. He said this came out of College Council and discussions about the

Partnership for student success. Then College Council will work with Kinesiology to evaluate the results and look at the importance of mentors and support relationships between employees and students. McBrien said that SRC enrollment has grown quite a bit and she asked if their activities are identified so we can see what worked for them. Widen said there are specific items listed for SRC. Hewitt suggested we add a list of district activities so we are not duplicating efforts. Wieden said this document is for information only and does not need a senate vote. It has to be at the Board by February 9. But it is a living document that we can adjust as needed. He said College Council will be planning the next forum scheduled on February 10th, and this topic may be on it.

8. VPI REPORT

Westlake said one of the activities on the enrollment management list is to build bridges to us from local adult education programs. She said a lot of money is coming in to implement these efforts and there are some initiatives that have already begun. Westlake said we have a block grant of \$211,388 to fund building the infrastructure to build those pathways. She said part of those funds will cover a liaison position, and also reassign time for faculty on a steering committee. Westlake said we will be building a connection with our curriculum between to make those pathways. She said there will be discussion about how to best do that.

9. PROGRAM REVIEW

Moe commented that the revised annual update process is nowhere as easy or fast as they were told. He said it was only slightly less work than a full Program Review.

Goen-Salter said she felt the same thing and there was a lot of redundancy.

Freytag said he agrees but going forward it will get a lot easier.

McBrien said this is the first time the Program Review group is going to try to rank resource allocation requests from the summary/annual reviews. It will be challenging because there is no data to look at, it is all based on narrative. She said requests are to be tied to the strategic plan but it may not reflect that in the narratives. She suggested the Senate get feedback from the Program Review Group as they begin their rankings. Then if it looks like there needs to be some changes, the task force can reconvene to discuss those. Council agreed.

10. SENATE GOALS

McBrien said she is keeping in mind Moe's request to identify students' areas of study and where they are in their progress. Freytag added that if we can get these reports they should be available to all faculty not just chairs. Carter asked Moe what information is it that he is looking for. Moe said it would help with student success if faculty were aware of their students who are 1 or 2 classes away from a degree and can help steer them in the right direction. He said also departments would be able to guide students to complete their programs.

Sporer said it would help with scheduling by looking the classes students need to finish degrees or certificates and schedule them.

Carter said the degree audit is supposed to fill this need but the problem is our evaluation process is antiquated. We still do audits by hand so it takes longer and then they are not up-to-date. And when students don't see a class listed that they have taken here or elsewhere, they think it has not been accepted.

McBrien said we've been talking for a long time about integrating student services and instruction. She said she has been working on what role the Academic Senate Student Services Committee could play in these efforts. Her idea is to start aligning the Student Services Committee with the work of some of the other committees. She said Garcia had suggested she and Freytag meet with the senior student services managers which they have. She said College Council will be reviewing all the student services area and have them report out what is working and what is not. She said she would like to start with Admissions and Records. Freytag clarified these efforts are not to shine a spotlight on Student Services but to look for ways on how to improve the student experience, the relationship between the classroom and student services; and what can be done differently in the classroom to support student services and student success. McBrien added that it would also help improve communication. She said there are so many things happening it looks like it's piecemeal but there have been a lot of positive changes and this could help communicate those things out so everyone would know all the different things being done for student success. McBrien said Freytag will be walking the Student Services Committee through the principles of redesign and see how it relates to things we could be working on this semester.

11. ACADEMIC SENATE PRESIDENT REPORT

McBrien told Council the Scheduling Committee has met several times this semester and they are working on developing and organizing our academic areas into groupings, or academic clusters, which will be posted on our website. She explained they clustered Instructional programs together under categories of general areas of study, and sub heading of interests that the programs include. She said this project supports our goal #1. Westlake said as part of the process of developing the clusters students will be surveyed about what makes sense to them. She said disciplines can be under more than one category but we should not have too many areas of study under one category.

McBrien told Council to solicit other ideas and strategies we can use. Sporer shared that this is the first semester in many that just the SR schedule was mailed out to households in their area and they have seen a big growth in enrollment. She said also they included on the front of the schedule highlights of efforts that have been successful there.

Churchill commented that he has students that if they have to click a second time to get to information they won't bother.

Colber commented that we have a lot of forms on the website that cannot be edited. Seefer said also, conducting the CTE survey can be challenging because it has to be filled out manually in pencil and students don't carry pencils anymore.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 3:30 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*