



**FACULTY SENATE COUNCIL MEETING
October 6, 2009
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Raine Dougan (Counseling), 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), Catherine Machalinski (Biology and Health sciences), Ed Trujillo (Applied and Fine Arts), Lisa Orta (Faculty Development Coordinator), Donna Wapner (Representative-at-Large), Len Grzanka (Part-time Faculty Representative), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: No Rep (Social Sciences), No rep (ASDVC)

GUESTS: Susan Lamb, Jeffrey Michels

The meeting was called to order at 2:00 p.m.

1. APPROVAL OF THE OCTOBER 6, 2009 AGENDA AND THE MINUTES OF SEPTEMBER 29, 2009.

It was MSC to approve the agenda of October 6, 2009. All in favor. Approved.

It was MSC to approve the minutes of September 29, 2009 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

A. Thomas said a faculty member in the English Division told him Santa Rosa College has reinstated its participation in the Study Abroad consortium because the decision to withdraw was made without faculty input.

B. Dougan said due to significant budget cuts, EOPS has reduced its book voucher amount for continuing students, and dramatically decreased the book voucher amount for new students. She said she has heard discussion about the bookstore increasing the number of used books offered. She suggested if more instructors reuse textbooks, students can save money by purchasing used books and taking advantage of the library reserve program. DeLoach added that ASDVC has donated funds for textbooks in the library.

3. ANNOUNCEMENTS

A. Lema announced tickets for the Dinner Theater on October 16 are on sale now. The cost is \$47 per person which includes dinner, wine and tickets to the opening night of the DVC Drama production *Urinetown*.

B. Lema announced the new College Council met for the first time on October 5. The Council nominated and voted on the chair and co-chairs. Bill Oye is the chair and Dennis Franco is the co-chair. Franco will rotate into the chair position after one year.

C. Lema announced the nominations for a part-time faculty representative on the Faculty Senate Council closed on October 5. Doug Dildine and Kimberlee Hunter are the candidates.

D. Lema said we are still waiting for an announcement about the date the accreditation visiting team will be here. Lamb said she believes there will be 3 people on the visiting team but they do not have names yet.

E. Lema encouraged Council members to consider attending the State Academic Senate Fall Plenary Session on November 12-13, 2009 in Southern California.

4. APPOINTMENTS

Co-rep for Physical Science and Engineering

Garen Avnessian & Joe Valdez

Institutional Planning

Despina Prapavessi

Integration Council

Applied and Fine Arts

Biological & Health Sciences Rick Gelinas

Business Education

Counseling

English

Library and Learning Resources Marva DeLoach

Math & Computer Science

PE, Athletics and Dance Steve Coccimiglio

Physical Sciences & Engineering

Social Sciences

SRVC

Hiring Committee - Interim Vice-President of Student Services

Nancy Luciano

Lema asked if there was a second faculty from Counseling to sit on the Interim VP of Student Services Hiring Committee. Dougan said the counselors she contacted all had appointments that conflict with the scheduled interview times.

Lema informed Council the Integration Council meets for the first time on October 16. There are still several divisions that need representatives. She asked Council which divisions have approved a representative. Several divisions will not be meeting until after the first Integration Council meeting so the nominated representatives can attend informally until they are approved by their divisions. The divisions that have formally approved their representatives are Biological & Health Sciences, Library and Learning Resources, PE Athletics and Dance.

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

5. FACULTY EVALUATIONS

Jeffrey Michels announced the UF and District came to an agreement in negotiations.

Michels informed Council the Evaluation booklets for all groups except DSS have been updated and taken through collective bargaining. He said the DSS booklets will be done in about a week. He explained the booklets contain an appendix to help show what has been changed from the old booklets. He said drafts of the booklets have been distributed for review and feedback. He said faculty feedback will be collected through October and combined with management feedback. It will go out for a ratification vote towards the end of the semester. He explained the Union is asking for an endorsement from the Senate that the process was thorough and open.

Ward pointed out the booklets specify a minimum of 30 students from each section for evaluations of tenured and tenured-track faculty but, there is not a minimum number specified for probationary faculty.

Freytag said there was a situation where a tenure-track faculty member wanted all of their sections evaluated but they were told there would only be two. Freytag said they should be able to have as many sections as they want evaluated.

Grzanka suggested evaluations of part-time online faculty should be done by a faculty member that has online teaching experience.

Grzanka said the checklist includes questions about serving on department committees and hiring committees. He said part-timers do not participate in those activities so it could look detrimental to their evaluation. Michels said it is explained in the introduction that part-time faculty will be checking non-applicable for several questions.

Krivich responded to Grzanka's suggestion about online evaluations and said his department only has one instructor teaching online so there would not be another online instructor in the same discipline to do the evaluations. Michels said the online form and procedures are the most recently developed in the evaluation process. He said they are not completely satisfied with it but decided to address it next semester.

Machalinski said she has seen several non-online instructors evaluate online instructors and there were no problems. She also said James Hoffman suggested some part-timers are not getting rehire rights because of poorly worded questions on the student evaluation forms. She gave the example of the question, "Encourage students to ask questions and/or express their points of view". She said in certain disciplines such as the sciences, a point of view is not appropriate.

Dildine said part-timers are not really aware of SLOs but they are to be part of conducting them, they have not had the staff development training. Machalinski suggested we make sure every semester every part-timer gets the booklet.

Freytag asked if the process for student complaints about faculty or staff is related to the evaluations. Michels said it is a separate process although it could become part of the evaluation process if there were numerous complaints about an instructor.

Godinez suggested when an instructor is assigned a course; they should receive the SLOs for that course. Orta responded that all new full-time faculty get the information as they come in the door.

Michels said he personally is not in support of SLOs but the strategy for including them in the contract is to lessen the possibility of them being used against faculty.

Michels told Council the process and forms will be implemented in the Spring semester and lots of training will be provided.

Trujillo expressed concern with evaluations done during the transition period to the new process may be unfair if changes are made to the process later on. Michels said they will probably put a reopener in the contract to give an opportunity to make adjustments if needed but the evaluations that were done will stand. Michels asked Council to put forward a motion to give either a confidence or a no-confidence vote in the process to update the evaluation process.

Michels said in reference to the contract, it still needs to go to the E-Board and the Cabinet. He said there is no salary increase included but the District will pick up the increase in benefit costs. The slate on productivity so they will start out not owing anything. He said they added some language that faculty want to be part of the top third of the Bay 10 for salaries. He said the state cut parity pay funding by 50%. We will be ok for this current semester but they want to ask District to open the reserves in the Spring. They also will be working on a long-term parity plan. He said they also got a standard for release time for department chairs which will increase release time for some department chairs. They included a provision in the evaluation process for Division Deans to give feedback to the department chairs.

6. PLEASANT HILL – SAN RAMON SLO INTEGRATION TASK FORCE

Council agreed to amend the San Ramon Pleasant Hill Task Force motion. The amendment is to make members of the SLO committee a plural rather than singular.

The question was called. All favor. Motion approved.

7. VICE-PRESIDENT OF INSTRUCTION

A. Lamb distributed a draft of the proposed language to go in the catalog concerning student complaints about faculty or staff.

Trujillo asked if a student complaint is resolved informally, does there have to be a report? Lamb responded that it would depend on what the complaint is about. She said if it is about a grade that would probably not need a report but for example if it is race related, it should probably be reported. Or, she said, if there have been multiple complaints about an individual, those should be reported. She said sexual harassment complaints always go directly to the deans. Machalinski suggested adding language that says to try to resolve complaints with the individual first whenever possible. Lamb said she will draft a statement addressing this and bring it back to the Senate.

B. Lamb reported the summer schedules have been sent out but they realized the Spring semester ends May 28 which is a Friday and the following Monday is a holiday which does not give Admissions enough time to process the spring grades before the summer sessions begins. She said a request was sent to the deans and departments to see if they could start the summer session on June 7 or later.

C. Lamb informed Council the Program Review training for San Ramon took place the previous week. She said they requested they get training on validation before they do their Program Reviews.

Freytag asked what happened to the suggestions for summer session including shutting down the campus for a period of time to save money. Lamb responded that there were several issues they ran into including facilities for College for Kids, and classified furloughs. It would be some major changes and it would not result in that much savings. She added that many colleges are struggling with what their priorities are and the state is not giving any guidance to help make those decisions. She said Delta College has eliminated their ESL and Basic Skills to the lowest possible level.

D. Lamb told Council the Study Abroad Program will be discussed at Chancellors Cabinet on October 13th. Information will then be sent out to begin the selection process. She reminded Council we will need 3 DVC faculty to sit on the selection committee.

Krivicich asked if the FTEF for Study Abroad is still being charged to DVC. Lamb said it is still being discussed and she is writing up a proposal to address that issue.

Lema informed Council she has received a request to put Study Abroad on the Senate agenda.

8. PRESIDENT'S REPORT

A. Lema asked Council for input on using email for voting in the Part-time Representative election. Council discussed the pros and cons including some part-timers don't have or read their emails, it is more convenient for part-timers that are not on campus much, and paper ballots leave a record.

Council agreed until it is assured all part-timers have emails, we should stay with paper ballots.

B. Lema explained in the new college committee structure there will be people from several committees that will also serve on the Integration Council. She said President Walters presented a selection process for those people that will serve on the Integration Council. These selections will be knowledge based and not constituency based. The criterion for the expertise based positions is that no more than 3 will come from any one constituency group. She said the 4 Presidents (College, Faculty, Classified, and ASDVC) will make recommendations for those people that will serve on both. If the presidents cannot reach agreement, the College President will make the final decision.

C. Lema told Council proposed Business Procedure 18.02 Guidelines for College Staffing was discussed at DGC. She said the concerns are about the faculty allocation funding formula which would result in reallocation of faculty positions from one college to another. She said SB 361 would be an alternative way to address staffing levels. It includes funding formulas for classified and managers based on FTES. She stated this would be a better way to also fund faculty. She explained in BP 18.02 there are ratios for managers and classified but none for faculty.

Machalinski said BP 18.02 bases faculty funding on productivity numbers as they have used for a long time and it does not result in optimum faculty staffing. She said the way it is written it has nothing to do with the number of full-time faculty but uses full-time equivalent faculty. Lamb responded the 75/25faculty ratio is based on FTEF not

bodies. And that ratio is impacted by things such as release time, and schedule reductions. Machalinski pointed out under BP 18.02 funding for classified and managers will go up if FTES goes up but there is nothing for an increase in funding for faculty.

Council agreed they would like to see revisions to the proposed Business Procedure in regards to faculty allocation.

D. Lema asked Council to review the Faculty Commitment to Students that was previously distributed, and bring feedback to the next meeting.

9. BUDGET PLANNING

Lema told Council in light of further cuts that will need to be made; we need to talk about how to have the conversations about priorities keeping in mind our mission and values.

Mikolavich reminded Council we have to think of our audience when we are trying to get our message across but don't water it down.

Lema said we need to think about how we sustain our core mission. She said we should not begin our conversations by stating where to cut, but begin by indentifying the core elements of programs we want supported.

Freytag said we should also redefine our mission to reflect what we are able to do.

Lema asked Council to send her suggestions on how we can have a constructive discuss about these matters.

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*