



**ACADEMIC SENATE COUNCIL MEETING
AUGUST 9, 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), Andy Barlow (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), Buzz Holt (Social Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)
ABSENT: James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), Heidi Goen-Salter (English)
GUESTS: Rachel Westlake, Obed Vazquez, Becky Opsata, Mario Tejada, John Hanecak,

1. APPROVAL OF AGENDA OF AUGUST 9, 2016 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of August 9, 2016. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Holt Hewitt, Moe, Sporer, and Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of April 5, 2016. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

None

4. ANNOUNCEMENTS

Sporer said SRC has new senior dean. She said they like him but it is an adjustment. They also hired a full-time math faculty and a full-time English faculty. And the SRC IT tech, Chris Wilson has retired.

Seefer told Council she will be doing the Study Abroad program in Florence of Spring 17. She met with other faculty from the consortium the previous week. She asked faculty to encourage students to check out the program and come to an informational meeting on The informational meetings are August 22 from 2-3 p.m. in BFL 210 and again on August 23 from 4-5 p.m. in BFL 105.

5. APPOINTMENTS

Program Review Committee

Lisa Drummond, Drama

SLO Committee

Curriculum Committee

Chris Rasmussen AFA

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

6. INTRODUCTIONS/WELCOME BACK

McBrien welcomed back returning Council members and welcomed new Council members. Council members introduced themselves and shared what they did over the summer break.

7. PROGRAM REVIEW

McBrien shared with Council the latest proposed version of the Program Review Outcomes and processes document. She pointed out in the document it now clarifies the role of Academic Senate with regards to academic and professional matters in the process. She said one change in process is the Program Review Committee will bring their reviews to the Academic Senate for review and endorsement of their recommendations. And now instead of being guided by their charge and function, the Program Review Committee will be outcome based to allow for evaluation of the process. An important part of the process that is developing is to separate maintenance of effort items and innovation proposals. There will be a lot of discussion about which is which and how we decide which ones to invest in.

It was MSC to approve the proposed revised Outcomes and Processes Program Review document. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

McBrien then shared the proposed revised Program Review Rubric. She explained the revisions are to make sure the indicators we are using are for student success. She also pointed out that a section was added for the program to justify the cost of their request. She said this needs to be addressed and gave the example of the cost of new theater seats was \$80,000. But they are not just chairs but a fixture. Freytag asked if we should use the terms “justify” and “not justify” on the document instead of “support” Vazquez responded that they will be looking for evidence in the program reviews to justify the cost of their requests. Barlow said he thinks the question and evidence required should be more explicit. McBrien said the purpose of this section is to help small programs get what they need despite their small size. Holt commented that we need definitions on what are major and what are minor impacts. Sporer reminded Council many of these things will get caught in validation.

Hewitt said we need to be more qualitative than quantitative in ranking or we could miss something. She also would like an explanation on why an area received the ranking that it did. McBrien said we could suggest that. Moe commented that this process is always going to be flawed and imperfect but we are working to make it as painless as possible.

It was MSC to approve the proposed revised rubric for Program Review. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, No nays. Colber abstained. Approved.

Barlow commented that the core values piece is problematic because you can't measure it. McBrien suggested it be a “demonstrated commitment”.

8. DISTANCE EDUCATION CHECKLIST

Mario Tejada shared with Council the Distance3 Education Checklist the DE Committee has been developing. He reminded Council he had brought this document to them in the spring and this version includes recommendations from the Council. He pointed out that it now includes a resource page for finding support online.

It was MSC to approve the proposed Distance education Checklist with updates. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

9. ASC 16-17 MEETING SCHEDULE

Council reviewed the proposed Academic Senate Council meeting schedule for 2016-2017.

It was MSC to approve the proposed 2016-2017 ASC meeting schedule. The following members all voted aye: Freytag, Barlow, Churchill, Flores-Lowry, Carter, Seefer, DeLoach, Hewitt, Vela, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

10. VP OF INSTRUCTION REPORT

Westlake reported the Measure E Project Steering Committee (PSC) for the Kinesiology project has chosen and architectural firm, and is working on forming user groups. The PSC for the SRC project will be interviewing architectural firms on Friday. The district facilities team is working on the Request for Qualifications (RFQ) for the Art project – once that goes out and firms submit their qualifications, the PSC for that project will be called together to interview the finalists.

Westlake said we have hired a Senior Dean for the San Ramon Campus, Mike Holtzclaw, coming to us from Ohlone College. He just started on August 1st. And Despina Prapavessi who has been the interim Dean of Math, Computer Science, Business and Culinary, and is now permanent as of July 1st. We also hired Rosa Armendariz from LMC as the Interim Dean of Student Engagement and Equity. Also Laurie Lema has been hired as the Dean of Planning and Research, a newly created position. She will be stepping into some of the work Ted Wieden was doing. Becky Opsata is stepping into the ALO position formerly held by Wieden.

Westlake told Council that although we saw a nice bump (3%) in enrollments for SP16, SU16 was down from the previous year, and FA16 FTES is currently below FA15 levels overall. SRC, however, was up in SU16 and is currently up for FA16. She said a team of 6, including Holly Kresch (Math) and Hideo Nakano (Counseling) attended and Enrollment Management Academy this summer. At the Academy, we were introduced to a new enrollment management tool that can help department chairs, deans, and the Scheduling Committee work together to set FTES targets by department. The spreadsheet will be shared and Deans and Department Chairs and at the next Scheduling Committee meeting.

We successfully hired 29 new faculty this year. We had four unsuccessful processes and will be going out again for them this fall (2 Counselors, 1 Computer Science, 1 Business Accounting). We will have a Box 2A meeting to develop recommendations for FA17 hires by the end of September – a request process should be coming out soon.

Westlake reported that DVC now has a student wellness program. We have partnered with JFK to provide some mental health services. Also we have a hired a Mental Health Counselor in our Counseling department. There is a referral process for the JFK program that will be disseminated to Faculty and staff.

11. AS PRESIDENT'S REPORT

McBrien told Council we are ready to launch the program TEN (Teaching Excellence Network). She said it took a lot of negotiating with the UF since initially this program was supposed to be for part-time faculty but now full-time also can access it. McBrien said more information will coming out soon. There will be trainings scheduled several time to accommodate various schedules.

McBrien said the position of Professional Development Coordinator has been restored and Kris Koblik has been hired for the position. Professional development will participate in the training for TEN. Also, Nexus has now been tied to the Strategic Plan. McBrien thanked Cheryl Wilcox for her work as NEXUS coordinator.

McBrien said there is a feedback survey on the mock-up of the new front webpage b; info is being collected before it goes before it goes “live”.

Also, the lists of course clusters are posted by clicking on the mock-up of the new home page and then clicking on Academic Programs. She said faculty should look at those lists also and forward any feedback they may have.

McBrien said we are now scheduling safety training workshops. One was presented in the Summer and it is being presented again this week in a Flex workshop. More detailed seminars will be scheduled to learn more specifics about safety practices and responses.

McBrien said the new Veteran's Center had a soft opening in the spring and will be having their formal opening soon.

McBrien informed Council, Muhammed Gheith, one of the part-time faculty council representatives cannot serve the second year of his term because of scheduling conflicts. She said the Senate does not have a contingency plan for these situations. She said a few years ago we changed the constitution so the part-time faculty representatives have staggered terms so we don't have two new representatives at the same time and lose the continuity of knowledge.

She said also a couple years ago we decided to hold the part-time representatives elections at the beginning of the fall semester to ensure those running and voting are current part-time instructors.

Holt suggested we have an election for both positions at this time and one will be a one-year term and the other will be a two-year term. McBrien asked if we should do an amendment to the constitution at the same time as this election. She suggested maybe we have one position be a permanent one-year term and the other still a two year term. Freytag pointed that if we had a one year term that would take away the overlap of terms. He said also we need to solidify when the elections take place and put it in writing in the constitution.

McBrien said at this time we will have an election for a one-year term to finish Geith's term; and also have one for a full two-year term. We will come back to this for a broader conversation and revisions to the constitution. Council agreed.

12. ACADEMIC SENATE GOALS

Council reviewed their goals from last year and discussed activities that were done towards their goals. McBrien said out of discussions about Goal #1, President Ted Wieden has asked Robert Burns to work on identifying students who are close to a degree, a certificate, or transferring. She said in relation to Goal #2 we reviewed our committees and made changes to help increase effectiveness and efficiency. She said we are still working on updating the charge and function of the Student Services Committee and the Professional Development committee. She told Council it has been recommended that the co-chairs of the Student Services Committee should be one regular full-time faculty member and the other should be from counseling. Freytag said the College Council worked on their goals at their retreat the previous week. He commented that the College Council goals are very close to ours. McBrien added that they were asked to bring back three things we are doing or could do to work towards College Council's goals. She asked this Council to send her any ideas or suggestions.

McBrien shared with Council a draft of the State of the College Report from College Council. She said this document ties together all the college plans and states where the college is going. The document is not ready for distribution but Freytag will send out the page with the three priorities that were established. He will also send out the evaluation of the work on College Council goals from last year.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*