



**FACULTY SENATE COUNCIL MEETING
OCTOBER 7, 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), Buzz Holt (Social Sciences), Peter Churchill (Business), Marva DeLoach (Library), David Vela (English), 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), Catherine Machalinski (Biology and Health Sciences)

GUESTS: Nancy Deason, Lupe Dannels, Robert Burns, Katy Agnost, Rachel Westlake

1. APPROVAL OF AGENDA OF OCTOBER 7, 2014 AND THE MINUTES OF SEPTEMBER 30, 2014.

It was MSC to approve the agenda of September 30, 2014. The following members all voted aye: McBrien, Freytag, Dorado, Holt, Churchill, Godinez, DeLoach, Vela, Magee, Gerken, Flores-Lowry, Gorga, Colber. No nays. No abstentions. Approved.

The minutes of September 30, 2014 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Gerken commented that many of his fellow instructors are having a hard time finding parking even during the middle of the day. He said as we encourage more and more students to attend DVC the problem is just going to get worse.

Colber commented that people often use traffic lanes around the campus as drop and pick up spots which can cause unnecessary congestion. She suggested maybe the college have several designated pick and drop off areas.

Flores-Lowry said Kinesiology instructors are increasingly concerned about their safety at night in their area of campus. There have been several alarming incidents recently and there are several female instructors that teach at night.

Churchill said he would like the college to look at the issues around our smoking policy for health and cleanliness reasons. He also would like the college to look at the issue of skateboards and bikes on campus. It is becoming a safety issue. This is the second time he has asked the college to address these issues through the Faculty Senate comment period.

4. ANNOUNCEMENTS

Flores-Lowry announced the women's volleyball team has 8 wins and 2 losses. They have a home game tomorrow night at 6:30.

Flores-Lowry said the soccer team is playing at 3 today so Council members could catch the second half after this

meeting.

Flores-Lowry said the football team has a bye this week.

Lema reminded Council the Dinner Theater is scheduled on October 24. McBrien said it a fun show. It is a stage version of the movie “The Wedding Singer”.

5. APPOINTMENTS

Faculty Senate Distance Education Committee

Binita Sinha

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

6. STUDENT SERVICES

Nancy Deason, Student Services Committee Chair, explained they have a split charge in their committee. Half their meetings are about Student Services issues and the other half of their meeting is with the Matriculation Committee. The Student Services piece of their charge has been discussing students in distress. She said Emily Stone and Beth Hauscarriague have been doing a lot of research. She said this is not about situations like a bomb or an active shooter on campus. They are looking at when individual students express something distressing, maybe in a paper or verbally. The committee is working on a place where a faculty or staff member could go for information to help them handle the situation. Their goal is to have trained counselors, administrators and any other stakeholders that may need to deal with a situation like this.

Deason said the committee has also been discussing changing our smoking policy but they have been told if we change it here, it has to be changed across the district. They are still in discussion about this issue and have been looking at other colleges’ policies. Lema said this topic has recently come up on the State Academic Senate listserv and she would be happy to share the emails with Deason.

Deason said the committee has also had requests to examine moving up the withdrawal date. That would have to be done district-wide and it impacts other things such as financial aid. Lema suggested the committee do some research on what would happen if we did change it by looking at policies and procedures and other colleges.

Deason said the committee has been looking at the Academic Integrity Policy. They have heard anecdotes that cheating is disproportionately committed by international students. So the committee has researched the actual data of incidents of academic integrity violations. They are still working on disaggregating the data to see how this should be addressed. Freytag said he would like the Senate to work with the committee to develop a more comprehensive academic integrity set of standards to let faculty and students know what is expected.

Deason said in their work with the Matriculation Committee they have been looking at implementation of 3SP. One of their projects was to create a tool kit for students. Deason shared what is included in the tool kit on the web. They looked at what is required of students in orientation to develop the tool kit. She said they are now developing a tool kit for faculty to help them assist students with the orientation process. Freytag asked what happens if a student skips steps 1 through 4 and just registers for a class. Deason said they can do that but they get a very low priority registration date which is explained on the web page. Dorado added that students that are just graduating high school and coming here will be blocked from registering until they complete steps 1 thorough 4. She said this is a state mandate but it is linked with our funding if they do or don’t do all the steps. Dorado added that the web page will also be in Spanish.

7. DVC PROCEDURE 4001.07 COURSE UPDATE COMPLIANCE

Lema shared the procedure with track changes that were done by the Curriculum Committee. She said most of the changes were to codify what is already being done.

It was MSC to approve the proposed changes to DVC Procedure 4001.07. The following members all voted aye: McBrien, Freytag, Dorado, Holt, Churchill, Godinez, DeLoach, Vela, Magee, Gerken, Flores-Lowry, Gorga, Colber. No nays. No abstentions. Approved.

Freytag emphasized that all faculty need to be aware of this because if an area doesn't meet the deadlines, it will impact resource allocation for that area.

8. FACULTY SENATE TUTORING ADVISORY COMMITTEE REPORT

Katy Agnost, TAC Chair, shared a PowerPoint update on the work of the TAC. The TAC did a best practices study in 2012. Then they did a College-wide tutoring survey in 2013. And they did a Program Review in 2013. She reviewed highlights of the results from the most recent survey in Spring 2014.

Agnost told Council the first Interdisciplinary 140 course was offered in Fall 2014. It included students from at least 4 tutoring programs and others that are interested in tutoring. EOPS would like all tutors to take this course. She said this Spring they will format the course to best meet the needs of the tutoring centers such as late start or hybrid. She said there is a need for more coordination in offering this course. There will also be a meeting scheduled in late October of the Tutoring Coordinators to discuss training, hiring, recruiting, best practices, data gathering and the website. She hopes to hold two meetings per semester, one during Flex and one mid-semester.

Agnost said the TAC needs more members especially faculty. They also would like to revise their charge to include more tutoring coordinators. She said looking ahead they will need to do SLOs for the INTD course. They also will work further on best practices for data collection, develop a tutoring certificate, offer supplemental instruction, and online tutoring options.

9. PUENTE

Lupe Dannels and Puente faculty were in attendance. Dorado distributed a handout on the current cohorts. Dorado said there are currently two cohorts of Puente students. One is being taught by Lupe Dannels and Patrick Leong. The second cohort is being taught by Maria Dorado and Keri DuLaney-Greger. David Vela will be teaching a cohort in the Spring, which will include Daniel Kiely will be teaching library and research methods. Dannels reviewed the chronology of the Puente program at DVC. She said Puente is an agreement between the University of California and the California Community College system. She explained the phases Puente students move through in the program as outlined on the handout. She said we have been fortunate to have many instructors from different disciplines and areas that have worked in the program.

10. INTERIM VICE PRESIDENT OF INSTRUCTION REPORT

Westlake announced there will be 75% reassign time for a First Year Experience Facilitator (or co-facilitators) beginning in November to plan and develop an FYE program designed to increase student success. Interested faculty are to submit a letter of interest by email by October 15, 2014.

Westlake said the Box 2A committee has finalized their list of positions to recommend to the college president. The information regarding the president's acceptance of those recommendations will be out in the near future.

11. ACKNOWLEDGMENT FOR ROBERT BURNS

Diablo Valley College Faculty Senate Council
Resolution for Robert Burns
October 7, 2014

Whereas, Robert Burns has made significant contributions to the institutional effectiveness of DVC and

Whereas, Robert Burns has the technology expertise to be considered a technology guru and

Whereas, Robert Burns is one of the hardest workers, is always accessible, never lets go of his phone and is available whenever you need him, even if he is on vacation on a beach in Florida and

Whereas, Robert Burns is deeply interested in solving problems with technological solutions that most of us don't think are even possible, let alone resolved within a couple of weeks and

Whereas Robert Burns small smile lets you know that HE knows you have absolutely no idea what he is talking about and

Whereas Robert Burns has saved the day by storing a copy of the WebPR database on a flash drive when it was lost by IT and

Whereas Robert Burns unfailingly responds day and night to calls for assistance with WebSLOs and WebPR and

Whereas, Robert Burns provided technical assistance to the accreditation work by setting up the GoogleDocs for the draft version of the Self Evaluation Report which allowed everyone at DVC to comment online and

Whereas, Robert Burns built a live copy of the instructional and student services SLO outcomes and a copy of the instructional, student services and administration program reviews from the 'U' drive to a shared folder on a cloud-based server for access by the accreditation visiting team and

Whereas, Robert Burns inserted the hyperlinks into the final Self Evaluation Report and built the links between the hyperlinks in the report and the evidence files and

Whereas, Robert Burns developed a web-based version of the Self Evaluation Report complete with hyperlinks to online evidence files and

Whereas, Robert Burns is upbeat and positive and never complains; he just buckles down and gets the job done and

Whereas, Robert Burns work as a department chair, interim executive dean of IT, SLO facilitator, WebSLOs and PR developer and supporter, and accreditation report have been incomparable;

Resolved, That the Diablo Valley College Faculty Senate recognize Robert Burns for his leadership, problem solving skills and technological innovations that have improved the processes at DVC;

Resolved, That the Diablo Valley College Faculty Senate thank Robert Burns for his hard work on the WebSLOs and WebPR and the DVC accreditation Self Evaluation Report; and

Resolved, That the Diablo Valley College Faculty Senate acknowledge how incredibly fortunate we are to have him.

12. INTEGRATION COUNCIL REPORT

McBrien provided an over of the IC report including rationale for recommended resource allocation priorities.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

