



**FACULTY SENATE COUNCIL MEETING
MARCH 23, 2010
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Rick Godinez (San Ramon Campus), Jane Brecha (Math/Computer Science), Ralph DePew (Physical Education, Athletics and Dance), John Thomas (English), Craig Gerken (Physical Science/Engineering), Becky Opsata (Applied and Fine Arts), Buzz Holt (Social Sciences), Barbara Hewitt (Representative-at-Large), Lisa Orta (Faculty Development Coordinator), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Catherine Machalinski (Biology and Health Sciences), Peter Churchill (Business Education), Raine Dougan (Counseling), Absent (ASDVC)

GUESTS: Catherine Franco, Nancy Ybarra

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

1. APPROVAL OF THE MARCH 23, 2010 AGENDA AND THE MINUTES OF MARCH 9, 2010.

It was MSC to approve the agenda of 23, 2010, as amended. All in favor. Approved.

It was MSC to approve the minutes of March 9, 2010 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

Glenn Appell, DVC UF Representative, told Council that he along with Jeffrey Michels, UF President, and Richard Akers, CCC Senate President, and the Governing Board Student Trustee went to the March on March in Sacramento. He said it made him think about the role the UF plays in the district. He said the UF's issues are not with the District but with Sacramento and we need to show our faces to our representatives in Sacramento. He said the UF wants faculty to help recruit students to go to Sacramento because it can help community colleges and it is also educational for the students.

The UF would like to arrange at least one trip a year to Sacramento for faculty and students to advocate for low student fees, restoration of categorical funds, etc. He said Mark DeSaulnier offered to show them around the capitol.

Appell also commented on information he got at a conference for Sustainable Community Development that shows green jobs are the only sector of the California economy that is growing. He said DVC needs to be a leader in not only promoting sustainability through recycling and other campus projects, but also academically. If we are a leader in this area it could be a source of revenue for the district. He said especially with all the budget issues, it is not time to retreat but to think outside the box.

3. ANNOUNCEMENTS

- A. John Thomas announced the DVC English Articulation Day is on March 25, 2010 in the Trophy Room from 9:30-3:00. He said high school teachers will be observing classes and learning other things about the English Program.
- B. Lisa Orta announced there is a link on the Basic Skills website to the Handbook that was distributed on a CD at the March 9, 2010 Faculty Senate meeting.

4. APPOINTMENTS

Sabbatical Leave Committee

Lisa Orta (replacing Tom Barber)

Textbook Task Force

Karen Toloui

Marva DeLoach

Craig Gerken

Doug Dildine

Institutional Effectiveness Committee

Judy Foster

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

5. CREDIT BY EXAM

Reference Document 1-Credit by Exam Form

There was no discussion.

The question was called to approve the revised Credit by Exam Form. All in favor. Approved.

6. INTEGRATION COUNCIL

Lema told Council Keith Mikolavich and Sue Handy, Integration Council Co-Chairs, made a report to the College Council. Lema said the Integration Council has done a tremendous amount of work and thanked them for their efforts. She added Mikolavich's and Handy's leadership has been instrumental in completing the work.

Mikolavich explained the Integration Council gathered information from the Program Reviews and developed larger guiding principles. These principles are more specific than the All-College Day results since they came through our governance structure and were data driven. He said the Integration Council is now at a point where budget allocation will be driven by college plans. He said each member of the Integration Council read 5-7 Program Reviews and they all read the Program Review Summaries.

Reference Document 2-Integration Council recommendations

Mikolavich reviewed with Council the guidelines developed by the Integration Council. He said they still need definitions and a glossary.

Mikolavich explained the "job" of the Integration Council is to have long-term discussions and planning. They will need to create task forces to do analysis of the impacts of their recommendations. The Council is also doing short-term planning for this year. They will ask groups and people on campus for best practices to help with their recommendations.

Holt asked in relation to guideline #3 if a part-time instructor is the only one with the expertise for a particular course, is that part-time instructor still going to be cut if that is the recommendation.

Mikolavich responded this is the sort of thing we need to think about when making these decisions. We do not want to undermine the integrity of the college and need to look at things more holistically.

Opsata commented that in guiding principle #2 it's worded as if we are committed to minimum staffing levels. She asked if we should be committed to adequate staffing levels.

Mikolavich then reviewed with Council the priorities the Integration Council developed based on the guidelines.

Mikolavich reviewed with Council the Integration Council's ideas for specific areas and needs of the college. Godinez commented there is going to need to be some triage to meet some of the needs and some areas are going to have to do things with an inadequate amount of support. Mikolavich agreed and said we need to decide how we determine what the critical needs are.

Freytag asked for clarification on the process for the flow of this information. He asked is it correct that this presentation has been made to the College Council, next it will be made to the Budget Committee, then the Budget Committee will make recommendations to the College Council and they will make recommendations to the College President. Mikolavich confirmed that is the process and the reason Integration Council is meeting with the Budget Committee is to make sure the guiding principles are being followed.

Orta reminded Council the Budget Committee is charged with only operational budgets, not staffing and salaries. She said they are being asked to cut 15% from operational budgets.

Reference Document 3-DVC's Plan proposed changes

Gerken distributed to Council a list developed by his department of things to consider in the Budget discussions. He said his department feels the budget discussions have not been as broad as they should be.

Mikolavich said it is great we are having these conversations both inside and outside the committees but he is still a little confused by the process because of the short timeline he is not sure how these discussions fit into the governance structure. He said we need to look at how we are doing our business and going through the proper channels.

Lema reminded Council that development of budget processes are a 10+1 item and this discussion will come back.

7. AUGUST FLEX PLANNING

Lema reviewed at the last Senate meeting some concerns were stated about Flex activities on the Fall Mandatory day which has become an all college-day for the past two years. She reminded Council Flex activities are faculty development which is one of the 10+1 items for consultation. Flex activities include both Optional and Mandatory Flex days.

Lema told Senate Orta has suggested a focus on equity and diversity during Fall 2010 Optional Flex days and asked Council for feedback. Opsata said her division said they would like more activities where they get training and sit and do the paperwork that is required of instructors like Program Review, SLO's, etc.

Orta explained for clarification there are two mandatory days a year, one per semester. In August, that has historically been the Convocation day and also for department and division meetings. She said by contract the Mandatory Day needs to be 5-8 hours. She said there are two optional Flex days in August and two in January. One half of those days have been taken up by an all-college activity at the request of the College President. She said Optional days should be faculty driven and one idea is to have a theme or focus.

Mikolavich has heard colleagues express there would be more interest if the activities are generated by faculty.

Dildine said there needs to be more teaching and learning activities.

Holt asked about the option of not participating on those days. He said he always does his Flex independently.

Freytag responded that is an option but the workshops are there for faculty to fulfill their Flex obligations if that is how they choose to do so.

Lema reminded Council this discussion is more about what kinds of activities are offered and who selects them.

Grzanka said Part-time Instructors like the Part-time orientation done by Part-time Instructors (Deborah Dahl UF Part-time representative) but they do not like management led orientation.

Godinez suggested no activities should be scheduled unless they have come through the Faculty Development Committee.

Lema suggested faculty need to state if they don't want all-college day activities during Flex to pre-empt all other Flex activities.

Lema said the August Mandatory All College Day starts earlier in the morning than we historically have done and now includes Management and Classified. Last Fall there was a very small number of classified that attended.

Lema said feedback from faculty has been that the day is too long, there is redundancy of activities, and faculty don't even have time for lunch in between the Senate meeting and their division and department meetings. She said Council members should gather faculty feedback about Optional AND Mandatory Flex day activities. She reminded Council since Faculty Development which includes Flex, is a 10 +1 item, faculty should have consultation on Flex activities.

8. ALUMNI PROGRAM UPDATE

Catherine Franco of the DVC Foundation Office told Council they are working on developing a DVC Alumni Association. She said they have put a web page up, there is a survey on the web page (www.dvc.edu/alumni), and they have sent postcards to the community. She reviewed with Council the survey on the web page that is for alumni and employees to gather feedback on what they would like to see in an alumni association. She pointed out a question on their survey that asked respondents to identify academic programs to which they would like to donate. This would allow individual donations to go to specific programs. She said additional plans include the development of a newsletter, possibly a distinguished alumni series, and forming a Board. She said an alumnus is someone who has taken 12 or more units at DVC. If others want to be involved it is great but they would not be considered “official” alumni. She said they are also working on getting a presence on Facebook, and putting postcards in the graduation packets. She told Council she would be happy to come to classes and address students about this and asked FSC to contact her with any questions or suggestions.

9. TEACHING AND LEARNING ACADEMY

Lema introduced Nancy Ybarra, LMC English Instructor, to present her sabbatical project proposal and told Council Ybarra has presented this to FSCC and is also presenting it to all three colleges Senates.

Reference Document 4-Teaching Academy Report and Proposal

Ybarra said her proposal is for a Teaching and Learning Academy in which Faculty would receive Flex credit for course work in professional development, and possibly also receive college credits that could be for step increases within the district or college credits that can be transferable. She sent out a statewide survey and there are several districts that are already offering this sort of program. She said she also piggybacked a survey on the broader district survey that asked if faculty are interested in something like this and what topics they would like to see offered. She said the details are included in her report and proposal that was sent out to the Council. She told Council the final decision on her proposal will be made by the District-wide Staff Development Committee. She said the #1 topic is teaching underprepared students and the other top ones are culturally relevant pedagogy, instructional and curriculum design, grading and assessment, and project based learning/active learning.

Ybarra reviewed she developed three options based on her research. She said the first option is similar to a Great Teachers Seminar which could be offered during Flex and could be expanded beyond that time frame. Credit could be offered “in district” or in collaboration with CSU East Bay for graduate credit. Participants would pay community college tuition. The second option is to establish a Teaching Academy that would offer institutes on selected topics in teaching and learning. This option would require a coordinator with reassigned time and again the participants would pay community college tuition. The third option is to collaborate with CSU East Bay to develop and offer an upper division or graduate level course in selected topics in teaching. The course could be offered at the Concord campus extension of CSU East Bay. The cost to participants would be CSU tuition rates if taught by CSU faculty member; or \$60.00 per unit if taught by a community college instructor. The community college instructor must be approved by CSU. She said another option could be a hybrid of the other options.

Ybarra told Council District-wide staff Development historically gets \$100,000. They could help fund this but they are still deciding what to do this year and are not sure about next year. She thanked Council for their time and asked them to send any feedback or suggestions to either her or Lisa Orta, the DVC Faculty Representative on the District-wide Staff Development Committee.

10. TUTORING ADVISORY COMMITTEE

Lema explained to Council when Heidi Goen-Salter finished her term as chair of the Tutoring Advisory Committee and had to be replaced, Lema reviewed the charge and realized it is no longer relevant. She said a lot of the TAC charge focused on budget and management because of the issues related to the move to a central tutoring center. In addition the committee membership lists positions that no longer exist. She said although tutoring has been decentralized we still need a Tutoring Advisory Committee. The committee can serve as an advisory group that researches and informs the college about best practices for tutoring, reviews college data about tutoring effectiveness, makes recommendations for institutional tutoring needs, reviews resource allocation for tutoring and how the program review process addresses tutoring. Lema told Council the Senate Office sent an email out to arrange a meeting to those they thought were on the committee based on attendance documents. But some of those

attending have not been actual members and some members have not been attending. Lema said she asked Ted Walker a new committee member to chair a discussion with this group. Since it was not the official committee whatever recommendations came out of this group's discussion would be welcomed but they are not official committee recommendations.

Reference Document 5-TAC Draft Charge

Council reviewed a proposed updated charge and membership for the Tutoring Advisory Committee. Lema pointed out in the past all the voting members have been faculty with others in resource positions. This proposed membership says divisions can elect representatives from any constituency as long as a certain percentage is faculty. There are also 3 classified representatives proposed from particular areas on campus. Freytag suggested whichever constituency the nominees come from, they should be approved by the Faculty Senate since this is a Faculty Senate committee.

Opsata pointed out the wording in the fourth bullet of the charge is awkward. The way it is worded it sounds as if the committee is doing the actual tutoring. She said also in bullet 4 it is assuming tutoring is essential to graduation. Grzanka suggested there be a student member.

Gerken said in his area only faculty involved in their tutoring. He asked if there are areas that a classified would make a better representative than faculty.

Lema said this topic will come back for further discussion.

11. GRADUATION PARTICIPATION

Lema reviewed for Council as a result of their previous discussions on classified participation in graduation, Council had agreed to discuss part-time faculty participation at graduation. She said there is one more response to classified participation that Freytag wants to share.

Freytag read his response to the follow-up at classified senate on the discussion of classified participation in graduation.

Freytag said: "At our March 9th meeting the Faculty Senate voted to not change HR Procedure 2090.08, the procedure describing who shall participate in DVC Graduation ceremonies. Classified Senate President Jocelyn Iannucci attended this meeting and again requested that the Faculty Senate support Classified Staff members' request to, "be allowed to participate in the DVC Graduation ceremonies." When asked for clarification, it became clear that Jocelyn was requesting that classified staff be allowed to wear cap and gown and march and sit with degree-conveying faculty. During our discussion at this meeting, members of the Faculty Senate explained that they thought it appropriate that Classified Staff attend the DVC Graduation Ceremony and participate in a meaningful way besides marching in cap and gown and sitting with degree-conveying faculty. We discussed how faculty and classified both contribute to the education of DVC students and, while our roles on campus are different, both faculty and classified have integral roles in the education of our students. The Senate thought it important to uphold and respect the higher-education graduation tradition of faculty walking in cap and gown and bestowing degrees on the students.

As Jocelyn was leaving the Faculty Senate meeting Raine Dougan and Marva DeLoach both told her they thought it important that the Classified staff and Senate understand that the Faculty Senate was NOT attempting to exclude classified from the graduation ceremonies, thought only it inappropriate for classified who were not faculty to wear cap and gown and walk with degree-conveying faculty, and looked forward to discussing how part-time faculty could attend the graduation ceremonies.

Jocelyn indicated that she would provide the Classified Senate with a comprehensive report of the discussion.

Two days later, at the March 11 Classified Senate meeting, Jocelyn reported to the Classified Senate that she had attended the most recent Faculty Senate meeting and that, 'the Faculty Senate voted to not allow Classified Staff to participate in graduation ceremonies.' When asked why the Faculty Senate voted this way, Jocelyn reported that Faculty didn't know what it would 'look like' for classified staff and faculty to walk together.' This received a laugh and raised the question, 'what do you mean they didn't know what it would *look* like?'

There was no explanation of the Faculty Senate's concerns or intent to discuss a more inclusive graduation

attendance policy.

I explained to the Classified Senate that I disagreed with the way that the actions and intentions of the Faculty Senate had been represented, that the Faculty Senate had voted not to change the existing policy and had been open to including classified staff in graduation ceremonies. Additionally, I mentioned that the Faculty Senate intended to discuss ways of including part-time faculty in graduation ceremonies and that the Faculty Senate had asked Jocelyn about the number of classified staff who are also part-time faculty.

I cannot speak to the intent of an individual, but I am concerned that misleading information is being used to divide our college community at a time when we should be setting aside personal agendas and working to cultivate a spirit of collaboration. This was the intent and message of the Faculty Senate.

It seems to me that it would be appropriate and helpful for a member of the Faculty Senate to attend Classified Senate meetings regularly to ensure that the intentions and message of the Faculty Senate are appropriately represented.

Additionally, in the spirit of the Brown Act, or “operating as a Brown Act body”, I would suggest that the Classified Senate record and maintain accurate and comprehensive minutes for each of their meetings and, per section *54953.5 of the Brown Act, be willing to share audio recordings of their meetings”.

*54953.5 of the Brown Act “Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording shall be provided without charge on a video or tape player made available by the local agency.”

Holt asked if Freytag was telling the Classified Senate how to do their business? Freytag responded that was not the intent but that the Classified Senate is a Brown Act body and needs to operate as such. Patton clarified that Classified Senate had always operated under the assumption they were Brown Act but was recently informed by District they are not a Brown Act body. But they agreed to continue to operate as a Brown Act body in order to be transparent and efficient.

Dildine said allowing part-time instructors to walk at graduation is a tremendous opportunity to solidify faculty collegiality and proposed that a specified number of part-time faculty be invited to walk. He suggested allowing 15 part-time faculty to participate. He reminded Council the procedure as it is written just says faculty and does not stipulate full or part time. Lema added the budget for caps, gowns, and hoods would allow for a maximum of 15 part-time faculty. She also said any resolution should specify that they have to have taught that current spring semester of the graduation in which they would like to walk.

Freytag moved to include in graduation ceremonies a maximum of 15 part-time faculty who are teaching during the spring semester of the ceremony. Each division can forward one part-time faculty. The remaining three can be from any of the divisions. Motion seconded.

12. FACULTY SENATE PRESIDENT’S REPORT

A. Lema shared with Council that she attended the ASCCC Accreditation Institute along with Ray Goralka, Katrina Keating, Robert Burns, Jeanie Dewhurst, Sue Rohlicek, and Jason Cherry. She said Ted Wieden and Susan Lamb were not able to attend due to President Walters being out ill. Lema said the institute included useful topics. Some of these included the history and current status of accreditation, and the key governmental organizations involved in the oversight and process. She said the accreditation process is designed to improve the college and student success. She said another topic was mission statements. She said our mission statement should be simpler than what we have. Additional breakout topics included building an effective accreditation team, dealing with site visits, SLOs, and data. Lema said she is talking with Orta about getting an expert from the state to present a Flex workshop on data. Lema told Council we need to look at accreditation as an ongoing part of what we do day in and day out even after we are removed from sanction. She emphasized the need for our college to use the standards to

assess student learning and our institutional effectiveness. She said she also learned the overall components of accreditation are fairly simple. She explained teaching and learning drives program reviews, program reviews drive planning, planning drives budget priorities and resource allocations. We work continuously to improve each of these steps in the process to close the loop. The institute emphasized the importance of faculty leadership throughout the accreditation process.

DOCUMENT

Lema mentioned two documents that were sent to the Council. The first is on the Faculty Role in Planning and Budget. The second document is on Program Review.

B. Lema told Council she sent them a document from DGC they can review on budget reduction information, values, priorities, etc. ***Reference Document 6-Faculty Role in Planning and Budget***

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

