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**FACULTY SENATE COUNCIL MEETING  
SEPTEMBER 9, 2014  
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:** Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Maria Dorado (Counseling), Catherine Machalinski (Biology and Health Sciences), Peter Churchill (Business), Marva DeLoach (Library), David Vela (English), James Magee (Math/CompSci), Craig Gerken (Physical Science/Engineering), Theresa Flores-Lowry (Kinesiology), Joe Gorga (SRC), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** Hopi Breton (Applied and Fine Arts), Buzz Holt (Social Sciences)

**GUESTS:** Newin Orante, Beth Hauscarriague, Rachel Westlake, Glenn Appell, Donna Wapner

The meeting was called to order at 2:00 p.m.

**1. APPROVAL OF AGENDA OF SEPTEMBER 9, 2014 AND THE MINUTES OF AUGUST 26, 2014.**

**It was MSC to approve the agenda of September 9, 2014. The following members all voted aye: McBrien, Freytag, Churchill, Godinez, DeLoach, Machalinski, Vela, Magee, Gerken, Flores-Lowry, Gorga, Colber. No nays. No abstentions. Approved.**

**It was MSC to approve the minutes of August 26, 2014 with corrections. The following members all voted aye: McBrien, Freytag, Churchill, Godinez, DeLoach, Machalinski, Vela, Magee, Gerken, Flores-Lowry, Gorga, and Colber. No nays. No abstentions. Approved.**

**2. PUBLIC COMMENT**

Glenn Appell said he talked with Lema about the Senate budget and how it is inadequate for all the things we need to do. He said he has heard about discussions by the Senate Council about cutting funding for the part-time representatives and he recommends that they do not do that. He said it is important we cultivate part-time faculty participation in college governance. He said at this time DVC has 500 part-time faculty and 225 full-time faculty.

Donna Wapner told Council the State Academic Senate says there needs to be incentive for part-time faculty to participate in college governance and she recommends that we keep the stipend.

**3. COUNCIL COMMENT**

Machalinski said we need a single page on the website with information for faculty such as who to call when a projector is not working in a classroom, how to contact Police Services, who to call for facilities issues, etc.

McBrien said the link for work orders to Buildings and Grounds has been moved. It can be found if you go in through the Buildings and Grounds department webpage.

**4. ANNOUNCEMENTS**

Machalinski said college-buys.org is for students, faculty and staff to purchase software, technology equipment and more at really good prices.

Dorado announced the DVC Transfer Agreement Guarantee has opened up for applications from September 1 through the 30<sup>th</sup>. We have TAGs to 6 UC colleges.

Lema welcomed David Vela to Council as the English Division representative. Marcia Goodman was not able to continue.

Lema told Council the Dinner Theater is scheduled on Friday, October 24. The dinner will be in the new Norseman and it is the opening night for the production of the Wedding Singer. She urged Council members to attend.

Patton told Council she would like to start the process for selecting the 2015 Faculty Lecturer soon to give the lecturer time to prepare and to secure a date and a venue. She asked Council to start thinking about good candidates.

## 5. APPOINTMENTS

### Budget Committee

Laura Burns, Physical Sciences and Engineering

Brett Peppo, Applied and Fine Arts

### Program Review Task Force (contingent upon approval of taskforce faculty membership increase)

Marina Crouse, IC Co-Chair /AFA Division

James Hoffmann, IC/Biological and Health Sciences

Daniel Kiely, Library and Learning Resources

Maria Dorado, Counseling

Dennis Franco, Counseling

### Grade Appeal 2014-15

Jane Brecha, Math Computer Sciences Division

Craig Gerken, Physical Sciences and Engineering Division

Lee Rode, Social Sciences Division

### Matriculation Committee

Kelvyn Moran, English

Alan Haslam, English

Ted Munoz, Counseling

### Technology Committee

Judy Myers, English

**It was MSC to approve the appointments listed above. The following members all voted aye: McBrien, Freytag, Churchill, Gorga, DeLoach, Machalinski, Vela, Magee, Gerken, Flores-Lowry, and Colber. No nays. No abstentions. Approved.**

## 6. PRESIDENT'S REPORT

Lema explained last year Senate Council approved a charge and membership for the Program Review Task Force. The Task Force met but has not yet completed its work. Lema said the Task Force could use additional members to help complete the work. Lema requested Council make this an emergency item to increase the membership of the task force.

**It was MSC to make this an emergency item. The following members all voted aye: McBrien, Freytag, Churchill, Gorga, DeLoach, Machalinski, Vela, Magee, Gerken, Flores-Lowry, and Colber. No nays. No abstentions. Approved.**

**It was MSC to approve the increased in membership for the Program Review Task Force. The following members all voted aye: McBrien, Freytag, Churchill, Gorga, DeLoach, Machalinski, Vela, Magee, Gerken, Flores-Lowry, and Colber. No nays. No abstentions. Approved.**

Lema shared with Council a proposed charge and membership for a Staffing Plan Task Force. Council was not able to review the document prior to the meeting so Lema will bring it back after they have had a chance to look at it. Gerken commented that he thinks it looks like a “Noah’s Ark” task force. Colber commented that it should have a part-time faculty member on the task force. Machalinski said this group will have some touchy conversations and the members need to have a strong understanding of college-wide needs. Gorga said there should be at least one member from SRC.

Council reviewed a draft form for Faculty Senate committees to report their membership and status including goals. Lema said she would like to add a section that addresses how their work is tied to the college’s strategic goals. Council discussed the need for all the Senate committees to make regular reports. Lema shared the form College Council uses for college committees for their evaluations and pointed out a section that addresses ties to the Strategic Plan. Gerken commented that the beginning sections of the first form are information that is needed at the beginning of the year and the section on goals accomplished is needed at the end of the year. Lema said we want to start putting this information on the web page.

Lema reviewed unfilled openings on Faculty Senate committees and encouraged Senate Council members to forward names to her for those unfilled committee positions.

Lema reviewed a list of activities that are typically sponsored by the Faculty Senate Voluntary Fund including the dinner theaters, the faculty lecture, the Kennedy King Scholarship, and the retirement dinner. She shared information on how much those activities usually cost, how much the fund currently receives per month, and how many people contribute to it. She explained money also goes to the Legal Defense fund. The Legal Defense fund is currently being used to cover the cost of the lawsuit faculty filed over the elimination of Division Chairs. A few years ago the lawyer forgave the balance of our debt to him but we are still making payments to George Turner who loaned a significant amount for the lawsuit. Colber asked if the Voluntary Fund could be used to pay the part-time representatives. Lema explained this fund is not college money.

Lema told Council she discussed with the other district faculty senate presidents payment to their part-time Senate representatives. LMC pays theirs \$500 per semester. CCC does not have any part-time representatives on their Council. She said FSCC has decided that because the Senate budget is in district policy and specifies the funding categories for its use FSCC will bring back the policy through the consultation process. While FSCC appreciates the UFs offer to seek funding for part-time faculty involvement in senate activities, FSCC will have the discussion at District consultation.

Lema reported the Communication Task Force that has been discussed will be charged with working on a review of the DVC web site to maximize it as a communication tool for the college.

## **7. FACULTY SENATE COUNCIL BYLAWS**

This item was postponed due to time constraints. Lema asked Council to please look at the proposed changes and this will be on the next agenda.

## **8. STUDENT PLANS**

Newin Orante updated Council on the status of the Student Equity Plan. He said the state has extended the deadline for the plan to January 1, 2015 because they have added some data on impacted populations that will now have to be addressed in the plan. He said also the allocation was adjusted down just last week so the planned budget we have has to be adjusted. They also issued more guidelines on what the money can and cannot cover so we have to revise some of the uses for the funds that had been included.

Gerken asked about the inclusion of salaries when we are looking at what could potentially be one-time money. Orante said they need to fund some positions to get the plan implemented. He is hoping the funding will continue.

Lema said ASCCC is doing a regional meeting about writing plans in January and discussed with Peter Garcia the possibility of sending some faculty.

Beth Hauscarriague said she did not bring the latest version of the 3SP plan because she is still working on it. She has received a lot of feedback on how to broaden the language to allow more activities that we haven't planned yet. She and Orante will be going to a training next week to learn more about what to include in the plan. She reminded Council the report is due October 17.

Hauscarriague said the budget included in the plan is just a proposal. At the end of the year we will report if we spent our budget as proposed.

Hauscarriague said of the four requirements the plan needs to address, which include orientation, assessment, education plan and follow-up, the college orientation is now implemented online, and our plan for assessment is what we are currently implementing. She said some activities for educational planning and follow-up activities are currently implemented and more activities are being planned. She said to write the plan she used the Matriculation plan that we had started last year and no longer need.

Machalinski commented that the budget seems larger for counseling than instruction. Hauscarriague said she will clarify in the plan that the academic position does not have to be a counselor.

Orante reminded Council at their previous meeting they had discussed creating a funding category for innovations as they arise.

Hauscarriague said they want to add language to show the integration between instruction and student services.

Machalinski clarified what she meant. She said for example, in her area, they are developing ancillary materials to help students get through their programs. She said this is not in coordination with counseling and she wants these types of things to be included. She said if these types of activities were included in the plan, faculty developing them could get paid.

Lema asked what the types of instructional activities can this plan support that are integrated with student services. Orante said when we have identified a population that needs extra support, we then target activities to their needs. He said there is criteria as to what types of activities can be included in the plan implementation. Hauscarriague will send the guidelines to the Senate office for Council. Orante said the 3SP plan for the student Equity Plan will determine what types of activities can be funded.

Dorado said in the meeting Counseling just had, they talked about some examples of how they could work with instruction.

Gorga asked if the funds can be used for tutoring. Hauscarriague said she needs to look at the guidelines more.

Lema commented that it would be good for the Council to see a demonstration of the online orientation.

It was asked why only special populations can get face-to-face orientation. Hauscarriague clarified that they are available to all populations but there are special populations that must have it face-to-face.

Hauscarriague told Council the orientation program is for the whole district but each college can add modules specific to their college. She said each college in the district is paying a share of the online orientation program based on FTES. She said the assessment program is statewide.

Lema said the plan should identify that counselors who are faculty are doing this work. She asked if there is an instructional role in helping students complete their Education Plan. Hauscarriague said they could help in giving advice about their fields of study.

Hauscarriague said under section 5 in the plan it addresses follow-up for at-risk students. She said we don't currently have an early alert for those students but we could develop one.

Hauscarriague said she will send out what she has in the plan so far by Friday for the Council.

Dorado reminded Council this plan has to be written every year but we don't yet know the exact funding number for this year, and we don't know the funding at all for next year.

## **9. INTERIM VICE PRESIDENT OF INSTRUCTION REPORT**

Westlake said she met with deans and chairs to begin the Box 2A process. She said she has sent out a spreadsheet

with all the relevant data and is asking for any corrections that may be needed. She said also a request form for new faculty positions is being developed and should be ready by the end of the month. There will be an allocation for those positions. She also is working on improving our recruitment.

#### **10. INTEGRATION COUNCIL UPDATE**

Gorga asked if the IC rankings are available yet. McBrien said the IC is finalizing them now. She said she will report out at the next Council meeting when she has more information.

McBrien they are working to finalize them right now

#### **11. SENATE GOALS FOR THE YEAR**

Council reviewed an updated draft of the Senate Council's goals for this year. Council said they agree these are the goals they will work on for this year.

#### **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

