

**ACADEMIC SENATE COUNCIL MEETING  
MARCH 1, 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), Cheryl Carter (Counseling), Patrick Moe (Applied and Fine Arts), Theresa Flores-Lowery (Kinesiology), , Barbara Hewitt (Biology/ Health Sciences), James Magee (Math/Computer Science), Buzz Holt (Social Sciences), Heidi Goen-Salter, (English), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty), Muhammed Gheith (Part-time Faculty)

**ABSENT:** Peter Churchill (Corresponding Secretary), Carolyn Seefer (Business), Marva DeLoach (Library), Katrina Keating (Rep-at-large),

**GUESTS:** Rachel Westlake, Andy Barlow, Maria Dorado, Chris Knox, Rick Robison

**1. APPROVAL OF AGENDA OF MARCH 1, 2016 AND THE MINUTES OF MARCH 1, 2016.**

**It was MSC to approve the agenda of March 1, 2016. The following members all voted aye: Freytag, Flores-Lowry, Carter, Hewitt, Magee, Goen-Salter, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.**

**Minutes were not ready for review.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Flores-Lowrey said Chad Wehrmeister gave a 90 minute safety training to the Kinesiology department and she learned a lot of good things to know for emergencies on campus. McBrien said she will find out when training will go college-wide.

Colber said she has had her car has been broken into on campus twice in the last six months. She said she parks in the back of the ATC and the flood lights are not working. When she went to Police Services to report it in the evening, the building was locked and there was no one around. She commented she often sees the police aids talking, napping, and playing games. She has called Police Services for an escort and was told they could not do that.

**4. APPOINTMENTS**

None.

**5. ANNOUNCEMENTS**

Flores-Lowry announced the softball team is 14-1 and plays here today at 3. Women's basketball is in round three of the playoffs. Men's basketball has finished their season. Track and Field took 5<sup>th</sup> in their last tournament and are in another one this Saturday. The baseball team is 8-4.

McBrien reminded everyone the Dinner Theater event is on March 18. The production is “Almost, Maine”. Get your tickets soon.

## **6. RACHEL WESTLAKE VP OF INSTRUCTION**

Westlake reported that we are doing well in enrollment and are up about 5 % She said CCC had a slight increase but they are still below their target.

Westlake said faculty hiring is continuing.

Westlake told Council we will be putting together a Measure E Executive Steering Committee that will be looking at the broader picture such as common needs to be accounted for such as office sizes, and technology. They will also be reviewing programs to start determining their individual needs. Then we will put together the project user groups. Art and Kinesiology will be first.

McBrien asked when the architects will be selected. Westlake said that process is being discussed at this time.

McBrien said her understanding is that the previous buildings that were built did not really involve faculty at this stage but this time they are. The membership of the Steering Committee is still being discussed but they are talking about 2 faculty and 1 classified in addition to managers.

Westlake said changes are happening at DVC and at the district. She explained her assistant Mary Healy retired and Joy Brucelas in in the position as an interim. She said the areas that were working on hiring with Healy will now be working with Mary Long. Also, Kathleen Costa at SRC is retiring as of June 1. She does not know if we will hire an interim dean or a permanent one. And Peter Garcia is retiring at the end of June. We will have an interim president for a year. And Chancellor Benjamin is retiring at the end of June also.

Moe asked if Michael Almaguer will be coming back. Westlake said he has been offered a one year extension of his contract at SF City College.

Westlake told Council the college is working with MDUSD to develop a program that is part of AB 288 for high school students that will be starting fall semester 2016 for 30 eleventh grade students (current 10th graders). The students will take three high school courses taught by MDUSD teachers. They will then take the rest of their courses at DVC with other DVC students, earning both high school and college credit. Students that apply should have a high potential to succeed in college, to take high school classes and other dual credit classes in their junior year on the DVC campus. Westlake said they would like recommendations for which college courses the students should take. Sporer said if we knew what high school classes they will be taking, we could better recommend college classes. Moe said at CCC Middle College they took public speaking and did very well. Two students then went to CCC and joined the debate team, and one student won a national tournament.

Dorado explained Students who apply to the Middle College Program (MCP) must exhibit a high level of maturity and motivation, and be eager for a rigorous academic experience. Applicants to the MCP must also have a history of satisfactory attendance and behavior to qualify for the program and be on track to graduate and completed 110 credits by the end of the 10<sup>th</sup> grade.

Colber said in her experience for the most part, when you put these types of students in the general college population they tend to step up and mature. She said you won't realize there are high school students in your class. And the other college students won't realize it either but it does tend to push the college students to succeed.

McBrien said the space that will be used for the high school classes will not be in our regular classroom spaces but in the old media center.

## **7. WEBSITE UPDATE**

Chris Knox, Rick Robison and marketing office staff gave a PowerPoint presentation on the DVC website projects. The presentation covered the home page project, the department/program project, the academic program category/cluster project, and SEO – writing for the web.

The home page project is to create a more intuitive website for students. Testing includes giving participants a task they want to do on the webpage and are given a prototype of the webpage and they click where they think the information should be located. After reviewing the results, they will make changes and test again. To develop the test, they surveyed over 700 students to find out what they feel should be on the home page. And they reviewed the top Google search form entered into the DVC site. They also reviewed feedback from forums that were held for faculty and staff. Then they reviewed the college's enrollment management priorities.

The presentation included some data that was gathered through the development and testing. The website projects also include creating an intuitive navigation structure for department and program pages. This was also tested by students. So far they have tested about 1400 students.

And then they are working on a website structure that will make it easier for students to explore their interests and find programs that they might want to look into. For this they are doing card sorting tests. Participants organize cards with topics on them into categories that make sense to them.

They are looking at Search Engine Optimization (SEO). Web crawlers are used to search for words and phrases and index them. Then they click through the links and if a crawler cannot link to the page with one click, the page will not be ranked. There are recommendations on how to write a page for the web. There are also recommendations for the voice and tone to use when writing for a website.

Knox said they will be creating a workgroup to help move forward with these projects. An email has gone out to divisions/department deans and chairs for them to request their pages be worked on. They will not all be done at once.

## **8. FEEDBACK ON CC FORUM SUMMARY**

Freytag asked for feedback on the College Council forum where they discussed strategies for recruitment, persistence and completion. He will take any feedback to College Council and report back to Senate.

Sporer said the discussion at the forum was positive and very informational and it felt like framework rather than just an announcement.

McBrien said she and Freytag talked in consultation about the multiple things going on around campus for enrollment management strategies and activities. She and Andy Barlow are part of a workgroup that is working on developing training for addressing equity. She and Freytag will develop a survey for faculty to find out what is being done around campus to increase student success and senate will review results and discuss strategies that could have broader applications at the college. The survey will ask about strategies being used both in and outside of the classroom.

## **9. SCHEDULING COMMITTEE**

McBrien said the Scheduling Committee has met to discuss next year's schedule. She said an email has gone out to department chairs for summer and fall schedules. It said they could add additional courses if their fill ratio is over 60%. She said areas that have fill ratios under 60% and productivity under 16% can ask for additional classes but they have to be a rationale for adding them as opposed to swapping them for an under-filled course. She said productivity is part of the conversation for classes that have low productivity because of a high cap.

Areas are also being reminded to keep an eye on multiple low enrolled sections. She said one of the purposes of the Scheduling Committee is to get departments effective in enrollment management so that we don't have multiple low enrolled sections as long as we are making sure we are serving our students well.

McBrien said they have already added to the schedule. They are still working on questions about some of the courses that have asked to be added. An email will go out tomorrow.

There will also be an email with a list of departments that have said they want to start working on their webpages now. There is room to add a few more to get the process started. The scheduling committee will take a look at the groupings of courses for students' interests will be reviewed at their next meeting and confirm them to bring them back to senate.

## **10. ASC PRESIDENT'S REPORT**

McBrien said at the District Consultation meeting they spent most of the time talking about issues related to equity. She said the Equity Hour work group has said that in addition to creating professional development training for the Equity Hour for adjunct faculty, equity training should be available to all faculty. The work group will vet proposed opportunities and then will come to senate.

McBrien said she met with Library faculty and staff and discussed academic support services they offer that we don't hear much about. She said we are also looking at all students services areas to put together information so that all faculty should be able to answer any question a student asks. She wants to work with Student Services to make sure everyone has access and knows where to find the necessary information.

She and Freytag have talked about prioritizing plans for the senate before President Garcia retires and what we might want to work on while he is still here.

## **11. ADJOURNMENT**

There being no further business the meeting was adjourned at 4:00 p.m.

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*