

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

**FACULTY SENATE COUNCIL MEETING
NOVEMBER 11, 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), John Freytag (Corresponding Secretary), Catherine Machalinski, Peter Churchill, Maria Dorado, David Vela, Marva DeLoach, Theresa Flores-Lowry, Craig Gerken, Joe Gorga, and Valerie Colber, Hopi Breton, Buzz Holt

ABSENT: Beth McBrien (Vice President), James Magee

GUESTS: Toni Fannin, Glen Appell, Ted Wieden, Tish Young, Andy Barlow, Mark Akiyama, Andy Kivel, Mario Tejada, and Brett Peppo

1. APPROVAL OF AGENDA OF NOVEMBER 11, 2014 AND THE MINUTES OF SEPTEMBER 30, 2014, OCTOBER 7, 2014 AND OCTOBER 28, 2014.

It was MSC to approve the agenda of November 11, 2014. The following members all voted aye: Freytag, Machalinski, Churchill, Dorado, Vela, Breton, Holt, DeLoach, Flores-Lowry, Gerken, Gorga, and Colber. No nays. No abstentions. Approved.

The minutes of September 30, 2014, October 7, 2014 and October 28, 2014 were not ready for review.

1. PUBLIC COMMENT

Toni Fannin said three faculty offices have been broken into three offices since September. Fannin talked with Rachel Westlake and Police Services. She learned one camera is broken and there is a reluctance to use cameras, but Police Services does patrol. Last night a laptop was stolen that was not visible from outside. Police Services patrols found everything was ok at midnight, so the theft occurred between midnight to 8:00 a.m. Fannin asked if there is news of other issues on campus. Even though the Faculty Office Building has English and Social Science faculty, the thefts occurred in English offices only. Lema said to bring the issue to their dean, but if there is a trend, bring it to Faculty Senate.

Fannin reported that someone is sleeping in the Learning Center. On occasion when Police Services unlocks in the morning, someone slips into the building, and when staff comes in they find someone sleeping.

Glen Appell came to talk about the issue of increasing funding for part-time office hours partially with funds from the Student Equity Plan. Appell said it's difficult to advocate for increasing office hours at the District level. Appell said that United Faculty (UF) would like for all part-time faculty office hours to be mandatory. Appell suggested everyone come together to talk about part-time office hours and is taking the concern to District Office today because it is not equitable to have a part-time instructor with so few office hours.

2. COUNCIL COMMENT

Colber said that when D2L is down, the only notification is at a login site which many may not go to. There is no notification from IT staff and faculty never knows the schedule of maintenance, which is not good business procedure.

Gorga said at Parent's Night SRC is promoting marketing two years CSU and UC credits and that people are pleased and surprised to know what the college offers.

3. ANNOUNCEMENTS

Flores-Lowry announced the last two home games for Volleyball. Currently the team has 14 wins, 6 losses. The next home game is Wednesday at 7:00 p.m. There is a basketball game is Friday at 7:00 p.m. Our football team is playing Santa Rosa this Friday at 7:00 p.m. Our football team has 6 wins-3 losses. Basketball has started their season with a couple of losses, but is looking forward to a good season.

Lema introduced Cheryl Haynes who is filling in for Ann Patton to help us catch up on minutes.

Lema announced Valerie Colber's re-election as part-time faculty representative and congratulated her for her ongoing work. Seventy part-time faculty voted out of 700 eligible. Lema said that Faculty Senate will be getting back to By-laws for vacancies for part-time representatives.

Lema announced that the State Chancellor's Office just put out a press release that the transfer degree rate has doubled. In 2012-13 academic year, 5,367 associate degrees that were awarded statewide. Last academic year, 2013-14, that was doubled to 11,673. Out of those almost 12,000 statewide degrees awarded, 6,905 actually transferred to CSU. Gorga asked if that is all we serve. Lema said that the public is challenging us about the numbers, but she was pleased to see the increase. Lema said the numbers are only tracking CSU not UC or transfers to private or out-of-state colleges.

4. APPOINTMENTS

None.

5. MISSION STATEMENT

Tish Young, co-chair of IPC, said IPC is responsible for ensuring the mission statement is reviewed every two years. Mission Statement approval came through Faculty Senate and other governance bodies. It went to the Governing Board in January/February 2013. Now we need to get it to the Board again by mid-winter. The IPC discussed it at a previous meeting. We had a similar conversation that started here and at College Council as well. The Mission Statement needs to be more aligned with our strategic plan. We started with our mission statement and development of the strategic plan followed afterwards. We had crafted the mission statement as a result of the 2010-show cause. The college agreed to maintain the Mission Statement and proceed with writing new strategic plan. Questions came up about the word "passionately" in the Missions Statement came up. Could it say more about equity? It says universities, but it could say colleges and universities. The very last few words are "promotes personal growth and lifelong learning". IPC came to a consensus that the state might not want to pay for that, but it is an important service we provide for the community. Instead of personal growth we might say retraining or continuing education credits. IPC thought we could tweak the Mission Statement, but this isn't the time to do that. The college needs a more thorough conversation. We need to have a new Missions Statement by May 2017. Management Council discussed it and one idea was to stagger our calendar a bit so the Mission Statement and Strategic Plan don't expire at same time. The IPC suggests we rollover our current mission statement for now and update it before the next Strategic Plan is due. We are on this cycle because in our last Accreditation we were told that our mission statement was inadequate since it did not include student learning. Wieden asked if we can we live with the word "passionately" until 2015? Freytag said there's always a reason why we should wait. He does not want to wait two years to change it. Young cautioned that we want to look at it with intention not just to get it done ASAP. We need to look at the interplay with our mission (reason, who & why) and vision (who/where we want to be) and values that we use to get to the mission statement. We need to examine what we say about ourselves.

Machalinski moved to put together a task force beginning January 2015 to look at really revising the mission statement and looking at core values and integrating those together with the Strategic Plan. Motion was seconded.

Machalinski moved to roll the existing mission statement until the next one is approved at the end of fall 2015. Motion was seconded.

Council agreed to hold a vote on the motion to establish a TF before voting on the motion to reaffirm our mission statement to guarantee that it will be worked on within a year's time. Lema asked Young if the IPC could write up a charge for the TF. Young proposed a one-year window of time (by next fall) to complete the Task Force work.

6. INTEGRATION COUNCIL REPORT

Lema told Council the IC Report is on the next College Council agenda. She asked Council to tell her any feedback they would like her to present to CC on the report.

Lema reviewed the narrative of the IC recommendations for Program Review. She pointed out we are doing a more thorough integration of Student Services. It is also important to get IT integrated and have uniform classroom technology.

Lema said #12 under the listed PR general recommendations on safety issues and ADA compliance; we need to be sure we have clear definitions for all programs. Lema also said we need to address the need to have Program Reviews for programs that don't fit in a specific discipline. This would apply to programs like UMOJA, Study Abroad, and PUENTE. Another example is a First-year experience program. How can we integrate these programs to use the Program Review process to access the allocation of resources? Lema asked Council to let her know if there is anything they feel was missed. Such as addressing reassigned time.

The Task Force is looking at getting the Program Review cycle more aligned with the timing and funding of requests.

Machalinski said we have to have some flexibility for emergency needs.

Lema asked Council if they think we should have some standardization on what can and can't be purchased with operational budgets.

7. BUDGET COMMITTEE REPORT

Brett Peppo, Co-Chair Budget Committee said he has been on the Budget Committee for 7 weeks, and chair for 6 weeks. He said the Committee has a big meeting this Friday. They are talking about the IC recommendations for HR, Tech Equipment, and facilities. He said one of their goals is to look at the estimated costs were in the last round of funding and what was the actual cost. Peppo said this round we have \$750,216 available for one-time purchases. He said the Committee has had conversations with the IT committee about a budget for computer refreshment for faculty and staff, and projectors. Software licenses are not included. They have talked about faculty computers be replaced every 5 years, servers and projectors every 7 years. We would need to set aside \$ 2.7M. Colber said computers should be replaced every 3 years. Peppo said if we had a 3 year replacement cycle, it would cost \$4M. Lema said laptops expire more quickly than desktop computers. Peppo said the IT committee recommended the refreshment cycle they are proposing.

Peppo said the next topic the Committee will address is Phase 3 of the budget plan where we review operational budgets. He does not know what form the discussions or actual work will be. Lema said budget process is under the purview of the Senate and suggested a Senate TF be formed to review and make recommendations on operational budgets.

Freytag said he's curious what the standard time is for computer replacements. If a faculty member needs a new computer before the 5 years, they will buy one themselves and then the college IT will not work on it if needed. He thinks this is a way out for the college and he does think that's the best way to serve our faculty. Peppo said if a computer breaks down before 5 years, there is money set aside for purchasing.

Machalinski said Biology has grown by 50% and we really need to focus on the process for opening up the operational budgets for examination.

8. STUDENT EQUITY PLAN

Lema shared with Council a copy of the Student Equity Plan with track changes. She asked Council if they received any feedback on the draft. Colber said she agrees with Appell's comments during public comment about using equity funds for part-time office hours. Machalinski responded that she can't remember when we used something like an equity plan to advocate for union negotiating. If it's not stated in the equity plan, then you can't use the money for that purpose.

The Student Equity Plan writing team that includes Andy Barlow, Mark Akiyama and Sangha Niyogi, said they do not know yet if this is one time money or ongoing. It will depend on how colleges spend the money and then it will be decided. We have to look at how to sustain these activities if we don't get ongoing funds. Barlow said we need

to have a data-driven assessment of the most the effective ways to transform institutions to decide how to spend the money. He said we have a whole range of ideas we put out in this plan. Which ones do we choose is the most effective? If we decide to fund part-time office hours that would be all of the equity money. Final approval is required by the Senate and the UF.

Machalinski said it is hard to make decisions on this funding when we don't know what we need to do to close the equity gap. We should keep as much flexibility as we can in the plan to allow inclusion of ideas that come out as we move along. She said we should look at areas that have bigger equity gaps like biology and math and figure out why. Part of it is to track methodology to see if it actually works.

Council agreed we need to decide what standards we are measuring and what we are measuring them against.

Lema said we need to continue these conversations but we are on a deadline so this will be coming back as an action item. An updated draft will be out by the end of the week.

9. DISTANCE EDUCATION COMMITTEE

Mario Tejada, Co-chair of the DE Committee reviewed how the committee had started out as a task force and became a permanent committee when we realized the ongoing need. He said the committee has evolved and they want to propose a revision of their charge. He said when they were working on the technology piece of accreditation they felt the charge did not reflect what the committee is currently doing. He said they do not deal with technology hardware issues but with pedagogy in online teaching. He said a lot of what they do is data-driven. The recommendations from the committee on changes to the charge include a recommendation under committee membership for a co-chair process. Tejada said he and Lindsey Lang, his co-chair, have developed a method that works even when she took maternity leave. When one will leave first that provides the next person with the knowledge to be chair. It was asked who determines who the DE coordinator is? Lema said it would be the college president.

Freytag said he is concerned about verification for test taking online and asked if we could have a stronger policy. Lema said we can make it as strong as we want to. Policies would come to the Senate from this committee. Lema said this will come back for further discussion and a vote will be scheduled.

10. ADJOURNMENT

Next Meeting: November 18, 2014

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*