



FACULTY SENATE COUNCIL MEETING October 20, 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), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Doug Dildine (Part-time Faculty Representative), No Rep (Social Sciences), No rep (ASDVC)

GUESTS: Susan Lamb, Scott MacDougall, Ligia Morcillo, Craig Gerken, Dorrie Mazzone, Judy Myers, Carolyn Seefer, Lyn Krause, Maria Giuili, Ken Alexander (DW Study Abroad Committee Chair)

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

1. APPROVAL OF THE OCTOBER 20, 2009 AGENDA AND THE MINUTES OF OCTOBER 6, 2009.

Trujillo requested a discussion of Applied and Fine Arts faculty concerns regarding support of a student survey be added to the agenda.

It was MSC to approve the agenda of October 20, 2009 as amended. All in favor. Approved.

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

2. PUBLIC COMMENT

A. Grzanka said the Veterans Support Group could use monetary donations and suggested the Council consider contributing. He said he would like to have the discussion placed on a future agenda.

3. ANNOUNCEMENTS

A. Trujillo thanked everyone that attended the Faculty Senate Dinner Theater the previous Friday. He also thanked the Faculty Senate Office for coordinating the event, and the HRM program for the dinner service. He encouraged everyone to attend the DVC Drama production of *UrineTown*, a funny musical satire. Lema added that 57 people attended the dinner. She encouraged divisions to attend next semester and book a table.

B. Orta announced the application for funds to attend the Academic Senate for Community Colleges Institutes is now available to access and apply online.

4. APPOINTMENTS

Lema explained the hiring process for the VP of Student Services had already occurred so the appointment is up for approval after the fact but it was unavoidable because of the timing. She also explained some of those listed for the

Integration Council were approved at the last Senate Council meeting but she wanted to show the complete faculty membership on the Integration Council.

Budget Committee

John Hanecak

Interim VP of Student Services – Hiring Committee

Andy Kivel

Catherine Jester

Integration Council

Applied and Fine Arts

Beth McBrien

Biological & Health Sciences

*Rick Gelinas

Business Education

Gary Pieroni

Counseling

Lupe Dannels

English

Keith Mikolavich

Library & Learning Resources

*Marva DeLoach

Math & Computer Sciences

Cheryl Martucci

PE, Athletics & Dance

*Steve Coccimiglio

Physical Sciences & Engineering

Tish Young

Social sciences

Andy Barlow

SRVC

Melissa Jacobson

*Approved at the 10-6-09 FSC meeting

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

5. STUDY ABROAD

Lema told Council there are several concerns about the Study Abroad Program. She said the issues include DVC funding courses that are taught by LMC and CCC faculty, student recruitment, and lack of transparency about program decisions. Lema explained faculty load for the program has always been charged to DVC regardless of which college the faculty participants come from. She asked Lamb if this issue had been resolved in Chancellor's Cabinet. Lamb responded she was not able to attend the meeting and does not know if that has been specifically resolved however, she said Chancellor's Cabinet did discuss the current issues about the Study Abroad Consortium and agreed the Florence Program can proceed.

Several former Study Abroad Faculty participants and District-wide Study Abroad Committee members were in attendance and informed Council there have been questions on who decides the locations for the program. They also made the point that Study Abroad is an instructional program assigned to a manager not directly connected to instruction.

For clarification, Lamb explained there are two programs. One is the Consortium Study Abroad Program that is semester length. The second program is a DVC independently run program. For example our summer classes taught in Mexico and Spain, etc. are DVC's independent Study Abroad Programs. DVC's independent programs are not semester length courses. Lema stated the faculty concerns are about the Study Abroad program through the Consortium. Judy Myers clarified that the Consortium Study Abroad Program has always had two committees for reasons that are unclear. The Study Abroad Committee acts as an oversight committee though as noted in the Senate meeting, the committee does not seem to have real oversight power. And there is a separate Study Abroad Selection Committee whose charge is simply to read the applications and select which faculty member(s) goes on the semester length programs. Myers also noted the Study Abroad Committee developed a draft procedures document, which included the goal of uniting the committees.

Mikolavich said the recruitment aspect is a concern because the same person is in charge of the Study Abroad Programs and recruiting international students to enroll in the three District colleges.

Judy Myers, a former Study Abroad instructor and Study Abroad Committee member said there is no accountability for decision making. She said when she was on the committee, Paris and London were cancelled and she does not know who made the decision or the rationale for the decision.

Lema asked if the classes in the Study Abroad Program come out of the DVC schedule load, and which college course outlines are the faculty required to follow. Alexander responded that as of this year they follow the college where the instructor is from. Previously the courses offered whether or not the instructor was a DVC instructor were DVC course numbers and outlines. Although he said if a course from LMC or CCC is offered, the College Outline of Record from that college is followed. He said this year is the first time that will occur, because an equivalent course could not be found in the DVC catalog.

Lamb told Council in the past, DVC had to bear the financial burden of any under-enrolled courses offered in the Study Abroad Program.

Krivich asked how many students from each college usually enroll. Alexander said typically the majority are from DVC and the remainder from LMC. They don't get many participants from CCC.

Wapner said it seems some of the issues are about the committee structure and charge.

Myers said that last year the District-wide Study Abroad Committee completed a policy and procedures document and forwarded it via the Director of the Program to be approved at the District level. As of this date, the committee has not received any feedback about the status on the proposed procedure. Ken Alexander further explained a "Procedures and Practices" document has been prepared to rationalize the Study Abroad Committee with official policies constituting published agendas and minutes, membership, reporting and decision-making in order to bring the Committee into line with other District committees in terms of transparency and accountability. He said this document was co-authored by Judy Myers and himself with input from the Committee members and Aleks Ilich. This was forwarded to the District and discussions occurred at the District level with him, Deborah Blue, Susan Lamb, and Aleks Ilich in attendance. It remains under discussion at the District level and has been discussed by campus VPs.

Seefer said it is clearly an academic program. She also shared a personal experience to illustrate the dysfunction of the decision-making in this program. She said she had been selected to go but a dean sent her a voice mail saying she could not go and gave no real reason. Seefer said she had to involve the Union and her own dean to resolve this. Scott MacDougall added that Seefer's experience was not an isolated incident. He shared that everyone was told they could not go to Paris one year, yet the decision was made without faculty involvement and without curriculum consideration. Council and guests agreed they would like to know who "They" are that have been making these decisions.

Myers said the program is officially a district program and has a Director of International Education. The committee thought they could not bring the issues to the senates if it's a district program. She asked if it is not a Senate program, who are the committee members representing.

Myers shared that Study Abroad funding aside from load issues is overseen with the help of an administrative assistant who is paid out of the International Students budget. The vast majority of her time goes, however, to International Students.

Lema said international student fees are substantial and because of that the International Education Office provides more support to that program more than the Study Abroad program. She said faculty need more support for the Study Abroad Program particularly in the area of student recruitment. The question then is whether that is the appropriate office for this program to be housed. She suggested that the Study Abroad Program be brought to District Consultation. She will ask Deborah Blue to put Study Abroad on the consultation agenda.

Myers reminded Council the Study Abroad Program was originally managed by a faculty member on release time but as the program grew, the district decided to hire a manager to oversee the program.

Machalinski asked what the committee needs from the Faculty Senate Council. She suggested one option would be to make it a District-wide Senate Committee.

Freytag asked if the original format with a faculty member on release time worked better. MacDougall responded that with release time they were able to go into classes and other venues to recruit students. Seefer added that she spent a lot of time recruiting on her own when she was selected to go, and maybe it's time faculty took the program back.

Myers stated that every instructor that participates in this program has had to reinvent the wheel. She said participants have shared information but it needs to be coordinated and formalized. MacDougall added that we need to clarify the decision-making structure. He agreed faculty need to take the

program back and possibly DVC faculty should oversee the program. Freytag asked if the program came back to DVC, would instructors from the other colleges be able to participate. MacDougall said yes they would.

Lema said since it is a district program, then these are district-wide issues including district responsibility for funding.

Council reviewed the options of making it an FSCC committee and/or bringing it to Consultation. MacDougall cautioned to not do this in a vacuum but ask Blue and Chancellor Benjamin what they would want.

Machalinski added that Lema could bring this to FSCC. Lema advised it go first to Consultation to reach agreement that this is an academic and professional matter before moving forward with the Senates. Lema will follow up on this matter with both Consultation and FSCC.

6. EVALUATIONS

Lema reviewed the process the Union has been using to gather feedback on the updated evaluation booklets and procedures. Machalinski asked how faculty would know if the feedback so far had been incorporated. Lema said there will be one more round of feedback through the open forums the union has scheduled. She also informed Council implementation of the new evaluation process and forms has been postponed to fall semester. The UF will be providing training this spring semester to ensure smoother implementation.

Wapner moved that the UF faculty evaluation revision process has been thorough and open and we recommend that the UF continue working through the negotiation process.

Trujillo seconded the motion.

7. BUDGET

Mikolavich said the Budget Oversight Committee has finished its work and sent out a 23 page document explaining the process the Committee used to make decisions. He has received feedback that the process was very open and unprecedented on this campus. He also said that because of its transparency it has alleviated any suspicions there is "hidden" money.

Mikolavich said it was difficult to be fair when making decisions on where to cut. It was also difficult because they were on a short timeline which did not allow the committee to have broader discussions about college funding priorities. He said the new Budget Committee will have more time to deliberate the priorities for the college. Grzanka asked when further cuts are required; will the areas that took the biggest cuts be somewhat safe in the next round?

Mikolavich said there will be bigger cuts to come. Many faculty and Budget Committee members want to start the discussions soon. They want to include the areas that had been cut and report on the impacts of these cuts. Freytag said that he thinks that budget cut discussions should not be framed around 'trying to be fair' or applying cuts 'equally' across campus. Freytag said that he feels these discussions should rather be guided by the current missions of the College and what we envision those missions to be in two or three years.

Mikolavich agreed the conversations should be about priorities for the college, but they should include fairness as part of the criteria. He said perhaps the definition of fairness is the problem.

Godinez said the cuts so far was not so much a broad decision but rather the result of some areas being willing to make sacrifices to their programs to get DVC to its required schedule cuts. However, because they were done in an ad hoc manner, these cuts should be restored and then the college can take a comprehensive look at ALL divisions, departments and programs and decide what areas might be reduced in size.

Mikolavich said the public nature of the committee meetings was very important and helped them be informed but he questioned, how do you make that fair if not everyone can participate in giving testimonies.

Machalinski said she agrees the areas that are being impacted will show up for the meetings but next year the budget will be worse and we need to have the difficult discussions now in order to prepare for the budget cuts to come.

Lamb confirmed we will not cut schedules next year but there will be other cuts such as categorical programs that are operating on either the last of their funds or one-time reallocated funds. Lema added it seems the only budget items left to cut other than classes are staff and operational budgets.

Lamb reminded Council the cuts next year will be at least \$3 million and could be up to \$4.5 million.

Trujillo reminded Council faculty need to decide how they are going to have these conversations to determine priorities.

8. VICE-PRESIDENT OF INSTRUCTION

A. Lamb reported to Council the wording in the catalog section on student complaints of faculty or staff has been changed to read "If unable to resolve....."

B. Lamb informed Council an announcement seeking faculty applications for the Study Abroad Program will be out soon. She reminded Council three faculty from each college will be needed for the selection committee. She does not have a meeting date yet but it will be at the end of November or beginning of December.

Lema questioned why there are separate committees for the Study Abroad program and the selection process. Lamb said it has to do with any possible conflict of interest if a committee member wants to apply for the program.

C. Lamb told Council we have to cut \$60,000 from the catalog production expenditures. She asked Council for suggestions. Suggestions included putting it all online. Orta stated that many prospective and current students don't have Internet access, have limited English, and have learning challenges which make paper schedules and catalogues necessary. She feels that any revision of the system should include paper versions of these two publications. She also stated that there should be a search function added to the electronic versions.

DeLoach suggested archived hard copies could be kept in the Library. Other concerns were expressed that the current online format is not easy to navigate, and that it would limit access.

Lamb said another option is to be able to order it on demand online. That way people could order a hard copy if they wanted one. Students could order it at the same time they order their textbooks. She said it could also be put on a CD which would cost nothing to reproduce. She said the Bookstore would still have hard copies but they would order small amounts at a time as needed.

8.5 STUDENT SURVEY

Trujillo told Council he has received concerns from faculty in his division regarding a student survey sent out by the student Trustee. He said they are concerned some of the survey questions border on evaluation of faculty outside of their contract. He said there is also concern that the survey was brought to the UF E-Board who endorsed it informally without thorough review, and it was never brought to the Senates for discussion or endorsement. Trujillo said the following three survey questions were among the ones that concerned faculty.

- My professors give me enough feedback on how my talents and skills are developing, so I can improve my educational growth.
- My counselor(s) provide enough guidance and support for my educational goals.
- I have positive interactions with college personnel (faculty and staff).
- I am satisfied with my educational growth since I began attending classes at this college.

Machalinski said this is not a valid survey because it is not a random sampling but voluntary, and people who are unhappy are more likely to fill it out.

Freytag asked if there is anything positive that could result from this survey being conducted, and wondered if it could be discontinued. Lema said students have already been notified about filling out the survey.

Krivicich suggested possibly sending out second better designed survey.

Mikolavich said what disturbs him the most is that process was not followed.

Machalinski suggested someone talk to the student trustee and explain this survey would give her an inaccurate picture. Trujillo said he knows the student and will contact her. Lema said she and Trujillo will talk with the student trustee.

9. PRESIDENT'S REPORT

A. Lema informed Council she needed to correct some information she gave at the last Senate meeting regarding selection of members on the new Budget Committee. She explained six Budget Committee members will be selected from people working on Student Services, Instruction, and Administration Program Reviews. Out of these

six members, no more than three can be selected from any constituency group. Lema will be meeting with the College President, the Classified Senate President and the ASDVC President on Friday to make recommendations about these six people from Program Reviews that will serve on the Budget Committee. If the four presidents do not come to consensus about the six committee members the college president will make the final decision about their selection.

B. Lema announced the Accreditation Visiting Team is scheduled to be at DVC on November 3rd and 4th. She said there is a Senate meeting scheduled on the 3rd. If the visiting team wants to meet with the Faculty Senate they could meet with us during our scheduled meeting time. She said Ted Wieden our Accreditation Liaison Officer is in communication with the visiting team to learn the individuals and/or groups they want to interview or observe during their visit.

Lema suggested in our next meeting the Senate Council conduct a study session to ensure we thoroughly understand the new committee structure, program review process, and other significant changes that the Accreditation Team will be reviewing. She said Wieden will be attending the next Senate meeting to update the Council on our accreditation progress and assist us with the study session.

Krivicich said he would like to hear information about the new committee structure and limit it to the most important committees.

Machalinski asked if the information could be kept simple and basic.

Trujillo asked how we compare with other colleges going through similar processes. Are we doing better or worse? What are the trends for schools on sanction?

Lema said at the Spring 2009 Plenary session there were many concerns about the accreditation process, especially regarding the lack of training for the visiting teams. She said Council can send suggestions to her about what they would like covered at the study session.

C. Lema informed Council Business Procedure 18.03 Guidelines for Staffing was pulled at DGC because they are considering using the SB 361 model for staffing. She explained although DGC is the new District budget committee, they are still discussing their role in the budget process.

She asked Council for feedback on the budget principles and guidelines developed in Chancellor's Cabinet which included that the budget be perceived to be fair, easily understood, does it provide the proper incentives, and does it work in good and bad times.

Machalinski said there needs to be transparency at all levels.

Mikolavich said there needs to be clarification on the district budget process as it relates to the colleges.

D. Lema told Council the EEO Plan was forwarded to Chancellor's Cabinet with a series of recommendations, mostly concerns from faculty. DGC requested Chancellor's Cabinet address these concerns in the plan.

E. Lema reminded Council the Fall Plenary Session is in November and encouraged Council members to attend. She shared the preliminary program for the Session. If Council members want to attend, the Faculty Senate will cover the expenses. If other faculty want to attend they can apply for funds through the Staff Development process.

There being no further business, the meeting was adjourned at 4:05 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*