



**FACULTY SENATE COUNCIL MEETING
August 13, 2009
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Ed Trujillo (Applied and Fine Arts), Rick Godinez (San Ramon Campus), Jane Brecha (Math/Computer Science), Steve Ward (Physical Education, Athletics and Dance), John Thomas (English), Joe Krivicich (Physical Science/Engineering), Peter Churchill (Business Education), Donna Wapner (Representative-at-Large), Len Grzanka (Part-time Faculty Representative), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Raine Dougan (Counseling), Lisa Orta (Faculty Development Coordinator), Steve Johnson (Social Sciences), No Rep (Biology/Health Science), No rep (ASDVC Representative)

GUESTS: Ted Wieden, Ralph DePew

The meeting was called to order at 9:20 a.m.

1. APPROVAL OF THE AUGUST 13, 2009 AGENDA AND THE MINUTES OF MAY 19, 2009.

Ward requested the addition of a discussion on the accuracy of Fill Rates. The item will be placed at the end of the agenda.

It was MSC to approve the agenda of August 13, 2009 as amended. All in favor. Approved.

It was MSC to approve the minutes of May 19, 2009 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

Wapner said in light of the budget situation, there will be changes that could cause concern. She said she wants to ensure the Senate is involved in the discussions from the beginning.

3. ANNOUNCEMENTS

A. Trujillo announced the first DVC Drama production of the season is *Urinetown*. He said it is a funny social commentary. There will also be a student directed production of Arthur Miller's *A View from the Bridge*. The other productions are *On the Razzle*, *Othello*, and *Betty's Summer Vacation*.

Trujillo said there will also be events sponsored by the Arts and Lectures Committee. Lema reminded Council we need to plan the Dinner Theater event.

B. Lema announced the Flex workshop after today's meeting at 1 pm Council meeting is about DVC's work on Accreditation. The Accreditation Work Groups will update the college on progress addressing the accreditation recommendations and the changes that will be implemented this semester. She encouraged faculty to attend.

Lema explained to Council there needs to be an election for a part-time representative. She appointed Doug Dildine as an interim representative until the election takes place.

Interim Part-time Faculty Senate Representative

Doug Dildine

It was MSC to approve the appointments listed above. All in favor. Approved.

5. INTRODUCTIONS/REVIEW OF MEETING PROTOCOL, AND REPRESENTATIVES RESPONSIBILITIES/SENATE WEBSITE AND DOCUMENT DISTRIBUTION

Lema said most of the representatives are returning and have had Faculty Senate Council training. She stated that today's training would focus primarily on meeting protocol, agendas, Brown Act, etc.

Lema reviewed for Council the following protocol: The agenda is established by the Agenda Committee. Topics can be forwarded to the committee for consideration. The agenda can be adjusted at meetings. Action items must be listed on the Senate agenda in order to vote on that motion in that meeting. The exception is if an action item is approved as an emergency vote when the topic is listed on the agenda but not as an action item.

Lema explained the Brown act requires publication of agendas and open meetings. Roberts Rules are guidelines for meeting protocol.

Grzanka pointed out that the Brown Act stipulates that guests are not required to sign in at meetings.

Lema said to ensure people get to speak and meetings remain orderly, they need to raise their hands and the President can call on them. She reminded Council that we need to stay focused on agenda topics. She explained the order of speaking on a topic may vary. It depends on whether the topic is being brought to the Senate Council for the first time or whether the Senate Council is providing feedback from their constituencies. She explained sometime invited guests may speak first, and individual Council member may speak first, or she may ask to hear from Senate Council representatives for feedback from their divisions on that agenda item.

Lema informed Council their responsibility is to represent their division, not themselves. She said there may be times where that is uncomfortable if the representative's opinion differs from the majority of their division and or the majority of the Council.

Lema asked Council to share how they plan to communicate and get feedback from their divisions.

Freytag said last year he used email. However, it was difficult to get much feedback with the turnaround times between meetings. He was also available to have conversations with his constituents as needed. Churchill writes an overview during the meetings and emails it out immediately after. He lets his constituents know how he will vote on the issues. If he does not hear otherwise he takes this as an endorsement of his positions. Lema added constituents also have a responsibility to be aware of issues and respond to their representative.

Dildine has a listserve on which he encourages participation and sharing. Grzanka summarizes issues on the listserve in cooperation with Dildine.

Trujillo said his division meets every two weeks and he is always on the agenda.

Godinez uses email. Also SRC is small enough that he gets to have conversations with many people.

Ward said he is new to the Council but he plans on using a combination of email, notes, and conversations.

DeLoach has a very small group so she is able to speak to all of them. She sends out email reminders of the issues just before meetings.

Wapner is the At-large representative so she is available to all faculty for Senate information but she gets most of her questions from vocational education faculty.

Thomas emails his division but he does not get a lot of responses although he does try to cast his votes based on what he does hear from his constituents.

Brecha uses several methods – email, posts information in conspicuous places, and conversations with constituents.

Lema summarized getting the information out is a primary responsibility for representatives. She said when Council information is summarized to be relevant to their constituents; their constituents are more likely to learn about the issues and respond. She reminded Council to not take feedback personally.

Mikolavich reviewed for Council a summary of Roberts Rules of order. He reminded Council no matter what rules we follow, we need to be courteous. He explained Roberts Rules keeps meetings democratic, fair, and participatory. They also help with the efficiency of the group. He reminded Council when speaking to please speak up and to have eye contact.

Wapner suggested a helpful book is *Roberta's Rules of Order*. She said it describes a less formal but similar meeting guidelines to *Robert's Rules of Order*.

Mikolavich explained some of the rules. There should be only one topic on the floor at a time. You must be recognized by the chair to speak. The discussion on a motion should not begin before the motion has been seconded. A motion can then be amended if the amendment is accepted by the mover. He advised the Council they need to take more time crafting motions. When making a motion, it should be stated that “we move to do”, not, “we move to not”. The mover of the motion speaks first and last when discussing the motion. Lema added the mover can ask for help when writing a motion before presenting it for a second. Any Council member can call for the question. Mikolavich suggested Council put time limits on discussions especially on heated topics but allow all sides to speak. DeLoach suggested when we have disparate views, we assign a small group to discuss and bring something back to Council. Lema suggested we could also use the pro-con format like we used for the GE discussion. Mikolavich said a speaker can ask the Council to vote to extend a time limit if needed. He told Council the presiding officer restates the motion before a vote and the one stated by the officer, not the mover is the one that is adopted. Simple majority rules. He said when the presiding officer informs members of the method to be used to cast their votes by either by saying aye, raising their hands, stand up, or a written vote.

The new Faculty Senate Webpage was projected on the screen for the Council. Lema pointed out the current agenda is right at the top of the page. She explained within the agenda, there are links to the documents needed for the meeting. She showed Council the Directory page listing all the current officers and representatives. She told Council she would like to add their pictures. Wapner said she would like to have links to information on committees, upcoming activities and awards, and the State Academic Senate. Godinez asked about setting up an online Forum. Lema cautioned that for Senate Council Representatives it could violate the Brown Act.

6. LEADERSHIP INSTITUTE

Mikolavich reported on the Faculty Leadership Institute he attended in June, along with Tish Young. He said in addition to it being a great location, it was great to see a room full of people that are so devoted to shared governance. There were many past and current senate officers in attendance. He learned about Roberts Rules, the Brown Act and how to run an effective meeting. He also learned the Faculty Senate President is co-equal with the college president; and that faculty advocates for student learning and

success while the union is the advocate for faculty work conditions. He said many attendees were sympathetic to our accreditation situation and he made connections that could help support our efforts.

7. SENATE BYLAWS

This item was postponed to allow time for the Accreditation discussion.

8. ACCREDITATION

Lema briefly reviewed the process the college used to work on the accreditation recommendations over the last several months. She reminded Council the work will continue and this is our opportunity to improve. She explained the work groups recommendations went to the accreditation Oversight Task Force, and it was agreed with President Walters to have a group to address the “parking lot” issues over the summer, especially those from works groups 1, 2 and 3 regarding governance and integration issues. She said there are some consultation items that still need to be resolved. She told Council we will begin implementing many of the recommended changes this semester and we need to be flexible and ready to change. She reminded Council that as we implement change we will also need to assess the effectiveness of these changes and modify when needed in order to continually improve.

Wieden, Accreditation Liaison Officer, informed Council our accreditation report is due on or before October 15, 2009 but needs to be presented at the September Governing Board meeting which means it needs to be completed by the beginning of September to get on the Board agenda. He reminded Council the Accreditation Commission will be watching us closely for a long time, probably several years. He explained at this time we are addressing recommendations for the Show Cause. He said there are additional recommendations we need to work on as well as our self-identified issues.

Mikolavich explained we have created a culture of evidence but not analysis. The new structure and processes will provide for analysis and integration of the use of evidence to determine college planning and priorities. He emphasized in this transition we will need faculty to fill the positions in the new college-wide committees. Faculty need to step up into these positions.

Council reviewed several documents developed as a result of the accreditation work.

Lema explained there are four new proposed college-wide committees and councils. The first is the College Council which will take the place of Leadership Council. The College Council chair and vice-chair will rotate among management, faculty, and classified. The chair and vice-chair will have staggered terms. There will also be a permanent student vice-chair position. Lema explained the next proposed change is the Integration Council. This Integration Council will replace the Instructional Council and will have a broader membership and charge. This group will be key to the Program Review Process and the allocation of related funds.

Lema said the proposed Budget Committee will take the place of the Budget Oversight Committee. The committee will have faculty and administration co-chairs selected by the committee. Part of the Committee’s responsibility will be to educate the DVC campus community on our internal budget. Lema said the next group is the Institutional Planning Committee. This committee combines the functions of the Accountability and Research Committee and the Student Learning Outcomes Committee. Wieden told Council there will be a Facilities and Space Allocation Committee. He explained we used to have a facilities committee and with new buildings going up on campus we will need one again.

Lema informed Council the current Cultural Diversity Committee may split into two committees. One committee would be charged with Diversity hiring and the other would address Student Equity.

Lema reviewed proposed changes to College Procedures made necessary because of changes in committees and structures. Some of the changes were because of new committee titles. The next document discussed was the proposed College Council Evaluation. Wieden explained Work Group 1 developed an evaluation rubric that the College Council may modify when they convene. .

Wapner expressed concern the evaluation tool needs be well thought out and meaningful, and stressed it should be developed soon. She asked where the overall budget information will take place. Wieden explained we will phase in the changes to the budget process. Wapner said she would like to see the timeline for the three phases for the budget.

Lema reminded Council that Collegial Consultation about Academic and Professional matters as related to the work on accreditation will occur in the immediate future. Council members should bring consultation items to the Senate Council and the Senate President to address with the College president.

Lema reviewed the Program Review Annual Cycle for the new Program Review Process. Mikolavich stressed a need for dialogue on how the Program Review Process ties to budget and resource allocations.

Krivicich pointed out the line in the flow chart to Box 2A should probably be moved because it does not show that a division ranks hiring. Council agreed. Wieden will make the change on the diagram.

Wapner asked if the groups will make their decisions by majority or consensus or some other means.

Wieden explained the College Council will have two attempts to reach consensus. The Budget Committee historically has used consensus. Decision making for the Integration group still needs to be worked out.

Krivicich asked if the minority opinion would be published. Wieden said it would be yes it would be.

Lema reviewed the following consultation items that need to be addressed now. They are the budget process timeline, and the tool for College Council evaluation.

DeLoach moved to endorse all accreditation procedures, tables, and documents as listed in item 8 of the August 13, 2009 Faculty Senate Agenda.

Wapner seconded the motion.

Wapner asked if the Dean's meetings and other management groups will continue. Lema said they are not prohibited from forming or continuing management groups. She said there will be other task forces and work groups in addition to the proposed college-wide committees. Wapner cautioned we need to ensure we prevent shadow structures and pseudo structures. Mikolavich said if we have active faculty then it should help prevent that from happening.

9. SENATE BUDGET

Lema shared a spreadsheet of the Faculty Senate Operational Budget. She said at this time because of rollover funds, the budget is healthy. She explained to Council the disagreement with District over pay for the FSCC president. DVC Senate was going to pay for the retroactive Reassigned time for the FSCC president that the district refused to pay. The District denied the request. So as it stands now, the District is not paying for the reassigned time for FSCC President even though historically it had been paid by the District, and District has rejected the approved motion from FSCC to pay for the reassigned time. In addition she said the during District consultation meetings with the Chancellor and the college presidents the senate budgets cannot be rolled over next year. She recommended we use the money for senate conferences and other activities this year. Lema informed Council the District had proposed an increase in the Senate budget but also asked us to pay for more items out of that budget which the increase would not fully cover.

Lema suggested funding some Faculty Leadership training, sending more faculty to senate conferences and institutes, and sponsor senate activities related to our 60th anniversary. Trujillo suggested contributing to the Arts and Lectures Committee. Lema said she will consider it.

DeLoach suggested contributing to scholarships, and faculty author recognitions. Lema said that comes out of the Voluntary fund.

Wapner suggested a Great Teachers Seminar.

Krivicich asked about the balance of the Senate's legal bill. Lema said it is substantial in the tens of

thousands and if all full-time faculty would donate \$5-10 a month we could pay soon. She reminded Council we have an obligation to pay our legal bills and replenish our voluntary fund.

10. EQUAL EMPLOYMENT OPPORTUNITY PLAN

Lema distributed a one-page draft summary of the EEO Plan written by Michael Norris, FSCC President. She explained the history of the approval process for the EEO Plan. It has gone through several changes and has had multiple reads by DGC. FSCC will be discussing it with the DVC Faculty Representative on the District Committee, Paul Guess, and District Vice-Chancellor Gene Huff. UF President Jeffrey Michels will also attend the meeting. Lema told Council while the summary is helpful, but they should read the complete EEO Plan.

FILL RATE

Ward expressed concern many of the division fill rates are misleading and are inaccurate especially in the PE division. He explained several classes in PE have maximums of 100 such as the sports teams. However there are as few as 15 students actually on a sports team. Ralph DePew reported to Council that Lamb acknowledged in the Instructional Division Dean and Department Chair meeting there are some glitches with the program used to determine the fill rate calculations. Lema said she will ask Lamb to address this at a Senate meeting.

There being no further business, the meeting was adjourned at 12:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

