



**FACULTY SENATE COUNCIL MEETING
FEBRUARY 10, 2015
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 (Biology/Health Sciences), Maria Dorado (Counseling) James Magee (Math/Computer Science), David Vela (English), Marva DeLoach (Library), Theresa Flores-Lowry (Kinesiology), Craig Gerken (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: Beth McBrien (Vice President), Peter Churchill (Business), Buzz Holt (Social Sciences)

GUESTS: Andy Barlow, Rachel Westlake, Donna Wapner

1. APPROVAL OF AGENDA OF FEBRUARY 10, 2015 AND THE MINUTES OF DECEMBER 9, 2014, JANUARY 27, 2015, AND FEBRUARY 3, 2015.

It was MSC to approve the agenda of February 10, 2015. The following members all voted aye: Dorado, Freytag, Machalinski, Magee, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of December 9, 2014. The following members all voted aye: Dorado, Freytag, Machalinski, Magee, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of February 3, 2015. The following members all voted aye: Dorado, Freytag, Machalinski, Magee, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

The minutes of January 27, 2015 were not available for review.

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

Freytag said faculty concerns about the website have been discussed at several meetings and Chrisanne Knox has been invited to discuss the concerns. He is frustrated that it does not seem that there have been any improvements. Lema said she will be inviting Chrisanne Knox to a meeting soon for updates on what is being done to make the website more user-friendly. She said right now Knox's office is in the middle of hiring a Marketing person.

Freytag said his division has questions about how the money for the 3SP is being allocated. Lema said she will invite Newin Orante and Beth Hauscarriague to a meeting to discuss the 3SP implementation process and progress.

3. ANNOUNCEMENTS

Flores-Lowry told Council her division has hired someone to update their webpage. They had information that was a few years old on several of their pages.

Flores-Lowry announced there is a home softball game today at 3:00pm. The DVC Softball team is undefeated.

Lema reminded Council that applications to teach in the Study Abroad Program are due this Thursday.

Barlow said as we implement our Strategic Plan the state requires us to set benchmarks for student success. We had set benchmarks based on the last 5-7 years of student success data. He said we are now looking again at our benchmarks because in our Strategic Plan we said we are going to increase student success. He said we need to ask what is our capacity now, and how can we gauge it for student success. We also need to look at how we should assess our energy for innovation and how proposals could move us towards improving student success. He said there will be more questions for discussion but we are starting with these. He said the Strategic Planning workgroup will be presenting reports about these questions to the college. Barlow said the workgroup is asking faculty and staff to let them know all the things they are currently doing to increase student success. The workgroup will look for where there might be overlaps or gaps.

Barlow said the Strategic Planning workgroup will also prepare a report on the innovation proposals they receive in the first round. They would like to have this done in March, and conversations about selection will start in April. President Garcia has given examples of where the numbers of student successes don't have to be increased a lot to make an impact. Barlow added that some populations are small so even a small increase would be a high percentage.

4. APPOINTMENTS

None.

5. 16-WEEK CALENDAR

Lema shared with Council a timeline for the Senates at the three colleges to discuss the 16-week semester. She said this timeline applies to the three colleges. Although DVC has had previous discussions about a 16 week semester, LMC and CCC are just starting their conversation. Consequently this timeline is meant to facilitate district conversation amongst faculty.

Lema told Council there is information posted on the UF website for faculty to review about the 16 week semester. Lema highlighted in the timeline that there will be faculty forums comprised of faculty from other colleges that have 16 week semesters. They will be asked to address how the 16 week semester impacted teaching and student success in their disciplines. The UF will film the forums and post them up on the UF website.

Lema said the forums will be scheduled during our Senate Council meetings to ensure we have a broad base of faculty ion attendance. She said the format of the meetings will have to be coordinated with the other colleges to make sure the discussions are aligned. She reminded Council these forums will be designed to learn about other colleges transitions to the 16-week semester and learn from their experiences.

Lema said if the District proceeds with a 16-week semester the earliest it could be implemented is Fall 2016.

Dorado asked if there will be an intersession the first year. Donna Wapner replied that we don't know that yet.

Freytag said it is important Council members remind their divisions we have had extensive discussions before about this and that this decision will not be imposed. Wapner clarified that all three colleges need to support it to move it forward.

Wapner told Council the UF negotiations with the District have begun and the 16-week semester will be a discussion item.

Lema said a decision will be made by the end of the semester. If as a district we agree to proceed with a 16 week semester the request must be approved by the state chancellor's office. We are on a tight timeline. In order to implement a 16-week schedule for fall 2016, the college would have to be approved for that change before we start scheduling for fall 2016 semester classes in January.

Council agreed they will bring their divisions' questions and feedback to the next meeting. Council members should direct their divisions to the information on the UF site so they will have informed discussions.

Lema reminded Council the documents that provide examples of 16 week calendars are not necessarily what we would implement. They are examples of possible models.

Lema said she will discuss with FSCC the decision making process.

Wapner told Council if anyone knows people from other colleges that have a shorter than 18 week semester and would be willing to participate to a forum, let her know.

6. INFORMATIONAL TECHNOLOGY COMMITTEE (IT)

Most Council members said they have not received any feedback on the proposed Service Level IT Agreement. Lema said this will be put back on the next agenda.

Freytag emphasized faculty need to read this and with an instructional lens. Lema added that we need to look at how it will impact us in our work to serve students.

7. FACULTY SENATE BYLAWS

Hard copies of the existing Faculty Senate Bylaws and the bylaws with proposed changes were distributed to Council for comparison. Lema explained the proposed changes update the bylaws. The content has been reorganized for clarity. Lema highlighted some sections that Council should discuss sections whether or not to change such as electronic voting, and changing the name to Academic Senate. She also suggested changing the agenda committee to a workgroup. She also pointed out the section on Disagreements and Resolution with Senate Committees is vague. Lema suggested the Council review the process for breaking ties.

Lema reviewed the section on the Voluntary fund , and the roles of the officers which both have been revised for clarity.

Lema said the section on committees should have general protocol for all Senate committees and references as to where the committee charges and functions can be found. Machalinski said it needs to be clear to the whole college which are Senate committees and which are college committees and how appointments to these committees are determined

Lema told Council to review the proposed changes and send any suggestions for revisions to her.

8. VPI REPORT

Westlake told Council the District has been working with Comcast on advertising. There will be a district-wide campaign and also a campaign for each college. The district-wide campaign will be focusing on numbers. The ads will start with the big numbers; how many students we have, how many programs we have, etc. The numbers will get smaller as they become more focused on the individual student. The last number focuses on the cost of \$45 per unit. The individual college campaigns have not been finalized. The ads will start in March and run for about a year. The ads will be on TV, radio and print. There will also be an internet campaign.

Westlake said the UF and the District agreed to form a Load Task Force to review an extensive survey of all of the courses across the district and determine if the load assigned is appropriate. The task force members from the colleges include the faculty senate presidents, the VPs of Instruction, and a UF representative. At this time they are focusing on the sciences, particularly the transfer courses. The sciences have the most significant issues with loads because of their labs.

Westlake said there have been changes to student access to computers on campus. The computer center has been closed for the semester for construction to make two large classes in the old media center. The large labs will be divided into three to make them more flexible. Because of the remodeling, there are 100 computers that can't be used at this time. Westlake said there are computers available in BFL 13 and in the library commons area. Students may also check out laptops. L 202 can also be used as a computer lab. A list of all available will be out soon.

9. DISTANCE EDUCATION COMMITTEE CHARGE AND MEMBERSHIP AND A SURVEY

Andy Kivel and Mario Tejada distributed copies of a survey the Distance Education Committee would like to send out to faculty.

Colber commented that there have been a lot of problems in D2L and when she calls for help, her requests are ignored. Kivel said she should use the SysAid link to report issues and then there will be a record of her request.

Freytag asked Kivel and Tejada what are they trying to learn through the survey. Tejada said they are looking for what is needed, what are people doing, what would they like training on, etc. He told Council to let them know if there is anything missing from the survey. Kivel added that the survey is anonymous and they want complete honesty.

Dorado said Counseling has been requesting to have a page on Educational Planning with information for students on how to make a plan and how to access it online. Lema said even though that is mostly a student services issue there is an education component the DE Committee can address.

Tejada reviewed with Council the proposed revised charge and membership of the DE Committee.

Machalinski questioned why the charge includes advising faculty on enrollment management strategies when we have an enrollment management committee. She said the perception about the DE Committee is that distance education is the answer to everything. She recommends they have a Luddite on the committee for a non-DE perspective.

Lema said she sees the role of the committee is to advise on retention in distance learning and on the development of the use of distance learning including expanding what is offered in distance education. She said enrollment management is a broader supervision of the total offerings of all courses; distance and face-to-face. Tejada said they focus on quality not quantity of courses. Kivel added that they communicate with the Scheduling Committee to make sure the Distance Education data is on the table for scheduling discussions.

Machalinski suggested the bullet in the charge be re-worded to more closely reflect what they do with enrollment management.

Lema commented that the note at the end of the charge is odd. She said we don't usually include what a committee does not do.

Kivel and Tejada will come back to the Senate Council meeting in two weeks for discussion and feedback.

10. PRESIDENT'S REPORT

This item was postponed due to time constraints.

11. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

