

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

**FACULTY SENATE COUNCIL MEETING
FEBRUARY 24, 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), Beth McBrien (Vice President), Peter Churchill (Business), Theresa Flores-Lowry (Kinesiology), Buzz Holt (Social Sciences), Catherine Machalinski (Biology/ Health Sciences), Maria Dorado (Counseling), David Vela (English), Marva DeLoach (Library), Craig Gerken (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: James Magee (Math/Computer Science)

GUESTS: Rachel Westlake, Andy Kivel, Rick Robison, Dan Kiely, Mario Tejada

1. APPROVAL OF AGENDA OF FEBRUARY 24, 2015 AND THE MINUTES OF JANUARY 27, 2015, AND FEBRUARY 10, 2015.

It was MSC to approve the agenda of February 24, 2015. The following members all voted aye: McBrien, Churchill, Holt, Dorado, Freytag, Machalinski, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of January 27, 2015. The following members all voted aye: McBrien, Churchill, Holt, Dorado, Freytag, Machalinski, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

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

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

Flores Lowry commented that the parking issues on campus are related to student success. Students are often late for classes because they could not find parking.

3. ANNOUNCEMENTS

None.

4. APPOINTMENTS

Student Equity Committee

Sangha Niyogi

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

5. 16-WEEK CALENDAR

Lema told Council that Donna Wapner is working on securing faculty members from other colleges similar in size to come and participate in the forums on the 16-week semester. Lema told Council if they or any of their colleagues have contact with any faculty from similar colleges to let Wapner know.

Lema asked Council for any feedback on the 16-week semester they received from their divisions.

Dorado said Counseling concerns are that they would not know what their weekly schedules would look like. She said now they see 55-65 students per week and wonder if that would be increased. If they have packed schedules it would hinder counseling from participating in governance. She said Counseling want to know if Counselors would be required to be here for intersession. She said they are also concerned about making sure that information on the web and marketing materials are updated in time for registration. She said they want to know and how many weeks the intersession would be and what classes would be offered. Dorado said mostly they had a lot of questions about how their hours would be arranged. She informed Council counseling appointments are usually ½ hour, veterans or financial aid students usually get an hour, and drop-ins get 15 minutes. And lastly, they are concerned that they would need to start a week and a half before the semester and that could create a division between counselors and instructional faculty. Dorado said Counseling wants to hold off on taking a position until after the Forum.

DeLoach said the Library faculty have similar concerns and questions as counseling. They want to make sure they are included in the decision. They are concerned about having enough time in between semesters and session to update computers. Also the Library would probably be required to be open additional hours which would add costs and how would the college cover that additional expense.

Holt said his division is intrigued by the idea and are generally supportive. The only comment they had was that if classes start right after Labor Day, Flex would be before Labor Day. Also classes in the early morning and late afternoon/evening usually have “soft” enrollment. If we pushed the times out even more, what impact would that have.

Gerken said his division is concerned if they can schedule as many classes and sections as needed. A specific concern came from Geology about the use of their dedicated classroom. Are they going to get bumped to schedule other classes in there? They did note that there would be fewer weeks in a semester but they would work more hours per week. He said there was a concern that if classes are longer they would lose the students attention. He said they commented that longer classes would mean fewer classes would be scheduled and that would have an impact on scheduling labs. He said they are also concerned the summer sessions would be too short to do a lot of the lab classes and they wonder if they would be able to schedule some classes longer than the session. Lastly they are concerned classes would be pushed out of regular session into summer and summer classes don't count towards FTEF.

Vela said he heard concerns about how the learning communities will be impacted. He said they do a lot of extracurricular activities and would they still be able to do all of them. Vela said his division is generally supportive. They also said the biggest caveat is basic skills developmental composition classes need a full semester. They can't be done during an intersession.

Machalinski said her division is concerned especially in Biology Major classes about fitting in labs and allowing enough time for students to do their reports or write-ups. Their other concern is with offering a three-week intersession between fall and spring would make it tight to have time to order and replace equipment as needed.

Freytag said his division would not offer lab classes during intersession. They asked if there would still be a dedicated finals week. He said they were generally supportive of the 16-week semester. Freytag said he asked his students about it and they wanted to know how much longer classes would be and would it speed up the pace of instruction and impact testing etc.

Flores-Lowry said her division is generally in favor. She said a classified person in her division said they get a two week winter break and it is a negotiated item. Classified would return on the first day of winter intersession. She said the Dance faculty said acquiring certain dance skills would be harder in 16 weeks. And they can't repeat those courses. Flores-Lowry said the athletics programs would have to start about 3 weeks before the semester starts to

participate in league competitions. She said they are also concerned about facilities issues and load issues. She said her division would not be able to offer much in a three week session.

Sporer said SRC faculty are generally supportive but they have fewer labs so scheduling those would be tight. She said classified said SRC Classified have not been informed of this possible change and they have several concerns. She said their CIS program thinks this would work quite well for them. Sporer said also the way sections are broken up in the math texts works well with this schedule. But they said the sample schedules are not helpful. They want to see our schedule superimposed on a 16 week calendar to be better informed to make a decision.

Colber said part-time faculty are very much in favor of a 16 week semester. They would then be on the same schedule as other schools they may teach at in other districts. They are concerned about office space since many part-timers share offices and tightening up the schedule would cause office hours to overlap more.

Churchill said his division has no concerns or questions about the proposed calendar.

McBrien said there is some concern in her division about scheduling their lab classes but she thinks they can be worked out. She said like the Athletics Programs, they may need to start before the semester actually begins to stay on schedule for their drama productions and concerts.

Machalinski commented that bringing in outside speakers for the forum, is the least important in this process. She said what is needed is a draft schedule. Lema said if this council is ok with not having a forum they can watch the forums at the other two colleges which will be recorded. She asked if DVC would feel out of the loop if the other two colleges have a forum and we don't. Also, she does not want Wapner to do a lot of work if we do not think we need it.

Lema said the physical sciences and counseling have the most concerns and asked if those areas think they need a forum. Dorado commented that it is valuable to see what other colleges have done to help counselors to best advise students. Freytag said it could be done via a video conference and save the money that would have been spent on travel and meals. He said we need to spend the time to develop a weekly and daily calendar to see what it would look like for us.

Machalinski commented the administration should be looking at the impacts and concerns for specific areas.

Lema reminded Council classified concerns are contractual.

Lema reminded Council that faculty will make a recommendation and then the union will negotiate because the calendar is contractual.

Lema said the goal is to make a recommendation by March 24. Council agreed.

Gerken said the questions we would like to ask other colleges could be answered through email.

Machalinski said however we gather information – a forum, a video conference or email – we should give them the questions in advance.

McBrien commented that we need data on the impact on enrollment during the “soft” enrollment times.

6. INFORMATIONAL TECHNOLOGY COMMITTEE

Dan Kiely, IT Committee co-chair told Council he would like to focus on the classroom standards document today. Percy Roper could not attend and Kiely said Roper should be here for the feedback on the SLA.

Kiely said the classroom standards would impact classrooms right away. However they will have to work with the budget committee to purchase what is needed for upgrades. He said they realize there are specific classroom needs for many departments but this document is setting a baseline standard.

Gerken asked what they want to address with these standards. Kiely explained they want to have a standard so faculty can go into any classroom and know how to operate the media equipment. It's also to make all classrooms at least meet the standard so it won't be an issue when classes are scheduled in classrooms that have no or little media equipment.

Sporer commented that at SRC every one of their classrooms has the same setup, but their equipment is 8 years old.

McBrien said this would take these discussions out of program review and will help reduce the IC workload.

Freytag said he hopes it can be worked out to put in place a better way to make our systems secure.

Colber suggested there be a way for instructors to disable the computers in labs. She added that if we had card keys would help with security of equipment.

Kiely told Council the IT Committee has talked about including a panic button for faculty.

Lema noted the document says the standard is for all college employees but she wants it clarified that all employees don't instruct.

Kiely said the Committee is thinking about sending out a survey on the standards. Lema cautioned that it should not get too technical.

Machalinski said she thinks a survey is not needed. She said Council representatives should send this out to their divisions and those that want to comment will. Lema suggested the representatives could ask the questions that would be in a survey.

Lema thanked Kiely for his work on this. The SLA will be on the next agenda.

7. FACULTY SENATE BYLAWS

Lema explained that she and Patton worked on the committee section of the Bylaws just before this meeting. She said they clarified how appointments are made to Senate committees. There is still a little bit more to do on the bylaws. Due to time constraints there was no time for discussion. Lema asked Council to look at the revisions and it will come back on the next agenda for discussion.

8. VPI REPORT

Westlake told Council she and Becky Opsata, Julie Catalano and Newin Orante attended the ASCCC Accreditation Institute. She said much of the focus was on the new standards and what colleges should do to address them in their continuous improvement. There were also discussions on learning outcomes and the differences between the institutional learning outcomes, GE learning outcomes, etc. They were also discussions about Student Learning Outcomes and how to integrate them into evaluation process which is a recommendation to the district from ACCJC. She said they received some new information on institutional standards. She explained the annual report we have to submit has 4 sets of institutional standards. They are course completion rate, numbers of degrees, numbers of certificates, and transfer numbers. She said now recently passed SB 852 requires us to address a broader group of standards. They are student performance and outcomes, accreditation status, and fiscal liability and compliance with state and federal guidelines.

Westlake said the State Chancellor's Office has created an Institutional Effectiveness Division that has developed indicators for the standards that are fairly consistent with what we already are doing. They identified the four standards we have for accreditation and also the completion rate in our scorecard broken out by college prepared, under-prepared, and overall which is the degree certificate, ready for transfer rate. It also includes the remedial rate for moving students through basic skills areas. Westlake said training is scheduled on March 6 and they should get more specifics there. She told Council 3SP funds are dependent on meeting our standards and there will be penalties if they are not met.

Lema said relevant data will be pulled together and brought to the Senate to set reasonable goals.

Westlake told Council the proposed budgets for 3SP and Equity for next year has significant increases. She said so far 3SP has been focused on Student Services but there may be areas in instruction that could be part of 3SP, like assessment. She said she has talked to Orante and Hauscarriague about scheduling a workshop for faculty on guidelines for use of 3SP funds. She said we also need to think about how equity fits into instruction.

Lema told Council 13 faculty and managers will attend the ASCCC Academic Academy on 3SP and Equity.

9. PRESIDENT'S REPORT

Lema informed Council we need to do an accreditation follow-up report and we will have a visit in October. Ted Wieden is going to pull the Accreditation Advisory Committee together to begin working on the report.

Lema told Council HR Procedure 2030.09 College Division/Department Organization has been placed on the DGC agenda for revisions. She said parts of this procedure falls under faculty roles in governance which is a 10+1 item. Lema said she told DGC this needs to go to Consultation, and she contacted Donna Wapner since most of the language is contractual. Wapner told Lema to write up the language she would like to see and send it to the UF. Lema did so and will bring it back to the next meeting. She said other than the one paragraph that addresses division structure changes, most of the changes were changes to the organization and formatting of the document. She said this procedure potentially impacts committees that have division representation.

Lema told Council IPC is charged to make recommendations for revisions to the college mission statement. There is a timeline for this process but it can wait until the fall. She asked Council if they were in agreement to wait on this process.

DeLoach moved to begin reviewing the Mission Statement in Fall 2015. Machalinski seconded the motion.

Lema told Council the Faculty Lecturer in the past has been selected by an Honors Committee. She asked Council if they think we should have an honors committee for this year's selection even if we only get one nomination. Machalinski said we should wait and see how many nominations we get and then decide. Council agreed.

10. DISTANCE EDUCATION COMMITTEE

Lema shared with Council some proposed revisions she made to the DE Committee charge. She said they were not major changes. She also thinks calling the DE Plan a Strategic plan in the charge confuses it with the College Strategic Plan. They should use another term. The Committee sees their work as planning Distance Education in coordination with the College Strategic Plan goals.

Andy Kivel suggested Lema meet with him and Mario Tejada to go over the changes she made.

Kivel shared a draft survey on Distance Education with Council. He said they are trying to keep it brief with a goal of an honest assessment. The assessment should focus on what they are doing, how they are doing in their online or hybrid teaching around issues such as how they interact with students, and how they deal with accessibility issues. It touches on four areas that they think are linked to ACCJC standards for Distance Education. Lema said the goal should be included in the set up for the survey.

Kivel said they want to know how the Senate feels about the idea for a survey. Council agreed they support a survey. Kivel reviewed the draft questions with Council.

Gerken said many faculty do not know what type of online use defines a hybrid class. Kivel said they can make the survey more explicit in the definition of a hybrid class. He said the second question asks if they use D2L. Gerken said if he said no to the second question, should he complete the survey. Tejada said it is designed so that if you respond no to question 2 it will not allow you to go any further.

Kivel said to send any suggestions to him or Tejada. He will send the link to the Senate Office to send to Council.

11. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*