



**FACULTY SENATE COUNCIL MEETING
NOVEMBER 18, 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), Catherine Machalinski, Peter Churchill, David Vela, Marva DeLoach, James Magee, Theresa Flores-Lowry, Craig Gerken, Valerie Colber

ABSENT: Hopi Breton, Maria Dorado, Joe Gorga, and Buzz Holt

GUESTS: Mike Chisar, Mark Akiyama, Newin Orante, Andy Barlow, Bret Peppo and Michael Almaguer, and Andy Kivel, Rachel Westlake

1. APPROVAL OF AGENDA OF NOVEMBER 18, 2014 AND THE MINUTES OF SEPTEMBER 30, 2014, OCTOBER 7, 2014, OCTOBER 28, 2014 AND NOVEMBER 1, 2014.

Lema told Council Emily Stone could not be present, so the agenda item for discussion and action on scholarship software from the Student Scholarship Committee will be postponed.

It was MSC to approve the agenda of November 18, 2014 as revised. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Vela, DeLoach, Magee, Flores-Lowry, Gerken, and Colber. No nays. No abstentions. Approved.

The minutes of September 30, 2014, October 7, 2014, October 28, 2014 and November 11, 2014 were not ready for review.

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

Gerken commented on issues related to parking since it is a concern in his division for faculty who teach after 10:00 a.m. Consequently, he requested that Police Services be more responsive to policing at the beginning of the semester and that Senate form a task force to consider parking concerns. Lema responded that she has consulted with DVC's President who said that he will follow up on parking concerns.

3. ANNOUNCEMENTS

Flores-Lowry announced that if our volleyball team wins at American River, they will be in the playoffs. The DVC Football team's Bowl game is Saturday at 7:00 p.m. The DVC Cross Country team has runners who are state championship meet qualifiers. Women's Water Polo team won the state championship. DVC Men's basketball is 28-30 with the next game at home. DVC Women's basketball will be in Ventura over the Thanksgiving weekend.

Lema said that Julie Catalano sent an email about two upcoming sabbatical workshops which included deadline dates for applying as well as information about writing a sabbatical request.

DeLoach commented that the Library has copies of successful sabbatical requests at the Reference Desk.

Rachel Westlake replied to a question about the number of sabbaticals that might be awarded this academic year by saying that she does not know how many slots, but expectations are that the number will be similar to last year.

4. APPOINTMENTS

Scheduling Committee

Shelly Pierson, Kinesiology

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

5. MISSION STATEMENT

Lema clarified that the motion on the floor for Council is to delay consideration of the mission statement until next academic year.

The question was called on the motion to develop a task force beginning January 2015 to look at revising the mission statement.

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

The question was called on the motion to roll over the existing mission statement until the next one is approved at the end of fall 2015.

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

6. CURRICULUM COMMITTEE REPORT

Chisar said that although the Curriculum Committee is busy, but the work is not as difficult as it has been in past semesters. He reported that 450 different course outlines this semester need work and that 20 of 28 transfer degrees have been finalized and available to students. He reported that Kinesiology is establishing a degree program and Spanish and Early Teacher Education are next. He commented that although the problem is not unique to DVC, Math and Computer Science find it difficult to get under 60 units. Chisar pointed out that it is important to have the degree for transfer in Computer Science. A transfer degree requires a different TOP code. He said we have to designate CIDs for all courses and have 160 approved with a handful to complete. Chisar said that AD-T, AA, and Transfer are state-designated degrees with a mandate to have a template for each. CSUs have to accept what we have done, but it's not quite as seamless as hoped. Chisar reported that DVC is second in the state for transfer degrees. He said that Maria Dorado in Counseling facilitates transfer degrees on our campus. Chisar reported that the state does not approve a course if it does not meet the Carnegie calculation that requires hours and units to match.

Vela asked for an explanation of the Carnegie calculation. Chisar explained that one unit must equal 18 in-class hours. Chisar said that unit explanations are required to be published in the catalog to relate courses to content and the three schools in the District are working to meet the requirement. Chisar reported that deans are working to support the state requirement to make it clear if a course is topics or experimental. The traditional course number has been Topics 150, but another number is needed for topics courses. He said that most of the courses referred to as Topics 150 are experimental, not topics. Topics classes do not go to the state for approval.

Lema said that in discussions at the statewide Faculty Senate Plenary, it was openly stated that the Vice-Chancellor's office needs to get serious about hiring more staff to process courses and degrees.

Chisar explained that an experimental course is one that is newly created, changes lab hours, or expected to change content. He said topics courses mean the course topic changes, but the course maintains the same elemental content.

Freytag suggested a screen blurb before students enroll about the amount of required hours outside class.

Machalinski added that lecture requires one to two hours outside-class work while lab hours allow a student to finish everything during the allotted time.

Lema thanked Chisar for his work on the Curriculum Committee and for the progress on course outlines and transfer degrees that are bringing DVC into compliance.

Gerken commented that Chemistry also has a similar difficulty with a five unit course in Organics Chemistry that the state suggests should have four units, but only one college offers a 4-unit course.

Machalinski said that the question is how to offer a degree when transfer institutions require junior class-level courses. Chisar said it's a systemic issue. We may get some help at the state level to get assistance from the CSUs.

7. STUDENT EQUITY PLAN

Lema said College Council passed the Student Equity Plan provisionally. This is the last time it will be at the Senate

Machalinski said that people are really uncomfortable with the equity money being used for part-time office hours.

Akiyama responded that some colleges are not sure what to do with that type of allocation. Lema suggested that it is a topic for a different venue.

Freytag asked if the equalization money goes beyond this academic year. Akiyama replied that it's not in the plan.

Lema suggested digging deeper into the components that are connected to courses and curriculum. What is happening with students at 30 units or beyond and asked what roadblocks are impacting students continuing their education after accumulating 30 units. Freytag suggested that possibly students put off taking hard courses as long as possible. Akiyama responded that the intention of the language is to look at the sequence of courses and how it impacts students who drop out after 30 units. He suggested looking at our systems, work load, etc. to keep the focus on our institution. .

Machalinski said we need further research if we are going to change curriculum. For instance we need to see if it is certain courses that cause the roadblocks.

Barlow said that the English sequence is too long. There is also the impact of students' math readiness.

Rachel Westlake said that the reason for the wording is institutional roadblocks.

Lema said that access is also a roadblock, not just curriculum. Machalinski suggested we crunch the numbers to look at what students don't take.

Barlow suggested changing the wording to "institutional factors that might contribute to it."

It was MSC to approve the Student Equity Plan with the wording change listed above. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Vela, DeLoach, Magee, Flores-Lowry, Gerken and Colber. No Nays. No abstentions. Approved.

Freytag thanked Akiyama, Barlow, and Orante for their work.

Lema raised the question of how the budget process intersects with the Student Equity Plan. Barlow said that the full discussion still needs to take place with a shift in resource allocation to get equity embedded into the budget. He said this rests in how we evaluate programs from the bottom up and that we need a process which is a gap in our planning.

Machalinski asked if this needs division representation. Barlow said that this is a more specialized, college-wide concern.

Lema said the equity lens will filter through all our conversations. As the plan becomes institutionalized, there will be a broad institutional responsibility for equity. The Equity Committee will not have to solely carry the equity work. She asked what the next steps of the Equity Committee will be. Akiyama said that a professional development component will occur and there will be meeting to consider an evaluation process.

Orante said that IC is bringing the equity lens to incorporate equity values campus-wide.

Barlow suggested aligning all the plans with the resource allocation process and to consider overlap. Orante said the Committee is mapping out all plans for intersection.

Lema thanked the Student Equity Committee and said that Council is looking forward to updates.

8. INTERIM VICE PRESIDENT OF INSTRUCTION REPORT

Westlake reported that currently our enrollment is flat. We are below fall 2013. But because DVC is on stability, this year the numbers do not matter. Next year we will not be on stability so we will need to generate as much income as possible with our resources. Westlake said we are now doing more in-reach of existing students and gathering information for flyers with important information for faculty to share with students at enrollment times.

Machalinski questioned why Student Services is developing student handouts when students can't enroll because the online enrollment registration process is broken. She suggested spending \$1M of one-time money to redesign the website to make online registration easy to use. Westlake replied that while many share Machalinski's concerns and we are aware of the problems with online registration. DVC only controls the website; District controls CCCAPPLY and Web Advisor. Machalinski pointed out that in Web Advisor the FAQs do not answer the most frequently asked questions and instructions are inadequate. Lema suggested that the Senate come back to this issue.

Westlake also reported on the Enrollment Management team's high school outreach plan to offer DVC as an appropriate option along with the current options students already receive from 4-year schools by sending appropriate messages to high school juniors and seniors beginning the summer before their junior year. She said timed messages would also be sent to parents.

Flores-Lowry suggested that DVC start reaching out to high school students the summer before sophomore year to include more touch points.

Westlake announced that District is consulting with Comcast's advertising group and DVC representatives met with a marketing group from Comcast to work out an advertising plan that will support each individual college's campaign. She said Comcast's advertising group will send a year-long plan by January 15, 2015, that will include messages for seasonal and other times of the year.

Westlake said that since classes end on the Wednesday before winter break, grades will be due within three days or by the following Monday, December 22, 2015. Westlake pointed out that classes begin early next semester on January 12, 2015.

Freytag said that for any added class, his department needs permanent augmentation because it continues to affect the sciences. They have to repeatedly ask for additional funds to support those classes.

9. PRESIDENT'S REPORT

Lema reported that she attended the Faculty Senate Plenary Session from Thursday, November 14, to Saturday, November 16. She said that the trend is more and more toward developing a system-wide approach as we've seen with transfer degrees and repeatability. She suggested it will be important for faculty to be active at the state level with pilot discussions on repeatability, arts, music, and kinesiology, and that adult education and community colleges are becoming stronger partners. She said Vice-Chancellor Patrick Perry explained student success goals and discussed generating metrics for equity and student services. Lema said that resources from the Plenary presenters are available on the State Senate's website.

10. BUDGET COMMITTEE

Lema said that the budget recommendations will be ready for review by the end of the calendar year.

Peppo, Co-Chair of the Budget Committee briefly reviewed the content of the 2014-2015 Budget Plan. He pointed out that the Integration Council (IC) has recommended the use of one-time funds in 2014-15 to be budgeted to the Equipment category with remaining funds allocated to the IT replacement cycle.

Almaguer explained that the 4% reserve is projected to be used for facilities, safety, and deferred maintenance. He said that the bond measure will cover some costs and not others. Machalinski thanked the IC for the clarity of the deferred maintenance funds spreadsheet.

Almaguer explained that the 4% reserve allocation with 1% minimum was decided upon in the Budget Committee by consensus. The Business manager and college president also agree. The BC accepted the 4% but want to tap into it. Almaguer said that we need to become better at spending operating funds and spend the funds closer to the beginning of the fiscal year. He said some departments/divisions regularly overspend, so unused operating funds from other areas are used to cover those expenses at the end of the fiscal year.

Almaguer said that bathroom repairs are expected this spring 2015. Almaguer explained that for computer replacement, the BC worked closely with IT to determine the funds needed on a yearly basis and found out that some computers are replaced in five years, some in seven. He said that if a computer breaks down in four years that not everyone has to wait. Some will last longer and be replaced in 5-6 years.

Lema asked about the \$57,000 for HR. Almaguer replied that he was disappointed with \$57,000 for HR as one-time funds because if designated funds are not ongoing and a person has been hired based on one-time funding that position is threatened if funding is not renewed.

Lema announced that the finalized budget will go to College Council on December 8, 2014, and asked if Council needs more discussion on the budget at a meeting on November 25 or if members would like to cancel that meeting.

11. PROPOSED CHANGES TO DISTANCE EDUCATION

Kivel agreed to postpone this agenda item.

12. ADJOURNMENT

It was MSC to meet if needed for further discussion of the budget on November 25, 2014. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Vela, DeLoach, Magee, Flores-Lowry, and Gerken, and Colber. No nays. No abstentions. Approved.

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*