

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

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

ABSENT: Theresa Flores-Lowry (Kinesiology),

GUESTS: Rachel Westlake, Andy Barlow, Ted Wieden, Dan Kiely, Brett Peppo

1. APPROVAL OF AGENDA OF MARCH 3, 2015 AND THE MINUTES OF FEBRUARY 24, 2015.

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

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

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

None

3. ANNOUNCEMENTS

Patton announced the announcement for nominations for this year's Faculty Lecturer went out the previous week. The deadline for nominations is March 13.

Lema reminded Council this Friday, 6th is the deadline to get tickets for the Dinner Theater scheduled on March 13 for the opening night of Picasso at the Lapin Agile. She said the deadline is for dinner tickets. You can still buy theater tickets after that date.

Lema announced the ACCJC has put out a call for applications to be considered for election as a Commissioner to the ACCJC. There are 19 commissioners and it is a three year term. The vacancies are for one administrator, two members of the public, and two from academic/faculty. The deadline for applications is April 15, 2015.

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, Magee, Vela, DeLoach, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

5. COLLEGE MISSION STATEMENT

It was MSC to begin reviewing the Mission Statement in Fall 2015. The following members all voted aye: McBrien, Churchill, Holt, Dorado, Freytag, Machalinski, Magee, Vela, DeLoach, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

6. STRATEGIC PLANNING UPDATE

Lema told Council she, Andy Barlow and Ted Wieden have been working together on a process to implement our Strategic Plan.

Barlow said they have been looking at our governance structure and how it was put in place in response to our show cause accreditation status. He, Lema and Wieden think we need to evaluate our structure. One reason is the amount of effort people have to put in to staff committees and do the work required. We need to look at where there are duplications of efforts among our college committees. As we implement our strategic plan it is a good time to evaluate and adjust our governance structure where needed. Wieden added that there is definitely redundancy in terms of institutional effectiveness and having too many committees with overlapping work takes away from the core focus of the college. We should ask ourselves if the governance structure is serving us or are we serving it. Lema commented that some committees were formed as a reaction to an issue we needed to address. She said we are also going to evaluate the senate committees. She said we need to ask ourselves if we are framing our committee work around what we want to accomplish.

Holt said we need to reduce the number of committees we have. His division is having trouble getting people to serve on committees because there are so many committee positions.

Machalinski commented that reassign time is an issue that needs to be addressed in these conversations.

Wieden pointed out that we have spent a lot of time developing and implementing our governance structure but now it is taking too much time.

Barlow said we need to begin looking at committee charges and membership and evaluate if they are doing what we think committees should be doing. And we need to assess what types of expertise is needed on committees.

Lema shared with Council a resolution on governance alignment.

Diablo Valley College Faculty Senate Council Resolution on Governance Alignment

Whereas, The DVC Strategic Plan includes the goal of aligning its governance, operational and planning process to ensure institutional effectiveness and

Whereas, The current college governance structure and college committees were designed in 2008 during show cause and

Whereas, While the college has worked diligently to implement its college committees and governance structure and has made a good faith effort to make it work, membership and participation has declined and

Whereas, Governance efficiency and sustainability of committee workloads are of concern and

Whereas, ACCJC requires colleges to conduct regular internal evaluations for the purpose of making improvements;

Resolved, That the Faculty Senate Council recommends College Council, Faculty Senate, Classified Senate and ASDVC enter into a discussion about their respective roles and participation in governance and

Resolved, That the Faculty Senate Council also recommends the College Council, Faculty Senate, Classified Senate and ASDVC facilitate a process for the membership of all college committees and

Resolved, That the Faculty Senate Council conducts a review/survey of its committees to also assess Faculty Senate governance efficiency and sustainability of workloads and Faculty Senate Committee's relationship to college committee charges and

Resolved, That the Faculty Senate Council recommends the college convene a leadership conference to discuss these issues and their implications for the structure and functions of DVC's governance and college committees.

Gerken said it seems there is a word missing in the second resolve. Machalinski suggested the word "establish" be used in place of "facilitate".

Magee asked for clarification on what could come out of the third resolve. Lema said appointments to college committees will still be made through our respective governance bodies. We need to look at whether committees are governance, or a work group, or an advisory committee and we need to decide how they should be populated. For example, where and who is responsible for implementing plans. Is it the committee that wrote the plan or should it be a broader, college-wide responsibility?

Freytag commented that people need to have a feeling that this is going to go somewhere. He said it would be good to know the administration supports this. He also would like to know what will happen to the recommendation that comes out of a college leadership conference.

Lema asked Council if a recommendation comes out of the leadership conference, do they think it would require a lot of discussion after the recommendation is made. She said implementing any recommendations for change could take a while. She said if the discussions go into next year, we would not want to make changes in the middle of the year, so it could end up being implemented in the following year.

Freytag said committees' charges need to be reviewed and we need to know what other information a leadership group would need to make a recommendation.

Sporer said we need to get started as soon as possible. She said now, SRC has positions on many committees but they don't have enough people to fill them. She added that it looks bad to accreditation since one of our recommendations from ACCJC is that the college provide equitable student services to SRC. She also said we need to know what is needed in the end result.

Machalinski said she thinks having the committee chairs would make it difficult to talk about committees that aren't needed. Wieden said he did not think it would be a problem. He said through our committee evaluation process, there have been two committees that requested to be discontinued.

Gerken said it would be helpful to get everyone on board with the changes if they are told what the changes are and why they are needed. Wieden commented that we can do regular evaluations and change again if needed.

Holt moved to approve the resolution on governance alignment with revisions suggested by the Council. The motion was seconded.

Lema said this motion will come back as an action item at the next meeting.

7. ACCREDITATION FOLLOW-UP REPORT

Accreditation Liaison Officer Ted Wieden explained we received three recommendations from ACCJC after our last accreditation visit. He encouraged everyone to read the report from ACCJC so there is an understanding of what we need to do to address the recommendations. He said the first recommendation is for equitable student services at SRC. The second recommendation is to have administrative unit outcomes for all college departments. He said we are already doing some of that but we have not called them outcomes. And the third recommendation is to incorporate facilities management into the governance process.

Wieden said there is a fourth district-wide recommendation to thoroughly integrate student learning outcomes into the evaluation process for those who have a direct responsibility for student progress toward achieving student learning outcomes, including non-instructional faculty and staff. He said Gene Huff will be overseeing the response to that recommendation.

Wieden said we have to write a follow-up report and have it ready for a visit in October this year. He said the Governing Board has to be able to review the report at their October 14 meeting, so we are going to try to have it done at the end of this term.

8. PROGRAM REVIEW TASK FORCE UPDATE

McBrien provided an update on the work of the Program Review Task Force. She said they expect to complete their work this semester. She said they have developed a new annual update form for resource requests. They have cleaned up the comprehensive review form and it is now more aligned with Student Services and Administrative

Program Reviews and it is a much more streamlined process. She added that most of the Integration Council will be new in the fall but the work of the IC won't be so daunting. Lema said they have developed stronger links between the information requested in program reviews and our strategic goals and directions.

McBrien said the comprehensive reviews will have to be done every four years, rotating among 25% of the areas each year. The annual reviews will not need to be done if an area does not have resource requests.

Lema said the documents from the Task Force will be sent out to Council.

9. INFORMATIONAL TECHNOLOGY COMMITTEE (IT)

Dan Kiely was in attendance for the discussion on the proposed classroom technology standards before a Council vote.

Kiely said he shared the feedback from Senate Council with the IT Committee about not doing a survey. He said the IT Committee would still like to go to department meetings to get some feedback.

DeLoach moved to approve the proposed classroom technology standards. Machalinski seconded. The question was called. The following members all voted aye: McBrien, Churchill, Holt, Dorado, Freytag, Machalinski, Magee, Vela, DeLoach, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

Kiely reminded Council the SLA will be discussed at the Council meeting on March 24 when Percy Roper can be in attendance. Freytag commented that students and faculty are not customers as they are referred to in the SLA. He said also there are severe restrictions on faculty and staff and it is not focused on serving students.

10. BUDGET COMMITTEE REPORT

Brett Peppo, Budget Committee Co-Chair said the Budget Committee is moving slow in their discussions about phase 3 of the budget process and opening up operational funds for review. He said they are trying to be thoughtful in a complicated discussion. He said so far they have been brainstorming ideas for the process and the committee would like to narrow them down before asking for feedback. He said they have also discussed how to get that feedback. He explained they would like to develop a short survey with about eight questions. It would be two – tiered in that one group would answer the first few questions and another identified group would answer more in depth questions. Several Council members suggested the BC go to department meetings to get feedback.

Peppo said the Budget Committee is also looking at cost saving ideas. Lema said these could include ideas such as everyone order paper from the same vendor. Peppo gave the example of eliminating the need for a copy machine and a fax machine by purchasing printers that copy and fax. Machalinski commented that the college should buy all the ink cartridges to centralize purchasing for cost savings.

Lema asked if the committee had started discussions about the operational budgets and a process to review them. Peppo said that is what they are discussing. Lema asked if Peppo thinks these discussion and recommendations will be done this semester. Peppo said he does not think so. Lema said Senate Council could help develop a process. She said one way to do this is to form a Task Force.

Lema said she will put this on college consultation agenda as budget process is the purview of faculty.

Freytag asked if there is anything the Council can do to help the Budget Committee move forward. He said he feels like phase 3 of the budget keeps getting kicked down the road. Peppo said last semester they were waiting for the IC recommendations, plus they have several new members that needed to get up to speed.

Lema commented that there should be an education process to assist people before they begin serving on a committee. McBrien said members of the IC are familiar with program reviews and some of them should be part of the discussions with the Budget Committee.

Lema suggested the IC make a recommendation to the Budget Committee about what they think belongs in an operational budget. Westlake said that could be done this semester.

Sporer asked if they have had any discussions about how SRC is funded as one division with several disciplines within it. Lema commented that she does not think that is a discussion for BC. She said departments should be advocating to have their own budgets. Sporer commented that they do not feel empowered to do that. Peppo said the BC has not discussed that but it has been brought up.

11. VPI REPORT

Westlake told Council the State Chancellor's Office will have a training on March 17 on how to set our institutional goals for the institutional effectiveness indicators developed by the State Chancellor's Office Institutional Effectiveness Committee, as mandated by SB 852

Westlake said faculty hiring is moving along. She said we are hiring 28 faculty and interviews are taking place now.

Westlake told Council the Sabbatical leave Committee met and approved 22 sabbaticals for 2015-2016. The next step is to determine how many of those can be funded. Deans are now working with department chairs to determine if they want full-time or part-time faculty for substitutes. This will determine the replacement costs, which are then used to determine what we can afford. . She added that we have to go through the full hiring process for replacements.

12. PRESIDENT'S REPORT

Lema told Council she sent a summary of the comments on the 16-week calendar to Donna Wapner, UF President. Lema asked Magee if he had any feedback since he was not at the last Council meeting. Magee said there were questions about the length of the day under the 16-week schedule. He said they were also concerned about having time to participate in committees. He said they are glad the vetting process goes to May as they don't want to take a position until they have more information.

Lema told Council LMC cannot do a Forum so there will be one at DVC on March 23 from 2-4pm. There will be two faculty from Santa Monica College and one from El Camino College. They include a Math faculty and a Library faculty. She reminded Council they agreed they would make a decision at their March 24 meeting otherwise it would be after spring break.

Machalinski said she thinks we should have an internal forum for DVC and more specific questions could be asked of other colleges through email.

Council agreed to schedule one hour on at their next meeting for discussion on this topic. Westlake said she is working on scheduling options and will have them for the meeting.

Lema said she will invite Donna Wapner to the meeting for the UF perspective. She asked Council to review the list of questions and concerns that was sent out and let her know if there is anything that should be added. Wapner and Westlake will respond to the questions and concerns.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

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