

**DVC**  
DIABLO VALLEY COLLEGE  
321 Golf Club Road  
Pleasant Hill, CA 94523

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**ACADEMIC SENATE COUNCIL MEETING  
MAY 24, 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:** 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), 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:** Beth McBrien (President), James Magee (Math/Computer Science), Buzz Holt (Social Sciences)

**GUESTS:**

**1. APPROVAL OF AGENDA OF MAY 24, 2016 AND MINUTES OF PREVIOUS MEETINGS.**

**It was MSC to approve the agenda of May 24, 2016. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.**

**It was MSC to approve the minutes of March 29, 2016. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Hewitt said she recently attended an FACCC Technology conference and there were discussions about OER (Open Educational resources). She would like the senate to revisit this topic in light of information she heard at the conference. This could help students save money on textbooks.

Colber said she has students ask her for assistance in finding resources on campus such as DSS, counseling, etc. She said she and many faculty don't have this information. She would like it discussed at a future Senate meeting. Freytag said that sort of information should be included in the Student Services Handbook that is currently under development.

Freytag thanks Council members for serving on the Senate Council this year.

**4. APPOINTMENTS**

**Project Steering Committees**

**Art building** Michele Krup Beth McBrien

**Kinesiology** – Ralph Depew Beth McBrien

## **Website Workgroup**

Troy Bennett  
Mario Tejada  
Maria Dorado  
Beth McBrien

**It was MSC to approve the appointments listed above. The following members all voted aye: Freytag, Keating, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.**

The following non-faculty will also be serving on this committee:

Chrisanne Knox  
Keith Parsons  
Rick Robison

## **5. ANNOUNCEMENTS**

Hewitt reminded Council graduation is this Friday and encouraged everyone to attend. She said it is very gratifying to see our students graduate.

Flores-Lowery said the 16-17 athletic season has concluded.

## **6. SENATE GOALS**

Council reviewed the following 2015-2016 Academic Senate Goals:

The Academic Senate will focus on two primary goals for 2015-2016, in alignment with our Strategic Plan directive, values, and goals:

Goal #1 The Academic Senate will support student success, rates of transfer, degree and certificate achievement, and the equity in those rates.

Goal #2 The Academic Senate will support institutional effectiveness and efficiency by continuing to refine committee membership, charge, and function

Council then reviewed what they accomplished in 2015-2016 towards their goals:

- 1) Conversations to better integrate Instruction/ Student services (Ac. Sen Student services committee).
- 2) Beth worked extensively on Tutoring Coordinator position
- 3) Ac. Sen. worked through the "Canvas" adoption conversation.
- 4) Worked with Program Review committee on proceses and rubrics.
- 5) Equity/Professional Development "TEN" negotiations
- 6) Measure E conversation, approval
- 7) How to determine which students are close to certificates/degrees but don't know about it or who they are. This was Patrick Moe's idea/question (Getting info to Dept. Chairs)  
Freytag commented that Wieden told him 4500 students have been identified with 50 plus units. Freytag said if we can pool and analyze the data it could help us increase our success rates.

Freytag reviewed some other activities that took place that support the goals. The scheduling committee has met with the marketing department to identify clusters of academic programs to help students identify a track for students to pursue a program they are interested in. The Senate had discussions with College Council about the Principles of Redesign. A new Professional Development Plan was approved that includes some reassign time for a coordinator position. Worked with Library Services to increase accessibility to those services. Reviewed senate committee charges and memberships and met with the chairs to discuss what is and what is not working. As a result we re-established and re-envisioned our Student Services Committee and they will now be outcome based. We started developing a resource handbook to help employees refer students to the appropriate services. We reviewed various forms for improvement and efficiency. Although it was not directly a Senate accomplishment but Council discussed the FYE program. Approved development of a summer study abroad program.

Holt commented that this discussion is not to come up with a list but to frame the discussion in the fall.

## **7. VPI REPORT**

Westlake said the faculty hiring has been completed for 27 new positions. She said there were 2 unsuccessful recruitments. One in Computer Science and one in Accounting. She said those will be completed in the fall. She said also 2 counselors were hired and there were 2 unsuccessful counseling recruitments. They will also be done in the fall. She commented that we lost two counselors this year and we now have fewer than 20 counselors. She said there were several areas that hired as many as they lost so their numbers stayed the same. She said they are also working on reassign time for a Professional Development Coordinator.

Westlake said there has been a lot of movement in Developmental Education so the FCS Committee has been working on a plan.

Westlake said many opportunities are opening up for faculty to be in leadership roles.

Westlake reminded Council we have 3 levels of planning for new and remodeled facilities. She said a team was sent to a STEP conference where they discussed facilities planning to enhance learning.

Westlake reported enrollment up by 3.1%. And it is up 2-4% for summer.

## **8. IDENTIFYING PASS/NO PASS STUDENTS**

Bill Oye reported that President Garcia president made a commitment to appointment of two administrators to represent the administration on this issue and he will be the faculty liaison. He will be meeting with them tomorrow.

Oye reviewed he brought his concern to the Senate that towards the end of every semester, he has students fails to appear for the 4<sup>th</sup>, 5<sup>th</sup> or final exam. But if a student is taking a class pass/no pass, in their minds they may think they have accomplished their goal by earning enough points to get a pass. He thinks faculty should know the pass/no pass status of their students because this is a grading decision which is what faculty are responsible for. Also, there is a procedural issue which is as the procedure is currently enacted, faculty are to assign a grade and they are not aware if the student is pass/no pass, essentially the grade assigned has been changed.

Oye said also it concerns him that students sometimes have emergencies come up and if a student has not turned in assignments or completed the tests, faculty should make a good faith effort to reach out to them. If a student disappears and the instructor does not know if they are pass/no pass, they don't know that the student has moved on. If the instructor had this info they could direct their energy on other students that still need to achieve a successful grade.

Oye said we need to explore the rationale for this policy, as it is permissible under federal and state law for faculty to have this information. He said it is about student success and confirming for the instructor their grading is accurate. Oye said the registrars from the three campuses met and agreed to not making the information available and have said they will not change their stance.

Seefer wondered if this violates education code. She said the Business division is not in support of this because they want to treat every student the same.

Sporer said students are not aware their instructors don't have this information.

Freytag said this discussion will come back at a future meeting.

## 9. DISTANCE EDUCATION COMMITTEE REPORT

Mario Tejada shared with Council the latest version of the DE Checklist for online instructors. Becky Opsata reminded Council this will not be used for evaluations. Tejada said also this is a living document so it will evolve.

Tejada told Council we are transitioning to Canvas and scheduling training. He said there is a cash incentive to do the training of 5 hours in the fall and 3 hours in spring at non-instructional rates. The training will be offered through Professional development.

Opsata shared with Council results from her research on training for Distance Education. She sent out the following 6 questions to the CCC DE Coordinators list serve. The information gathered will help inform us as we develop our training.

1. Does your college require training for your Distance Education instructors?
2. If so, is the training done in-house, through an external provider, or by some combination thereof?
3. Do you have a "grandfather clause" for instructors who say that they already have been trained somewhere else or that have been teaching in DE for some period of time?
4. Does your college require any training/orientation for your DE students before they take their first online class?
5. Do you have a DE Strategic Plan? (If so, could you share the link of where it can be found?)
6. Do you have any additional advice or "Heads Up" recommendations?

Rick Robison commented that either Neal Skapura or Jeanette Peavler will sign off when an instructor has completed the training and migrated their course.

## 10. FINANCIAL AID REPORT

Lizette Pointer said the Financial aid office will have extended hours over the summer.

Emily Stone said students will now be able to submit applications as early as October 1, 2016, three months earlier than in previous application cycles when the application was made available January 1st. Also, they will use **earlier income information**. Students will report income from an earlier tax year. On the 2017-2018 FAFSA, students and parents will report 2015 tax information, not 2016 tax information. She said they will also work with students that have had a drastic change in their income.

Stone said there are also changes in applying for BOG fee waivers. Effective Fall 2016, California community college students receiving the Board of Governors (BOG) Fee Waiver must meet minimum academic and progress standards to be eligible for the program. Students must:

- Maintain a cumulative G.P.A. of at least 2.0
- Successfully complete at least 50 percent of all units attempted

If a student is not able to meet any combination of these standards for two consecutive primary terms (fall and spring), it will result in a loss of fee waiver eligibility.

## 11. STEMOTIVATION

Ted Walker shared information on the STEMotivation Programs we have. The programs include MESA, BePals, STEM Pathways, and several outreach efforts at area high schools. He said we are working to build a cultural connection to the high schools. Walker also reviewed the activities these programs presented this year.

He said one thing he has been focusing on is trying to provide support for students that want to be a STEM major and don't get into a 4 year school so they think that precludes them from being a STEM major. Walker said the STEMotivation Program will be doing a Program Review this year which will help to institutionalize the program.

## **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*