

**ACADEMIC SENATE COUNCIL MEETING**  
**MAY 5, 2020**  
**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), Lisa Smiley-Ratchford (Corresponding Secretary), Kris Koblik (Professional Development), Jane Fisher (Applied and Fine Arts), Anthony Gonzales (English), Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Sangha Niyogi (Social Sciences), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Joann Denning (CE), Theresa Flores-Lowery (Kinesiology), Ray Goralka (Biology/Health Sciences) Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty), Alan Haslam (Representative-at-Large)

**ABSENT:**

**GUESTS:** Mary Gutierrez, Susan Lamb, Becky Opsata, Rick Robison, Anne Kingsley, Kat King,

**1. APPROVAL OF AGENDA OF MAY 5, 2020 AND MINUTES OF PREVIOUS MEETINGS.**

**It was MSC to approve the agenda for May 5, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. No abstentions. Approved**

**It was MSC to approve the minutes of April 7, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. No abstentions. Approved**

**2. PUBLIC COMMENT**

Becky Opsata announced that the DVC Foundation is happy to welcome their new Director, Jim Blair. He will be taking over the job this week.

**3. COUNCIL COMMENT**

Moe said the LGBT stakeholders group had their second meeting today. He said the group is having good conversations and that they had hoped to bring proposals to this body and to the College Council and other governing bodies by the end of the semester. However, that now seems unrealistic given how few weeks we have left in the semester and how jam-packed the College Council agendas will be. But he wants to let this Council know that there are great discussions going on and to look for proposals coming from that group in the fall.

Kiely said the library staff are doing research on best practices for reopening the library, which includes disinfecting books, laptops, and calculators that students have checked out.

Kiely said he wants to acknowledge and thank the district, his dean, and the College Administration for flexibility in terms of faculty and staff who do not have childcare. However, he feels that the issue is not being discussed widely and he is wondering how accommodations for childcare will be handled in the fall.

#### 4. ANNOUNCEMENTS

Niyogi reminded Council that we have our final social justice speaker for the semester this Thursday at 11:00. She sent out an email about it earlier in the day. Aguilar Hernandez will do a presentation on ethnic studies. Everyone is welcome and it could be a good last minute extra credit opportunity for students.

Seefer announced marketing instructor, Martha Laham, published her second book called "Made Up". It is about how the beauty industry manipulates consumers, preys on women's insecurities and promotes unattainable beauty standards. It focuses a lot on marketing and how marketing is and can be very manipulative. It will be officially published on September 9th but Barnes and Noble just put it up on their site so you can pre-order it. Seefer said the Business Division is very proud of Laham.

Freytag told Council to hold May 19<sup>th</sup> for a tentative special meeting. He said he has been having conversations about having a celebratory meeting to appreciate some people that have done a lot of work this semester as we make the transition to remote instruction. He said it probably will not be the full 2 hours.

Freytag said the Faculty Leadership Institute is this June and that it will be a virtual event. The Senate can pay the registration fee if anyone is interested in participating.

Freytag offered congratulations to Smiley-Ratchford on her selection as the faculty graduation speaker.

Freytag offered congratulations to Mary Gutierrez on being chosen to participate in the Aspen Rising President's Fellowship.

Freytag congratulated Parkinson on being hired as a full-time instructor in the Biology department. He thanked her for her time serving on the Senate Council as a part-time faculty representative.

Canada asked Council to please share a flyer that went out about online counseling services, and information about health resources for students.

#### 5. APPOINTMENTS

##### **Scholarship Committee**

Ellen Beaulieu (effective Fall '20 semester)

##### **Student Graduation Speaker Selection Committee**

Blake Longfellow

**It was MSC to approve the appointments listed above. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. No abstentions. Approved.**

#### 6. ISER FEEDBACK AND FINAL APPROVAL

Becky Opsata reviewed three additions to the Accreditation Self-Study Report that had been made since the Council last saw it. She said the Improvement Plans are now included in the draft.

The first improvement plan states that we're going to keep moving on implementing ELumen, and when that happens, it should allow us to have more robust evaluations of our general education learning outcomes and our ILOS. That process is already starting now. The second improvement plan is about Classified Manager evaluations. We had already addressed this topic in Standard 3A5. But now we very specifically are saying that we're going to keep working on this, because we've fallen behind. The third improvement plan is for following government standards for transparency that says we're going to keep working on putting our agendas and our minutes on the website. She said some of the committees are good about keeping up with it, but there are some that need to catch up on their posting and keep it up. Opsata said that this applies only to college governance committees. She said that even though it does not apply to senate committees, she encourages the Senate committees to post their agendas and minutes. ASDVC approved this draft last week. Moe said we owe a huge thank you to Becky Opsata and Julie Walters for pulling all this information together and working to make sure the report has a consistent voice.

**It was MSC to approve the final draft of the Accreditation Self Report to move forward through the remainder of the process for submission of the report. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. No abstentions. Approved.**

## **7. TECHNOLOGY MASTER PLAN FEEDBACK AND APPROVAL**

Rick Robison shared a draft of the Technology Master Plan and reviewed a few revisions that were made since the last time the document came to senate. One update is the addition of wording that says our classroom technology standards apply to renovated classrooms as well as new classrooms.

They □□□□□ have included more language in regards to student privacy and security, and security when ordering software and equipment. He said they also added some language about the relationship of IT services and the Technology Committee.

Kiely asked if future purchases of software that students use need to be approved? Robison said it could be part of the process but some software is purchased statewide and out of our control.

Parkinson said she is not sure if an issue she is concerned about falls under the Technology Committee but there have been problems with part-time faculty accessing printers on campus. She said despite requests and plans to get it fixed, to her knowledge, it has never actually been resolved. She said she knows Percy Roper had some plans in place to get wireless access to Conoco printers, but she does not know if the instructions to actually do that were ever sent out before we stopped being on campus. She said she would like to see clear plans to make sure that part time faculty are not affected by increased technology security measures on campus and include in the plan that, when technology changes are made, that part-time faculty are not disproportionately impacted. She said this can also be disruptive to student learning. Freytag commented that this is true for all employees.

Robison said there is language in the plan about improving access to wireless printing, but it does not specifically address part-time faculty. He will add some language to address that.

Freytag said he likes Robison's approach to addressing requests for policy change and we need to be thinking about how not only our students, but also faculty and all of our employees, will be impacted by future technology changes.

Gerken said in his area they don't often need to purchase new software but with going to remote instruction, who knows what their needs may be. So if they decide that they need to have some new software and they only intend for it to be in their area; is there an official process to get that approved or can they just do it if they have the funds. Robison said in the current process, a lot of these requests go through Program Review and all software purchases have to be vetted by Roper. Freytag said the process also helps ensure we are not making redundant software purchases.

There was no further discussion. **It was MSC to approve the proposed Technology Master Plan. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada,**

**Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. No abstentions. Approved.**

## **8. GRADUATION PLANNING UPDATE**

Susan Lamb said we will be using the software Tagboard for graduation. UC Berkeley is also using this software. She said there will be an asynchronous portion where students can upload brief videos that will be incorporated into one video that will be shown during the event. The synchronous portion will use Tagboard where pictures and well wishes can be uploaded and released all at once. She said they decided on Tagboard instead of Zoom because one, it does not have the capacity for an event this size and second, the problems that have come up with Zoom bombing.

Lamb said they are working to finalize the software plan this week and will work with the faculty speaker, Smiley-Ratchford, to video her speech as well as a couple of student speakers. There will be 10-minute clip that students can download and keep. They also are getting their caps mailed to them so they can decorate them and flip their tassels when their certificates and degrees have been awarded by decree. Lamb said she really appreciates all the work various people and groups are doing to celebrate our graduates.

## **9. FEEDBACK AND Q&A ON PREPARATION OF CAMPUS FACILITIES FOR PARTIAL FALL RETURN**

Lamb said they were discussing this issue at Chancellor's Cabinet earlier in the day. She said there are negotiations going on with United Faculty and Local 1 about accommodations in working conditions. Also, there are guidelines coming out from the State Chancellor's office and the Governor's office in addition to the guidelines from our County Health Department.

Lamb said college CEOs from around the Bay Area have been having discussions about this. and the State Chancellor's office has put together a group that includes the State Academic Senate, some of the CEOs, and the State Classified Senate. Those conversations will also inform some of the Community College practices as we go forward. She said even though we have guidelines about things like wearing masks and social distancing, we have individual facility issues that need to be addressed.

Bruenn said she has been getting asked about the Chromebook loaners that have been mentioned at a previous meeting. She said one adjunct responded that she didn't feel that would be adequate for her needs. Bruenn asked if there are other ways faculty can access computers and other kinds of technology if we continue with remote instruction in the fall. Bruenn asked if there will be any help making videos of lectures over the summer, to prepare for the fall.

Lamb said we will see who is teaching in the fall and work with those department chairs and the faculty in those departments.

Canada said in the Counseling lobby and offices it is hard to keep a six-foot distance. She asked if there are any suggestions for how they can adapt in the fall. Lamb said that is part of the negotiations with the unions but we can start looking at different locations and accommodations for ideas.

Gerken said the Chemistry department is excited to have face-to-face labs in the fall but they are just starting to think about how it will work. Lamb said they should start with discussions with their dean and do walk-throughs of their classrooms to help come up with ideas.

Kiely said some faculty are being asked to come back to campus earlier than others. He would like to have conversations about why some and not others are being asked to do this. Lamb said that faculty have various roles and some require them to be on campus to do their job but if they have any particular concerns about their work environment, they should talk to their union. She also said there are issues that are unique to certain areas so you should also work with your departments on what works best for them.

Lamb said she wants every single person that comes back to the campus in the fall to feel safe and to feel like that we've provided them with the tools they need. That means we do need everyone's input and we need everybody working together so that as we're imagining how this might work in the fall that we have some facility accommodations and protocols in place.

## 10. REVIEW OF THE DATA COACHING PROGRAM 2019-2020

Gentry-Kolen and Rene Sporer reviewed for Council what the Data Coaching Program has been doing. They reviewed the goals of the program as approved by the College Council on May 22, 2019. The aim of this program is to build the research and data capacity of the College by providing intensive training to faculty, staff, and managers. As articulated in the college's 2018-2023 Educational Master Plan, we have the goals of being an institution that makes data-driven decisions and of having a culture of learning and continuous improvement. The Data Coaching Program assists in our efforts to meet these goals. Since this is a new program, during the 2019-2020 academic year the participants will help define and refine the program goals.

The data coaching program began in fall 2019 with 13 participants. Faculty were compensated up to \$1,000 in other academic service hours and staff were compensated up to \$1,000 for hours worked outside of their regular hours. Head coaches were compensated up to \$1,500 for their hours. Managers were not compensated for their participation. Funds were paid with Student Equity categorical fund dollars.

During this academic year, they had several training activities for the coaches including two full days of training on August 19 & 20, 2019, and follow-up training during the fall on calculating equity gaps. They served as support during program review validation day in December. And there was a January 21 Flex training with a guest speaker on leading and lagging indicators. Finally, they did some follow-up training in the spring.

Sporer said the coaches recorded 54 individual coaching sessions over the year. Examples of work done in the sessions include discussing getting high school enrollment data for an upcoming K-12 Teacher conference with STEMovation, and determining the best pairing for COMSC 110 for a Fall 2020 FYE. They met to discuss how to capture data to compare the success rates of students taking late-start English course vs. Semester length English courses. They discussed LMI data for new programs as well as about the department's program reviews. They used Tableau to access enrollment data for a Physics 121 non-criteria add request. They reviewed counseling and psychology program review data. They helped the history department with accessing Tableau data. They fielded requests about fill rates specific to both DVC campuses and specific classes. They have worked on new industry partnerships. They provided support for new certificate programs. And they used tableau to support justifications for additional classes in the schedule. In addition to official coaching sessions, the coaches reported that there were many "hallway" conversations and discussions in department and committee meetings where they served as a resource.

When the coaches were asked if being in the program was worth their time they overwhelmingly said yes. Comments include that it helped them generate ideas, learn about resources, and that the program did what it was supposed to do in that it created more data-minded, data-literate people. It is building a base of knowledge at the campus to help people understand how to interpret and use data. It creates a pool of knowledge that allows us to move forward.

They reviewed recommendations for improvements to the program that include longer terms for coaches and to add more levels of coaching such as forming a sub-group that focuses on analyzing data and making charts and graphs and determining the best way to visually represent the data.

Recommendations for improvements to the training include breaking up the two days of training during fall Flex, as it is a lot of information to take in all at once. Also, give periodic homework assignments to help coaches learn from each other. For example, how would they do this report? How would you find X, etc. And more student services content would be good. Having more time to practice the skills would have helped. And allow this year's coaches to attend the trainings again next year to learn more as well as bringing in the 1.0 coaches to talk to the 2.0 coaches during the fall training.

Recommendations for integrating with Program Reviews include having a trained coach working on program reviews. Recommendations for improvements to marketing include clarification of what exactly the coaches do and can do.

Other Ideas include incorporating better follow up with the colleagues who have requested help to make sure they got what they needed. They tried Data Coaching office hours but it failed so that is off the table. They also had suggestions to create a flow chart of "if you have idea, do this, then this". Have the chart include how to find money on campus with branching of needs and paths – for example "if you are working with students, do this" or "with employees, do this" etc. Data coaches should teach some flex activities.

The overall evaluation of 2019-2020 is that the program was successful in meeting its goals as outlined in May 2019. The initial group of coaches found that the program provided valuable professional development for themselves and they reported that their interactions with others while coaching were very positive and helpful for those being coached. If the program continues for fall, the recommendations should be considered. Importantly, all of the coaches found the program useful and recommend that the college continue to support and expand it.

The group has requested financial support for the program for 2020-2021. The Research, Planning, and Evaluation Committee voted to support the continuance of this program and is requesting funding of \$16,000.00 to cover the costs for next year. This is approximately the same amount that was spent this year. \$16,000.00 is enough to support 12 new staff and faculty coaches, two head coaches, and materials for training. Managers are encouraged to participate, but they will not be compensated.

## **11. TRANSFER WEBSITE FOR STUDENTS**

Tina Wade from Counseling said a lot of students have been asking how the shutdown will impact their ability to transfer. Many of those students are taking classes later than they had planned, are not able to take the classes that they wanted to, or they are taking classes pass/no pass this semester. Some have already been accepted to the schools they want to transfer to but now, maybe they have changed their mind. Some are considering deferring or taking an alternate route because they don't want to take online classes. Wade said they are fielding many questions like these in the Career and Transfer Center. So they have developed a FAQ database not only for students, but also for employees to reference when they have questions like these. Wade shared her screen as she logged into the Canvas page for transfer students and pointed out a new section at the top of the page that links to the FAQs. This page is public and accessible to anyone. You can access the page through the DVC transfer page. Wade said the Canvas page for transfer resources now includes updates related to impacts of accommodations during the COVID19 pandemic. Wade said some of the resources include things like a data table from the UC system that has information that is broken down by how it affects students who are transferring in fall 2020 and also future transfer students. Wade said an example of the information included is, if a student is taking a class that is preparation to transfer in their major. Various policies are listed for individual colleges for all the various scenarios students may be dealing with. Wade said most of the information is for students that are currently in the transfer process but there are fewer specifics about how conditions will be impacting future transfer students but they are putting out information they can confirm at this time.

Wade said the information also includes how deferral requests are being handled, and what is happening with housing guarantees for transfer students. There are also links to online orientations for various campuses. There is information from some private colleges too.

Wade said she heard the previous conversation about graduation plans. She said for transfer students that are not receiving a degree or certificate and want to be part of a closing ceremony, the Transfer Center is planning a virtual celebration for those students on May 13. It will include a panel of recently transferred DVC students.

Freytag thanked Wade for her work and presentation and asked if this information has been sent out to students. Wade said she did a mass email to students who have met certain benchmarks. However, she knows not all students may read all their emails so she is asking faculty to please share this information with their students.

## **12. SUSTAINABILITY COMMITTEE RESOLUTION**

David Hagerty said there were no changes to the proposed resolution from the Sustainability committee that the Council saw at a previous meeting.

Gerken asked if we made the commitment that every time we buy a new vehicle because an old one wore out, that they are zero emission, and would that be more or less aggressive than the numbers being proposed.

Hagerty said he suspects they would be more aggressive. The targets came from the state. They're built into

the state resolutions on sustainability. He said a number of the vehicles that we have now are electric already but he does not have specific numbers.

**It was MSC to endorse the Sustainability Committee Resolution. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Haslam, Parkinson, and Bruenn. No nays. Gerken abstained. Approved.**

### **13. CONSIDERATIONS FOR INSTRUCTION VIA SYNCHRONOUS ZOOM**

Hagerty told Council that videos that are posted for DVC activities that are public must be captioned. He said one option is to use Zoom transcripts but those need to be cleaned up before they can go out since the verbiage and punctuation may not be accurately captured. The captions don't need to be perfect but as accurate as possible so it is understandable. Hagerty said the DSS office will make arrangements if a student needs captions during class time but they need to know in advance. Hagerty said he has some concern with funding for these services so he has been looking at outside funding sources.

Gerken asked if he should be telling faculty to expect to spend some time editing captions. Hagerty said faculty need to make sure the editing is done but it does not have to be done by them. He said Gutierrez has been looking at ways we can have some other people assigned to do the editing.

Gentry-Kolen asked if this is required for older videos. Hagerty said if it is part of the curriculum, it needs to be captioned.

### **14. CHECK IN REGARDING ONGOING REMOTE INSTRUCTION/SERVICES AND FALL '20 SEMESTER**

Freytag asked if anyone had any comments about how the ongoing transition is going for both instruction and student services.

Gonzales said wants to emphasize that we need technology and support for all instructors to make this work. Freytag thanked Gonzales for his comment. There were no further comments.

### **15. VPI REPORT**

Gutierrez said she will be hearing by the end of the week about any results from current negotiations to make accommodations for COVID 19 precautions. She will keep everyone informed when she hears any updates. Gutierrez thanked everyone for all they are doing to make this transition work and make our students continue to be supported to succeed in these unusual times.

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

Freytag said he was on a webinar earlier with Area B of our State Academic Senate, which covers much of the Bay Area. He said they had a conversation about fall schedules and the different options that other colleges are considering. He said some colleges are several weeks behind where we are in their planning. One of the themes he heard was there are some areas that are seeing huge increases in demand for certain courses. There are also some areas that are seeing pretty steep enrollment declines. He said the declines are thought to be attributed to students not thinking that the course that they're signing up for will actually be able to be offered in the way that it is being proposed. And he said there are some colleges that are just rolling over their previous fall schedules to completely online. Freytag said he does not think it's wise that we gamble or hope that 100% face to face courses like those offered in fall '19 will be able to be offered face-to-face this this fall. Freytag reminded Council, as he said earlier, to hold Tuesday, May 19 at 2:30 for a special meeting. He said he has been discussing a potential joint meeting between the Academic and Classified Senates to properly say thank you and recognize some folks who have done so much work to help us with the transition.

Freytag said next week's agenda, which had previously been scheduled as the last meeting for the semester, is already quite full so anything that anyone wants to add to that agenda, particularly anything that needs action from us, please let him know.

Freytag thanked everyone for their time today. He thanked our Senate officers Smiley-Ratchford and Moe for their Senate work.

## **17. ADJOURNMENT**

There being no further business the meeting was adjourned at 4:40 p.m.

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

