



**FACULTY SENATE COUNCIL MEETING
FEBRUARY 3, 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), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Catherine Machalinski (Biology/ Health Sciences), Peter Churchill (Business), James Magee (Math/Computer Science), Buzz Holt (Social Sciences), David Vela (English), Marva DeLoach (Library), Theresa Flores-Lowry (Kinesiology), Craig Gerken (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: Maria Dorado (Counseling)

GUESTS: Andy Barlow, Rachel Westlake, Katy Agnost, Shannon Padilla, Percy Roper, Daniel Kiely, Joe Gorga, Raine Dougan, Danielle DeFoe

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

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

The minutes December 9, 2014 and January 27, 2015 were not ready for review.

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

None.

3. ANNOUNCEMENTS

Flores-Lowry announced the following:

Softball game today at 3pm at DVC; they have 2 wins and no losses so far.

Women's basketball has a home game this Friday at 5:30; they are #1 in Nor Cal, #2 in the state, they have 19 wins and 4 losses, and they are undefeated in the league.

Poker Tournament fundraiser is this Saturday; she has raffle tickets for sale.

Lema said the smoking policy is on the Student Services agenda. It has been mentioned several times by Council members.

4. APPOINTMENTS

None.

5. STRATEGIC PLAN REQUEST FOR PROPOSALS (RFP)

Lema said she, Andy Barlow, Peter Garcia, and Ted Wieden have been working on a process for implementation of the strategic plan. She said they have been meeting with college groups that are working on college plans. Those plans are Workforce Development, Staffing, Professional Development, and Developmental Education. They have also met with the Extended Governance Co-chairs which also includes the VPI, the VPSS, and the Classified senate president. They have met with the Student Services managers and this Friday they will be meeting with the Deans and Department Chairs.

Barlow informed Council that questions have come up about whether an employee has to be involved in the work they are proposing in an RFP. The group discussed it and agreed that it is ok to submit one for work in an area other than one's own. Lema said they want to hear good ideas no matter where they come from. Also if they don't get funded in the first round they could possibly be funded later. Barlow added that if an idea is good but does not have a leader, they will find one. He said if people say they don't have time to do this, the question is: Is that because they don't have the support needed? They will be looking at how thoughtful a proposal is. Is there some expertise, and does it take into consideration the impact it will have on other areas? Lema said for example, someone in Puente proposes something in Student Services that could support the Puente program.

Machalinski said Biology has been working on a study skills class. She asked what if for example counseling comes in and wants to do their own study skills class but differently. Gerken clarified that it is not so much about competing visions but another area might be proposing a process that is not solving the problem. Barlow said the process will look closely at that and the evaluations will show how they worked.

Barlow said we don't know what will be submitted and size won't necessarily be a deciding factor. He said they have scheduled two workshops to help people write an initial proposal. The workshops will be February 6 at 11:00am in the BFL CCR, and February 11 at 3:00pm in the BFL CCR.

Holt know how much money is available for these ideas. Barlow said they don't want to limit what is proposed because of funding. He said if an idea is really good, they will find the money.

Lema said we could look at scaling down projects, or give them to another area to fund.

6. DINNER THEATER

Lema reminded Council that any expenditure over \$100 from the Voluntary account needs Council approval. She reviewed that the Senate has two voluntary accounts. One account helps support activities such as the dinner theaters, the faculty lecturer, the retirement dinner, and some scholarships. Council needs to decide if these are still things we want to support and augment the fund. The other account was set up for legal expenses when faculty sued the District in 2002. We paid quite a bit to the lawyer and then he wrote off the balance owed. We are still paying a retired faculty member that loaned a large amount of money.

Lema said Council needs to think about and discuss if we want to continue funding the same activities as we have been for several years, and if they think we should find a way to increase donations.

Lema said at this time we are planning a Spring Dinner Theater event on March 13 for the opening night of "Picasso at the Lapin Agile". The Voluntary fund has typically covered the cost of the wine for the dinner.

Holt moved to approve the use of over \$100 out of the Voluntary fund to purchase the wine for the Spring 2015 Dinner Theater event. DeLoach seconded the motion. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Magee, Holt, Vela, DeLoach, Flores-Lowry, Gerken, Sporer. No nays. Colber abstained. Motion approved.

It was suggested an announcement should go out to let all faculty know about the funds and encourage donations.

7. PERFORMING ARTS REALIGNMENT

Shannon Padilla presented to Council a proposal to realign the disciplines in the Performing Arts Department. The disciplines they have now are communications, drama, film, and Broadcast Communication Arts (BCA). Their

proposal would help clarify for students the specific disciplines rather than the generic performing arts which is confusing to students. It would help if each discipline has representation and would lessen redundancy in processing paperwork. She explained each discipline already does their own budgets, hiring, and staffing. Lema explained each discipline would become its own department. Padilla said the whole department and the division dean support this proposal. She said the transition would not be too involved. Lema said the department has done all the steps required for realignment.

Padilla added that eventually BCA would like to move to the Art Department but they need to realign as their own department first. She told Council Drama has 2 full-time faculty, Communications Studies has 5 full-time faculty, Film has 1 full-time faculty, and BCA has 1 or 2 full-time. She said they are also doing some hiring at this time.

DeLoach moved to approve the request to realign the Performing Arts Department into four separate departments-Drama, Communication Studies, Film, and BCA. Sporer seconded the motion. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Magee, Holt, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

8. INFORMATIONAL TECHNOLOGY COMMITTEE (IT)

Daniel Kiely, IT Committee co-chair, said he brought a proposed Service Level Agreement to Council today for review. He said he would like to come back to Council soon with a draft of classroom standards for technology equipment.

Machalinski asked if they are pushing the college to go to remote printers in centralized locations. Kiely said they are working to set a minimum standard for printer use. Department chairs will probably make the decision for their areas. Percy Roper said the overall concept is to network all printers. Machalinski said this is not going to go over well with faculty. Roper responded that they are trying to make sure there is one in each reasonable location. They will be scouting the campus for locations. Lema faculty would have to go back and forth to get printed documents. Roper said they do understand that issue. He said the IT committee will make a recommendation to the Business Services Manager and the College President. Lema said this will really change the way they have to work. Freytag said his department doesn't have the money for all the toners they need for labs. He hopes there will be discussions about which labs are being utilized and their needs. He does not want the decision made in isolation. Sporer said at other colleges she has worked at they had networked high volume printers for jobs like printing up exams. This would actually be faster than going through the production lab. She asked what is being planned for SRC. Kiely said whatever will be decided SRC will be part of the decision. Sporer reminded him that pays for their own printers and toners since they are one division.

Roper reviewed with Council the proposed Service Level Agreement. He explained a key part of the agreement is to prioritize work requests.

Colber commented that evening classes can't get tech support. They have to leave a message with the Help Desk. She said also students are bringing their own computers because the ones in classrooms are not reliable. Roper said we have had a technician on call until 7pm but we are going to start scheduling one until 8pm. He said they are also trying to do more remote management.

Freytag said he does not see anything in the agreement about classroom and student impact.

McBrien commented that the Integration Council has been talking about having a standard for technology. She said communication is working better between the IC, the IT and the Budget Committee.

9. FIRST YEAR EXPERIENCE (FYE)

Danielle DeFoe, Raine Dougan, and Joe Gorga, presented a PowerPoint of an overview of the FYE programs development at DVC. The presentation covered the goals of an FYE program including preparing students for the transition from high school, and to improve persistence and retention. Information was also included on percentages of students who don't register for classes after they have been here for a semester. The tasks the facilitators plan to complete this year include an FYE workshop for departments and student services areas, attend a national FYE conference, collect and analyze data, and keep the college community informed. They will also be conducting site visits at other colleges that have FYE programs, work to align the FYE programs with our Strategic Plan, and draft a proposal of a program. They will be attending meetings of the main governance bodies of the college to disseminate information and gather feedback. They reviewed the timeline for their work this year. They said what they need from the college is input on what data they should be looking at, letting them know of any successful

FYE programs at other colleges, and any innovative ideas for an FYE program. They will be conducting focus groups and surveys to hear ideas and concerns.

DeFoe asked Council if they have any questions they would like the FYE group to ask at the national conference. Lema said she would like to know what colleges are doing to evaluate if their programs are making a difference and what specifically they are measuring.

Sporer wonders if any colleges have corporate support for FYE programs. She said they need us to produce graduates for their workforces.

Freytag wants to know if there are colleges that have a better sense of what types of students disappear after their first semester. We need to find out if we are asking the right questions to get the data we need.

Sporer said they should ask the colleges that have successful programs what did not work.

10. FACULTY LECTURER

Lema reminded Council they need to vote on any expenditure out of the Voluntary fund over \$100. She said we will be planning the Faculty Lecture very soon and about \$1300 will be expended out of the account. She said we usually pay a \$1000.00 stipend to the lecturer and provide some food for the reception.

Lema said before voting she would like to hear if Council members received any feedback on selecting a focus for this year's lecture. Machalinski said she received three responses that strongly said; please don't turn this into a Flex activity. Sporer said she would like to keep it open to all topics. She wants to hear what others are doing in their programs and disciplines. Have they implemented any new ideas recently?

Lema said she gets the sense from Council they want to keep the lecture criteria as it is.

It was MSC to approve spending approximately \$1300.00 on the 2015 Faculty Lecturer event. The following members all voted aye: McBrien, Freytag, Machalinski, Churchill, Magee, Holt, Vela, DeLoach, Flores-Lowry, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

11. VPI REPORT

Westlake told Council the Staffing Planning workgroup is moving forward on developing a plan. She said they have met with the Strategic Plan implementation workgroup and Staff Development committee members to discuss where the plans intersect. She said now they need to start working on the details of the Staffing Plan.

Westlake said the Box 2a group has talked about doing an additional Box 2a in the spring or just have one next fall. She said they are looking at the process to improve efficiency. They are especially working on the recruitment part of the process.

12. 16-WEEK CALENDAR

Lema explained the Chancellor's Cabinet has talked about changing the colleges to a 16-week semester. At District Consultation they asked the senate presidents to put this topic on their agendas. The cabinet is in favor of the change but they want to make sure there is not a lot of pushback from the colleges.

Lema said DVC has discussed a 16-week calendar before but the other two colleges have not so we need to give them time for discussion and hear what they have to say about it. Lema told Council the FSCC has agreed to work with the United Faculty on developing a process for making the final decision.

Holt asked if this idea is to increase enrollment. Lema said that is part of it.

Sporer said SRC full-time and part-time faculty are all in favor of going to a 16-week calendar.

Machalinski said a lot of faculty in her division are supportive of a 16-week calendar but they did have specific questions on the impact in their area.

DeLoach said Library Faculty were generally supportive of the idea.

Gerken said he heard more "no's" than "yes's" in his division.

Holt said most were in favor in his division. A few suggested we have three 16-week sessions.

Vela said English is mostly in favor of the idea but are skeptical of the success of an intersession. He said he received one “no”.

13. ADJOURNMENT

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

Respectfully submitted, Ann Langelier-Patton

Administrative Secretary