

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

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**FACULTY SENATE COUNCIL MEETING**

**MARCH 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), Beth McBrien (Vice President), Milagros Ojermark (Applied and Fine Arts), Peter Churchill (Business), Catherine Machalinski (Biology/ Health Sciences), Maria Dorado (Counseling), David Vela (English), Theresa Flores-Lowry (Kinesiology), Marva DeLoach (Library), Craig Gerken (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)  
**ABSENT:** James Magee (Math/Computer Science), Buzz Holt (Social Sciences)  
**GUESTS:** Rachel Westlake, Donna Wapner, Lupe Dannels, Andy Kivel, Mario Tejada

**1. APPROVAL OF AGENDA OF MARCH 10, 2015 AND THE MINUTES OF MARCH 3, 2015.**

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

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

**1. PUBLIC COMMENT**

None.

**2. COUNCIL COMMENT**

DeLoach informed Council because of the construction in the Library building, the DVDs have been moved upstairs and other things from the media lab have been relocated in various areas.

**3. ANNOUNCEMENTS**

Flores-Lowry announced the following: Women's basketball made the 2nd round of state playoffs. They also won the Big 8, had two All Americans, and the head coach won Coach of the Year. Men's basketball made it to the 1<sup>st</sup> round of state playoffs. The Baseball and Softball teams' seasons have started and the Softball team is having their best start since 2007.

Lema welcomed Milagros Ojermark as the new representative for the Applied and Fine Arts Division.

Lema reminded Council submissions for the Faculty Lecturer are due this Friday, March 13.

Lema said 51 people bought tickets for the Dinner Theater this Friday. McBrien added that the director is a former DVC student who has gone on to win several awards and now he's back at DVC!

**4. APPOINTMENTS**

**Integration Council**

Martha Laham-Business Administration

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

Lema informed Council Obed Vasquez is the new Co-chair for the Integration Council.

## **5. 16-WEEK CALENDAR**

Lema told Council she sent the list of questions and concerns that came through Council to Donna Wapner. Colber said if contact hours go up in the summer and intersessions, part-time faculty will need to be paid for those increased office hours. Lema said that concern is contractual but it's good to mention it.

Westlake distributed sample schedules for the discussion on the 16-week semester.

Westlake said there are still a lot of questions about how a 16-week semester would work that she does not have the answers to yet. She said she is clarifying with the DO the number of hours per class, etc., but she wants to understand it before she sends it out. She said the impact on FTES is still in the exploratory stages.

Westlake said she developed the sample schedule by superimposing a 16-week calendar on the 16-17 academic calendar year. She said we need to have 175 instructional days and that can include Flex days. When we compress that to a 16-week calendar we need to include Saturdays to reach 175 days. In the sample calendar August 29 would be the first day of instruction. Depending on what is negotiated, the calendar would allow 0 to 15 Flex days. December 17 would be the last day of instruction in the Fall.

Westlake said there are still some questions about holidays and the impact on the required number of hours of instruction. We have several classes that only meet on Mondays that would be impacted by holidays. She clarified the semester would be 15 weeks of instruction and one week of finals.

Wapner told Council there is a variety in the way other colleges have adapted a shorter semester. Some colleges have adapted a 15 week calendar while others have adopted a 17 week calendar, and they vary in how many Flex days they have.

Westlake said the winter intersession would be three weeks. The dates would be January 9<sup>th</sup> to the 28<sup>th</sup>. She said for the summer session we need to make sure there would be time to check completion of prerequisites before the fall term as well as other Admissions and Records functions, lab set ups, etc.

Westlake said the spring semester could start on January 30 which would allow us to do a 3-week summer session and a six week summer session.

Churchill commented that the winter intersession would overlap with Flex. Westlake said she does not know how that would work yet but it is a negotiated item. Wapner said some schools with compressed calendars don't have intersessions which could help accommodate Flex days. She added that after it has been in place for a while, we can adjust the schedule if needed. Wapner distributed a schedule from Santa Barbara City College. She reminded Council there will be forums with representatives from colleges on condensed calendars at DVC and CCC. The forums will be video recorded for those that cannot make one of the forums.

Council members observed the Santa Barbara College schedule includes some 30 minute passing times.

Wapner said for certain classes they were given some flexibility within the block schedule. She said at some college's library and counseling stayed on an 18 week schedule. Dorado said that concerns Counseling. She said they want to stay as closely aligned to instructional faculty schedules as possible.

Wapner told Council she sent the questions from Council to forum presenters so they can prepare answers. She said she has not received any questions or concerns from LMC and CCC. Dorado commented that she is hearing from those colleges that this hasn't really been addressed so they are thinking it is DVC driven.

Wapner said there will be a survey of all faculty after the presentations as one more way to keep people informed.

Freytag asked if there are any financial benefits with adopting a 16-week calendar. Wapner said negotiations have just begun and that is being discussed. She said it may increase enrollment but it needs to be weighed out with the cost of keeping the college open more. DeLoach said the Library is concerned about increased costs. Dorado said Counseling has the same concern. Wapner said the question about the impact on enrollment should be asked at the forums. She commented that one college actually decreased at first but then went back up again.

Westlake added that when we moved to the block schedule we got a bump in enrollment so we probably won't see anymore with this change, but studies show students retain knowledge better in a shorter calendar.

Flores-Lowry asked if the 80 minute classes in Kinesiology would have to go back to 85 minutes. Wapner said she will have to check on that.

Westlake explained the various schedule configurations she put together with different lengths of class times per semester. Westlake said she found that a 72 hour 4 day per week class does not work out in these schedules because

of the way apportionment is paid. She said she still needs some clarification about how apportionment is paid to make sure she understands it correctly.

Machalinski said classes should start at 7:30 am otherwise afternoon and evening classes would have to start later. Westlake said she included some 7:30 am start classes but she will look at having more classes start at that time. Colber asked about accommodating students who rely on the bus schedule. Wapner said that is something that needs to be considered.

Wapner reminded Council that if we decide to go forward, it is just to submit the proposal. We have some time to decide on the schedule. Lema reminded Wapner that scheduling for fall is done in January so really we have about six months.

Sporer asked if we can use scheduling software to come up with examples of schedules. Westlake said we won't have something like that for about six months. Wapner added that it is difficult to get an actual schedule template from other colleges because they are making adjustments all the time.

Lema asked Council if they think there are any more questions or concerns than the list she sent to Wapner.

Dannels said we need to find out about impact on online and hybrid classes, and the impact on student services.

Wapner said Santa Monica College has been on a condensed schedule the longest so they would probably have the best data.

Freytag asked what is classified saying about this proposal. Lema said Scott Heiden told the College Council this is on the next Classified Senate Council agenda. Lema said Classified would also have to talk with their union about this.

Lema recommended to Council if they know faculty at LMC and CCC to encourage them to have conversations about this proposal so they don't make a decision based on incomplete information.

Freytag asked if all three colleges have to be in favor for the district to move forward on this.

Wapner said that has not been decided. Right now they are encouraging the conversations to take place, and they will do the survey. When they have a better sense of the faculties' position, there will be discussions about how to make the final decision. Lema said each college is voting differently. CCC is going to take a vote of the whole faculty, while LMC is taking a vote of just their Senate Council. She reminded Council we will be voting as a Council on March 24<sup>th</sup>. Lema said the LMC forum has been moved to DVC and suggested some DVC faculty are there to hear the conversations and what information they are getting.

Lema thanked Westlake and Wapner for all their work on this proposal.

Lema told Council to make sure their areas have someone attend at least one of the forums. Wapner reminded Council the CCC forum on the 16<sup>th</sup> there will be a math professor who is also a department chair for Natural Sciences. The forum on the 23<sup>rd</sup> at DVC will have Santa Monica and El Camino faculty from Library, Math, and Business who were all involved in their schools transition to a condensed calendar.

Wapner said the survey will be before spring break so DVC will be voting during the first week the survey is out. The survey will be open until a week after spring break. The videos will be available during the week after spring break.

## 6. RESOLUTION ON GOVERNANCE ALIGNMENT

Lema reviewed with Council a couple minor changes she made to the resolution for clarification. Lema said the expanded Governance co-chairs workgroup have is aware of the resolution. President Garcia has seen it.

Lema assured Council the administration is in support of this resolution and they have already started talking about how to implement this idea.

The question was called on the motion support the resolution on governance alignment. **The following members all voted aye: McBrien, Ojermark, Dorado, Freytag, Machalinski, Flores-Lowry, Vela, DeLoach, Gerken, Sporer, and Colber. No nays. Churchill abstained. Approved.**

## 7. DISTANCE EDUCATION COMMITTEE

Kivel reviewed with Council the most recent proposed revisions to the DE charge and membership. Kivel said the 6<sup>th</sup> and 7<sup>th</sup> bullets have been rephrased. Lema asked if the committee provides the data or analyzes it.

Kivel said they will be requesting data and formatting it. Lema suggested they analyze data and then provide relevant data to departments. Lema suggested the following wording: Analyze data and provide guidance to departments and other college entities on distance education program strategies.

Tejada said they will be looking at trends that are coming up and get ready to possibly incorporate them.

Churchill asked who are the stakeholders mentioned in the last bullet. Kivel said they include Faculty Senate, Student Services Committee, the instructional deans and students. Churchill asked what kind of communication they would send to students. Kivel said they have a student member on the DE Committee, and they were invited to be on the ASDVC agenda. Churchill said students currently in online classes are already benefitting from the work

of the committee so they are not stakeholders. Tejada said it still would be good to query them as needed.

Kivel pointed out the proposed change to membership. Classified members went from 3 to 2. They removed a designated for a classified IT Committee member but the DE Committee will could still have an IT Committee member on it. **Andy please check**

**It was MSC to approve the revised DE Committee charge and membership. The following members all voted aye: McBrien, Ojermark, Churchill, Dorado, Freytag, Machalinski, Flores-Lowry, Vela, DeLoach, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.**

Kivel said he and Tejada will come back to discuss the survey with Council.

## **8. VPI REPORT**

Westlake said she attended a meeting the day before with an initial planning group for Measure E bond spending. She said their discussions are very preliminary. They have started looking at buildings and instructional spaces. They will also look at the programs that would possibly be involved in new facilities projects. And they are looking at possible swing spaces for facilities transitions. She said the areas that they are talking about things that were identified in the bond list that include, PE, the science center, LA/FO space and the old counseling building. They will be looking at guidelines for program space. For example, a machine lab would need a larger space than some other type of instructional area. We also need to address ADA compliance issues as we make plans for construction on the campus.

Lema said there will be time and opportunity for faculty to engage in the conversations about building priorities and directions.

## **9. PRESIDENT'S REPORT**

Lema told Council over 84 Innovation Proposals were submitted. She said they are categorizing them into groups. One is those that are simple and low cost. Another category is for those proposals that are long term and could have a larger impact in the long run. Another category is those that have district-wide implications and might be eligible for District funding. She said the college will look for support for as many proposals that we can realistically implement. There were many proposals that did not need to be expanded through the existing innovation process. Those proposals that merit consideration for implementation in the near future will be forwarded to college management for consideration.

Lema shared with Council her suggested revisions to the HR Procedure 2030.09 on College Division/Department Organization. She said there is a version with proposed revisions before the District Governance Council at this time. She asked Council if they think they should weigh in on changes to division structure. Council agreed Senate should.

Gerken asked if the decision in the lawsuit said we can't do this. Lema said the lawsuit was about management roles and management assignment in the college. She said realignment of divisions can also impact senate council representation. She will let DGC know this is an academic and professional matter and should go to Consultation.

## **10. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*