



## FACULTY SENATE COUNCIL MEETING

October 27, 2009

APPROVED

**PRESENT:** Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), 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), Jackson Yu (ASDVC), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** Doug Dildine (Part-time Faculty Representative), Raine Dougan (Counseling), No Rep (Social Sciences)

**GUESTS:** Patrick Leong, Judy Walters, Ted Wieden, Craig Gerken

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

### 1. APPROVAL OF THE OCTOBER 27, 2009 AGENDA AND THE MINUTES OF OCTOBER 20, 2009.

It was MSC to approve the agenda of October 27, 2009 as amended. All in favor. Approved.

It was MSC to table the minutes of October 20, 2009 pending the incorporation of recently submitted changes. All in favor. Approved.

### 2. PUBLIC COMMENT

None.

### 3. ANNOUNCEMENTS

A. Orta announced the application deadline for conference funding is Monday, November 2, 2009.

B. Trujillo announced the DVC Drama Production of *UrineTown* is playing for two more weeks. He said the play is getting great reviews and encouraged everyone to see the production.

C. Lema introduced Jackson Yu, the newly selected ASDVC representative on the Faculty Senate Council.

D. Lema announced there are still spaces at the ASCCC Fall Plenary Session. She encouraged Council members to consider attending and reminded them they can apply for reimbursement of costs through the Faculty Senate Office. All other faculty may apply through the Staff Development Office.

#### **4. APPOINTMENTS**

##### **Budget Committee** (From Instructional Program Review Areas)

Lisa Orta  
Ray Goralka

##### **4CD Leadership Selection Committee**

Laurie Lema

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

#### **5. BASIC SKILLS INITIATIVE**

Lema introduced Patrick Leong, the Co-Coordinator of the Basic Skills Initiative. Lupe Dannels is the other Co-Coordinator but could not attend this meeting.

Leong informed Council he and Dannels have been working with the Foundations for College Success Committee, and they have been attending Basic Skills conferences and seminars around the state. He explained the Basic Skills Initiative started statewide about 5 years ago, and DVC started its program about 3 years ago. He said in the beginning the efforts were administered by the District. The District then decided to convene a Basic Skills Task Force which recommended the Basic Skills Committees be Faculty Senate Committees. They decided the committee would be facilitated by co-coordinators from Student Services and Instruction. The committee's charge is to integrate basic skills efforts in Math, English, ESL, and Student Services. They also are looking at how basic skills can be enhanced, expanded, and better serve students.

Leong said last year they worked with Math to revamp their basic skills program and they now have a dedicated lab. Brecha said the Math department is very grateful for the support from Basic Skills.

Leong told Council he and Dannels are in the final year of their term as co-coordinators. He said they had a poster session to showcase some of the projects that have been funded by the initiative. Those projects include a DVD that was produced to help teachers and students know what basic skills services and support are available. He said it is available on the Basic Skills web page. Leong said they also purchased 100 clickers for faculty to check out for use in the classroom. Leong shared some of the things he uses the clickers for such as surveys and questions.

Leong also distributed a chart of all the BSI Program projects and outcomes.

DeLoach said the library was able to develop a collection focused toward Basic Skills students. Leong added that textbooks were also purchased for check out from the Basic Skills Office.

Leong told Council they are starting a Faculty Inquiry Group to help coordinate Basic Skills resources and efforts across the college. He also said they will be working with Staff Development to help send people to conferences, and get training.

Leong shared and reviewed the Action Plan developed by the Basic Skills Committee. He said the committee has begun discussing why basic skills students are not progressing to the next level of courses. He said data showed only 1 out of 8 basic skills students transfer out of basic skills courses.

Leong informed Council that the FSE funding allocation was reduced by 42%. He said they are cutting equally from each area within the program. He said there is information on the Program on the "U" drive.

Leong thanked the Senate for their support and Council expressed their appreciation for the work Leong and Dannels have done with the program.

#### **6. EVALUATION**

There was no discussion.

**The question was called to vote on the motion for the Faculty Senate to endorse that the UF faculty**

**evaluation revision process has been thorough and open, and they recommend the UF continue working through the negotiation process.**

**All in favor. Approved.**

## **7. ACCREDITATION**

Judy Walters informed Council the Accreditation visiting team will be at DVC on November 3<sup>rd</sup> and 4<sup>th</sup>. She said the team chair is Dr. Marie Smith, who is a sitting ACCJC Commissioner. The other members are Joan Smith, and Deborah Ikeda, who were on the last visiting team. Marc Beam who was the researcher at the last visit will also be here. She said there will be several meetings scheduled with them including with the Faculty Senate Council. Walters told Council an addendum report was submitted on what the college has been doing since last spring.

Wieden shared a PowerPoint presentation on the recommendations and explained the results of the work done to fulfill the recommendations. He distributed and explained flow charts for the new college-wide committees. He said within the structure, the flow of information and decision-making includes academic and professional matters according to Title 5. Wieden pointed out within the electronic charts and descriptions there are hyperlinks (for the PowerPoint only) that provide further information such as committee charges and membership. He said that the ACCJC requires that the college tie budgets to SLOs, Program Reviews and the College Mission Statement. He explained for resource allocation, the Integration Council would prioritize requests from college plans and program reviews. They would also look at requests that could be combined such as equipment that could be used for a couple different areas. He added that after implementation, we will close the loop by tracking and reporting how the resources were used. He said the Integration Council will use funds allocated by the Budget Committee; they will have studied all the college plans and Program Reviews and make recommendations to the College Council. The College Council will review the information from the Integration Council and make final recommendations to the College President. If the College President denies College Council recommendations, the College President would have to send a written response why the recommendations were denied. He said the likelihood of that happening is very small because the College President is an Ex-Officio member of the College Council so the President would have been in on the discussions about the recommendations.

Walters told Council the Budget Committee will be setting up an educational component on how the district gets money and how it's allocated to the colleges to help everyone to understand the process.

Wieden said a new Program Review Process was developed in response to Recommendation 3. All instructional units will complete either an annual or cumulative program review. Annual program reviews will be done every year and cumulative program reviews will be done once every five years.

Wieden shared the Program Review Process Flow Chart with Council. He said the first training for Program Review validation will begin in November. He pointed out that faculty hiring takes place through the Box 2A process which will occur after ranking program reviews at the division level. This step has been added to reflect the process on the chart. He explained Instructional Program Reviews are on a different timeline than Student Services Program Reviews. He said the Integration Council will be working on college-wide prioritization from February 15 through March 15, every year. Walters added that in the first year of the new process, we will only be looking at new money so we have some time to implement and evaluate the process before we are looking at the other sources of funds.

Freytag said there are continue to be concerns about the quality of research data provided by the Research Office for program reviews. He asked what is being done to increase the quality of the data. Wieden said one problem they recently discovered is that the data coming out of the Instruction Office has been based on a fall-spring-summer year. While the data coming out of the Research Office has been based on a summer-fall-spring year which is how the MIS data is recorded for the state. He said he also has been working with the Research Office on how queries are done in Datatel.

Wieden told Council the Curriculum Reviews are up-to-date. He said the Curriculum Committee approved 400 courses last year. The Committee is now developing a Title 5 Curriculum Compliance Procedure so we don't get behind again.

Wieden informed Council to address the recommendations on communication; there is now a master calendar of college events. He said in addition, hard copies of minutes and agendas for college-wide committees will be available in several specified places around campus. Orta added that Staff Development has handouts about the Brown Act and Parliamentary Procedures.

Krivicich said he noticed inconsistencies in how buildings are labeled in different formats such as campus maps, class schedules, etc. He suggested they be consistent in how the buildings are labeled and include a legend.

Wieden asked Council to address Eligibility Requirement 10 on Student Achievement. We have completed and published all program-level SLOs. He announced to Council that Judy Foster received a statewide power award for her work in helping the college complete this huge task. He reported he recently went to an SLO workshop in Long Beach and found out our SLO tracking program is superior to other expensive programs that are available, and we are further along in our work than most of the state community colleges.

Wieden told Council Recommendation 8 was for the District to develop formulas for funding the colleges. He said the District is moving toward using the SB 361 model which is starting to be used at community colleges around the state.

## **8. PRESIDENT'S REPORT**

Lema informed Council the regular meeting on November 3<sup>rd</sup> will begin at 3 p.m. The Accreditation Team will be meeting with the Faculty Senate Council from 2:15 to 3:00 p.m. She told Council we need to start promptly, so we need to start on time. She said to keep in mind our goal is to get off of show cause during our meeting with the accreditation team, and we should only address the recommendations in the show cause report.

She said in order to be prepared for the meeting; Council can bring information with them for a reference. She expects we will be asked about shared governance at DVC. Trujillo reminded Council we need to focus on current efforts and not what has happened in the past.

Mikolavich suggested people give concrete examples. For instance the recent Budget Committee work. Krivicich said he would respond that the college is in the process of change if he is asked how governance is going at the college, and talk about the processes in the work groups.

Lema reminded Council it is appropriate when discussing issues of shared governance to say that faculty don't always agree with other constituency groups. But we are having college dialogues and actively participating in college decisions and matters.

Council members suggested several examples that illustrate progress at DVC including administrative support for faculty programs such as Nexus, accessibility of managers and administrators, transparency about the budget process, and broad inclusion in making decisions about the current budget crises.

Lema said faculty may be asked about the role of classified in our accreditation work, and in our governance structure. Council members said that they individually have good working relationships with the classifieds but they are unaware of how well the classified senate is functioning. Krivicich and Trujillo both expressed the desire to have more interactions with the Classified Senate. Council agreed the new college structure as well as the accreditation process has been inclusive of classified. In addition Council agreed classified participation in the accreditation process was very valuable. DeLoach mentioned student involvement also.

Churchill reminded Council that it is not just what we say during the meeting with the visiting team that will get us off of show cause but what we can show and articulate we are actually doing.

B. Lema told Council she will be attending the Area B meeting on Friday, October 30 and asked Council to review the proposed resolutions on the ASCCC website. She asked them to provide her feedback about any of the resolutions.

## **9. VICE-PRESIDENT OF INSTRUCTION**

This item was pulled from the agenda due to the absence of Susan Lamb, VP of Instruction.

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*