

**FACULTY SENATE COUNCIL MEETING
APRIL 21, 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), Maria Dorado (Counseling), Peter Churchill (Business), James Magee (Math/Computer Science), Buzz Holt (Social Sciences), David Vela (English), Theresa Flores-Lowry (Kinesiology), Marva DeLoach (Library), Craig Gerken (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: Milagros Ojermark (Applied and Fine Arts), Catherine Machalinski (Biology/ Health Sciences)

GUESTS: Rachel Westlake, Chris Knox, Leslie Leong, Keith Parsons, Mario Tejada, Andy Kivel, Beth Hauscarriague, Nancy Deason

1. APPROVAL OF AGENDA OF APRIL 21, 2015 AND THE MINUTES OF APRIL 7, 2015.

It was MSC to approve the revised agenda of April 21, 2015. The following members all voted aye: McBrien, Freytag, Peter Churchill (Business), Maria Dorado (Counseling), Flores-Lowry, Vela, DeLoach, Magee, Holt, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

The minutes of April 7, 2015 were not ready for review.

1. PUBLIC COMMENT

None.

2. COUNCIL COMMENT

Lema told Council she has not heard yet from LMC or CCC about their votes on the proposed 16-week semester. Holt said he heard that CCC was against it by a small majority although not very many people voted. Lema reminded Council the UF is doing a survey on the 16-week semester and to be sure to fill it out.

3. ANNOUNCEMENTS

Flores-Lowry said the DVC Softball team has its best record since 2007. They are first in the north and second in the state.

Flores-Lowry said the Women's Basketball team just moved seven players to the 4 year scholarship level.

Lema told Council the annual DVC Faculty lecturer, Marcia Goodman, will present her lecture on May 6th at 6:00pm with a reception following, and again on May 7th from 12:30pm-1:30pm. Both events are in the BFL Community Conference Room.

4. APPOINTMENTS

Lema said the graduation speaker does not need to be formally appointed. However, she would like an endorsement from Council for Andy Barlow to be this year's graduation speaker.

It was MSC to endorse Andy Barlow as the 2015 DVC Graduation Faculty Speaker. The following members

all voted aye: McBrien, Freytag, Peter Churchill (Business), Maria Dorado (Counseling), Flores-Lowry, Vela, DeLoach, Magee, Holt, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

5. DISTANCE EDUCATION SURVEY

Andy Kivel, Distance Education Committee co-chair, told Council the DE Committee and a few others took the DE survey to test it out. Copies of the survey and the link have gone out to Senate Council and the DE Committee would like feedback. They are planning to send the survey out to all faculty next week.

Gerken commented that he did not think the word “initiate” in the fourth question is appropriate.

Mario Tejada, DE Committee co-chair, responded that the survey is designed to focus on the initiation from the instructor and it is used in the regulatory language.

Kivel and Tejada reviewed the survey questions with Council. Tejada said if you answer no to the first two questions it takes you to a screen that thanks you for your time and you are done with the survey. There is also a link to more information about online teaching if they are interested.

Lema commented that after the question about additional training for accessibility topics, it would be good to find out how they would like to get that support. This would be good information for Professional Development. Kivel and Tejada said they will add that question.

Lema said related to the question about student authentication, at the Plenary Session there was a position paper from the state senate on academic integrity. Freytag asked if we could find out what methods faculty are using to validate student authentication. Kivel said they discussed that and will do more research on it later separate from the survey.

Gerken asked if he should have the first day check-in policy in his syllabus for online classes. Tejada said it is a recommended best practice. In a face-to-face class they are in actual seats so you know who is there and how many on the first class day. In online classes you need to have some other way to know who and how many students are there on the first day.

It was MSC to approve the DE Faculty Survey with the addition of a question about in what formats faculty would like to get training and support. The following members all voted aye: McBrien, Freytag, Peter Churchill (Business), Maria Dorado (Counseling), Flores-Lowry, Vela, DeLoach, Magee, Holt, Gerken, Sporer, and Colber. No nays. No abstentions. Approved.

Kivel informed Council the first class for the @1 online teaching has 30 spots available. The course starts May 26. Kivel told Council he and Tejada will be presenting a workshop this Friday on online pedagogy for the Nutrition department.

Tejada distributed a handout on best practices for online teaching.

6. DVC WEBSITE

Chris Knox introduced Keith Parsons the new marketing and communications coordinator. She said Judy Klein-Flynn, who has retired, was a designer and having a marketing person rounds out the experience of the staff in her office.

Knox explained she and her staff made a spreadsheet of the faculty feedback they have received about the DVC webpage. She explained they grouped them by related issues such as enrollment steps, registration steps, etc. She said they have begun addressing several of the issues.

Knox shared two short videos about “Treejack” a new tool they can use to get feedback to help improve the website. One part of Treejack tests how easily information can be found on the website, and the other part is a card sorting program that lets people give feedback on how they think the website should be organized.

Knox said the Faculty and staff pages of the website will be moved to an intranet and they will do a card sort of all employees to find out if it is organized in an easily accessible way. She said also they have scheduled some sessions to gather feedback.

Gerken asked if we can get information on how many students tried to enroll and couldn’t complete the process.

Knox said unfortunately we do not have that technology.

Freytag said he did an informal survey of his students and they said they use Google to find things on our website because our navigation paths are not intuitive. He also asked them which school websites are easy to use and many said LMC has a well organized website. Freytag said he would like to start from scratch on our website instead of just putting patches on it. He said CSU and Cal Berkeley have good websites also that we could look at.

Knox said on every program review she has requested funds but they have been underfunded for a long time. She said she redesigned her staff based on the website but they still don't have enough. Lema asked if they are targeting the feedback sessions to various groups on campus. Knox said they have targeted a couple areas such as Student Services. Lema suggested they have one targeting the counselors. Knox said the best way to help them improve the website is to do the card sorting in the Treejack program.

7. FACULTY SENATE BYLAWS AND CONSTITUTION

Lema reminded Council at the previous meeting they reviewed proposed revisions for Articles I, II and III of the bylaws. Council continued reviewing the bylaws starting with Article IV on standing committees. She said most of the proposed revisions are for clarification. Lema pointed out that there is now a reference a Faculty Senate Committee booklet that is being developed.

Council also reviewed Article V on Faculty representation on committees and task forces and Article VI on Elections for Academic Senate Council officers, and full and part-time representatives at large. Patton said there is no mention about reporting to Council for the standing committees. Lema said we will add a statement regarding reporting relationships for Academic Senate standing committees.

Lema said the language in Article VI has been revised to reflect the change from paper ballots to electronic voting. The bylaws will be back on the next agenda as an action item.

8. STUDENT SUCCESS AND SUPPORT PROGRAM PLAN (3SP)

Hauscarriague distributed new pamphlets showing the steps for applying to DVC and registering for classes. One pamphlet is for the student population at large and the other is for Veterans. She said we are now using the online orientation and they are doing outreach to high schools to teach them the process as well as offering assessment tests at the area high schools. And Counseling is now working in the Educational Planning program with students.

Hauscarriague said they are also working on retention for Basic Skills students as well as students on probation or who have not declared a major.

Hauscarriague told Council they completed the first round of interviews last week for a counselor and they are working to fill some new classified positions. She said they are now doing degree audits at the beginning of the academic year. And they are forming a retention workgroup with representatives from different student services areas. They are connecting retention to the classroom by including a representative from instruction. She said they are also participating in the Common Assessment Initiative but the pilot has been delayed until next spring. And they will soon be piloting the Statewide Educational Planning Initiative.

9. COLLEGE GOVERNANCE

Lema reported that the discussion group for College Governance is working on developing a model but it is not ready yet. She will report back to Council when they have finalized a model.

10. SMOKING POLICY

Nancy Deason, Student Services Committee Chair, said they have proposed some revisions to the smoking policy but there is not any substantive change. The policy now includes e-cigarettes and medicinal marijuana. However, there is nothing in the policy about enforcement. She said the committee was divided with some saying we should not ban smoking completely because students are stressed and if they want to smoke, they should be able to. And the same for faculty and staff.

Lema explained that anything that requires enforcement that involves the District Police has to be implemented districtwide.

Nancy said they looked at other colleges smoking policies and there is a wide range of rules and enforcement.

Lema said one college has incremental fines and they do not allow any smoking at all.

Lema commented that some of the proposed language under enforcement is odd to include in a policy such as "politely requesting" and "rely on the courtesy of smokers".

Colber commented that allowing smoking could be a liability because it exposes non-smokers to second hand smoke.

Freytag said we should continue to push for a district-wide policy that includes enforcement. He said it is inappropriate to expect faculty and staff to be the enforcers.

Lema said she has suggested students in ASDVC to talk to the students at the other two colleges to build a district-wide resolution.

Sporer said this should be a higher level policy. The state of California has said they don't want smoking on state property and it is strictly enforced. She asked why state employees' lungs are more valuable than ours.

Lema said this policy will be discussed at the next College Council meeting and then will come back to Senate Council.

11. VPI REPORT

Westlake shared the document for indicators to be included in the accreditation annual report. She said we are looking at course success rates. She said we have standards we have set for ourselves at 72% based on past numbers. She explained the indicators are supposed to be aspirational and we need to set 1 year and 6 year goals. She said when setting our goals we need to think about what we are already doing and what we are planning to do keeping in mind our value of equity. She then shared a document on Institutional Effectiveness Indicators for DVC. She asked Council if they are comfortable with a 1% goal or ½% goal. She said we need to develop additional ways to help students succeed besides what we are already doing. Lema said Council should discuss this with their divisions to get them thinking of new ideas for student success.

Gerken said if we are not doing anything different as we move forward, why should the number change.

Westlake said we've been told this is something we are to aspire to but there is no penalty if we don't meet it. She said setting these goals is in part because of so many colleges getting on sanctions, so the indicators are partly based on the standards.

Lema said Council should take a position at the next meeting.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

