



FACULTY SENATE COUNCIL MEETING

**May 4, 2010
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Rick Godinez (San Ramon Campus), Jane Brecha (Math/Computer Science), John Thomas (English), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health sciences), Becky Opsata (Applied and Fine Arts), Buzz Holt (Social Sciences), Barbara Hewitt (Representative-at-Large), Lisa Orta (Faculty Development Coordinator), Raine Dougan (Counseling), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Ralph DePew (Physical Education, Athletics and Dance), Craig Gerken (Physical Science/Engineering), ASDVC

GUESTS: Judy Walters, Susan Lamb, Sue Handy, Robert Moore, Sonya Castro, Jeff Jewell, Katrina Keating, Jeanie Dewhurst

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

1. APPROVAL OF THE MAY4, 2010 AGENDA AND THE MINUTES OF MARCH 30, 2010.

It was MSC to approve the agenda of May 4, 2010, as amended. All in favor. Approved.

The Minutes of March 30, 2010 were not ready for review.

2. PUBLIC COMMENT

None.

3. ANNOUNCEMENTS

- A. Orta announced District Staff Development is offering two workshops on behavioral and communication styles. She said it is a survey and a 2-hour workshop. It is about communication styles, working better together, understanding yourself, and is fun and useful. There is one scheduled on Friday, May 12 and another on Monday May 14. Each session is capped at 30 participants.
- B. Orta announced there is a Part-time Faculty Hiring Workshop at 4 pm today, May 4, and another from 11am-1pm on Friday, May 7 at SRC. The Friday workshop is being filmed and will be available for those that are not able to attend. Orta told Council the Part-time Hiring Workshop certifies faculty to participate in sabbatical replacement hiring. Lamb clarified that sabbatical replacements are part-time instructors with a variance to teach a full-load so the hiring process is the same as for all part-time instructors.
- C. Orta announced the Reading Institute starts on June 1st. She said some faculty from key areas were given priority registration and registration will open up to all other faculty on May 5th at 2pm.

D. Lema announced the retirement dinner is scheduled on May 21 at the Concord Hilton. Details will be announced soon.

E. Lema announced nominations for the Faculty Senate Council positions of Corresponding Secretary and Representative-at-large are due in the Senate Office this Thursday, May 6th.

4. APPOINTMENTS

Institutional Effectiveness Committee

Robert Burns

Judy Foster

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

5. PRESIDENT'S CLASSIFIED EXEMPLARY AWARD WINNERS

Lema told Council she invited the President's Classified Exemplary Award winners to the meeting to acknowledge them. She introduced the following winners in attendance and read from their nomination statements:

Sonya Castro (*Clerical Services*) serves as Administrative Assistant in the English Learning Center. Sonya has been an employee for over 13 years. Her nomination statement includes: "Sonya transforms student lives by being here every single day and dealing with the barrage of questions they spring on her. The help Sonya gives students helps them complete their work at DVC and prepare for transfer. Sonya helps students from multiple diverse groups and faculty members also always with a smile on her face."

Sue Handy (*Student Support Services*) serves as Student Services and Instructional Support Coordinator for Early Childhood Education. Sue has been an employee for over 27 years. Her nomination statement includes: "Sue stepped forward and agreed to serve as one of three classified staff representatives on accreditation Workgroup 1, in which she was appointed co-lead. Sue works directly with students as well as community clients. She keeps the focus on student success in everything she does. Through her involvement in the Early Child Education program, Sue has helped countless students achieve a positive transformation through her tireless efforts on their behalf."

Jeff Jewell (*Technology Support Services*) serves as Media Services Technician II in Media Services. Jeff has been an employee for over 24 years. His nomination statement includes: "Jeff is very knowledgeable in his work even as his work has moved from 16 mm films to high-tech digital hookups. Jeff is courteous, kindhearted and helpful in all of his interactions with students, faculty and staff. Jeff helps students connect their laptops to our video projectors in the classrooms so that they can make presentations in class."

Robert Moore (*Environmental Services*) serves as a Food Services Supervisor in Food Services. Robert has been an employee for over 16 years. His nomination statement includes: "Robert puts extra care in all that he does so that staff is happy with the food he creates. He treats people with respect. He increases student success every time he is tolerant and understanding when he is training students to work with a diverse group of starving faculty, staff, and managers."

Senate Council gave the winners a standing ovation.

6. A CONVERSATION WITH JUDY WALTERS

President Walters thanked the Faculty Senate for all their hard work this year. She said we are in a major transition and we received a good response from accreditation in getting off of show/cause. However, she said we still need to have another report in October. And next year we have to do our midterm report.

Walters explained the work to be done is the committees will be evaluating themselves internally and an external evaluation will be done by the whole college. The information will go to College Council for review and then be released to the whole college. She said the College Council will not be making recommendations but rather all the

other groups will make recommendations that will go to the College Council. She said we need to work on how all this information will be communicated to the groups and how feedback will be gathered. She said we have work to do on how things fit with the new budget process. She said the district is being urged to take three years to implement the model but the district is saying we have one year. She added that we've loaned 182 FTES to CCC and any growth in the district goes to DVC first. She said at the state level there is a movement to bring back categorical funding such as EOPS that was drastically cut.

On another issue, Mikolavich said it members on the Integration Council expressed concern that there still is a silo effect in the program review process. He said the instructional, administrative and student services program reviews need to have uniform processes so we are all "speaking the same language". Walters responded that in each of the three program review areas, they are asking that the entity that validated the program review provide input to the body that is responsible for the program that will look at recommendations. Then the Institutional Effectiveness Committee has been charged with looking at all three program review areas and suggesting a summary that could be used for all three so that they have consistency in how the information is presented in the summaries. The Integration Council will probably look at the recommendations for the summaries.

Holt asked about the people in the programs that may be recommended to be cut. Walters said it will not be about people. She gave the hypothetical example that if the college were to decide not to offer any more online courses that would be a college priority. The discussion and recommendations would not be to cut specific people. She said she realizes this is going to be tough week for people. The Governing Board will be meeting on May 13 and there will be categories of positions that will be cut at that time, not specific people. She said full-time faculty will not be cut but part-time faculty will.

Freytag commented that at the last all college day the results showed that we want cuts as far away from the classrooms as possible, but we have had cuts to instructional areas and the administrative cuts have been light. He said full-time faculty are not being cut but we are only hiring 3 out of 12 positions on top of an over 11% cut to the instructional budgets. He said it seems we are cutting in the classroom. Walters said after they have dealt with the Union issues and the Governing Board makes its decision, she will put out a paper to the college explaining the cuts to the various areas. She said they did work very hard to stay away from the classroom and they did take 6 vacant faculty positions but the college now has to take on the burden of providing all step and column increases, and any increases in faculty salaries, as well as classified and management salaries, and all the sabbatical costs for this year. She added that the faculty ratio is still within the 75/25 rule. She explained one manager has been reassigned to the classroom, one manager is retiring, and one other will be assigned an additional division. She also said there will be 6-7 classified that will be without a job and 35 will be affected by workload reductions or bumping. She said as we lose some functions, some of the work will have to be moved around.

Katrina Keating commented the 12% cuts are having a direct effect on their students in the form of supplies, and tutoring. Walters responded that the administration took an 18% cut. She suggested people write our legislatures as they are telling us we need to be a smaller college but they are not saying who we should not accept as students. She added that instructional areas got the least percentage of cuts.

Keating said she has concerns about college-wide committees where the chair is a direct supervisor of a committee member. She said she would like to see a policy addressing this and asked Walters if she would support such a policy. Walters responded she would have to think about it and reminded Keating it is the chair of the constituent groups that makes the appointments, and she is concerned it could narrow how people could be involved. Keating clarified it's not about voting, but about the direct supervision relationship.

Machalinski commented the major decisions have been made and then put out there. She said people have a feeling the decisions are not being made based on data but as they always have been in the past. She said there needs to be a more thorough evaluation of each position to see if it is essential. She added that in her division they cannot cut any more positions. Walters explained it was the Budget Committee that made the decisions. Several Council members corrected Walters and reminded her the Budget Committee only dealt with the 12% cut from operational budgets.

Freytag commented the college community feels that the college Vice-president of Finance and Administration has

made these decisions and continues to make the decisions. Keating added that she was at a meeting and a comment was made that the operation cuts are just supplies. She said she feels there is ignorance on the Budget Committee about the impacts of the cuts.

Mikolavich commented that we have been told to downsize, but we haven't yet decided on what part of our mission we will focus on. He said we are still focused on the same things we have been for years. He said he sees we are now using the data, but how as a college, will we decide where we are going focus on and what is essential to that focus? He said we are in the process of changing but we are not there yet. He asked Walters how we are going to decide what is essential and make cuts away from the areas that we define as critical? Walters gave the example of the cuts to sports programs. She said the decision was made with a lot of input and data. She added that we have to do what the state tells us to do in our mission. She said within that we can choose how we can serve the students we have. She said this is a transition that could last 2-3 years. She said there will be more conversations and discussions and she hears what the faculty are saying about the usefulness of the all-college activity in making these decisions.

Machalinski told Walters the all-college activity was not disliked but the information became data, and some things that came out have not been done at all.

Holt commented that we talk about cutting far from the classroom but faculty are still guilty when they don't want to lose sabbaticals and conferences.

Gerken said he was expecting to have more conversations along the lines of what our emphasis will be. Walters admitted it is a scary conversation and no one wants to take it on but the state is telling us there will be an emphasis in transfer, workforce development, and basic skills.

Lema summarized that faculty want to have conversations about where our college is going, and faculty need to have leadership in this area. She said it is not just the faculty Senate President and committee chairs, but all faculty need to be empowered to lead these conversations. She said we need a college that values the faculty voice, and that values the faculty expertise. Walters asked if it is just faculty that should be having these conversations. Mikolavich said planning can't drive the budget if we don't have this conversation. He said the conversations should happen simultaneously throughout the college. He said we are still figuring out how to have the conversation. Walters added that we need a process for strategic planning.

Gerken asked about some of the other ideas such as closing the campus on Fridays. Walters responded they have been discussed but there are many issues such as the union contracts, surrounding the proposals.

Dougan asked what is being done with the surveys where people gave some concrete ideas. She said she has patience for the process but is concerned the information needs to be forwarded to the appropriate groups to look at them. She said there is concern with the way some decisions have been made such as the decision to cut the Tutoring Center Coordinator. She said she hopes any more of the cuts to positions are done more thoughtfully. Walters responded that there were contractual issues that dictated how the cuts and layoffs are handled. She added that it was not a nice position to be in.

Regarding cuts away from the classroom, Walters informed Council there were managers that volunteered to cut their pay or furlough but it was turned down at the District Office. She said next year those suggestions might be considered. She reminded Council our district was not cutting while others were and now we need to "catch up". She said to remember we had to cut \$5.2 million and 94% of our budget is personnel. Machalinski asked what the District Office is cutting as it is really far from the classroom. She asked if the college presidents have discussed this. Walters said they have brought it up constantly and the district is supposed to be coming up with that information.

Walters thanked the Council for the candid conversation and she will follow up with Lema on the Strategic Plan issues.

7. FACULTY SENATE PRESIDENT'S REPORT

Lema told Council we need to talk about how we are going to have a broad conversation that involves faculty, and that faculty should take the lead. She asked Council if faculty should proceed by having their own conversations and then indentifying our common priorities. Then faculty can lead the conversations. This is not about creating silos but rather it is about identifying the faculty voice. How can we lead the discussion if we have not gathered together to talk about the priorities.

Lamb commented the faculty voice is strong and in many ways faculty need to lead more, but these discussions impact other constituencies and they need to be invited to the table.

Orta said one body could have the purview of this conversation but it is important that this conversation happen everywhere.

Freytag reminded Council the degree to which accreditation encourages - almost mandates - faculty leadership and we need to keep that in mind. He said we need to encourage that in ourselves and encourage the conversation to begin.

Dougan commented that this body needs to be more empowered. She understands that more than this body needs to be involved but if we were a true democracy where everyone had a say, it would be difficult which is why we need to use our representatives to bring our voice forward.

Dewhurst informed Council the Integration Council has been discussing this and they want to work with the Faculty Senate, the Classified Senate and the Management Council to have a large forum of some sort.

Godinez said he agrees with Dougan that at some point you are never going to make decisions if everyone has to have their own say. He said there is a difference between faculty participation and representation. We need to trust the faculty that have been selected to represent us.

Handy, IC Co-chair, told Council the IC thought ideas would be brought to them. Now, instead, they have had to create the discussion. Orta added that she has been frustrated in the Budget Committee because when she suggested they think about consolidation, the status quo prevailed. She said faculty are asking for more than representation on committees, they are asking for restructure.

Lema reminded Council to complete the survey on the college committees and remind others to do so, too.

Mikolavich commented there is confusion on campus about constituency roles. He said discussions in committees keep coming down to territory and power, and that is not the conversation we should be having. He said we play different roles, complimentary but different roles and that needs to be clarified. Without the clarification, we keep getting sidetracked. He said accreditation says very clearly the college should be focused on student learning and institutional effectiveness. Accreditation also says faculty are central to those. He explained being the central body does not mean that student services, administrators, or classified are not important but it keeps being interpreted that those groups are not important. He said we need to get back to what we are supposed to be focused on, student learning and institutional effectiveness, and we should be able to say that faculty are central to that as accreditation does. He added that we should work through our governance structures with that in mind. He said we have not been able to get to the bigger conversations because we are stuck on issues of power. He said every time someone brings up academic and professional matter, they are looked at as issues of turf. He reminded Council academic and professional matters are defined in Title 5 and we are supposed to be following the law. He agreed with Lema in saying faculty should be leading the conversation while respecting and getting major input from all the constituencies. He said there is a lot of faculty voice on the Integration Council and they should be empowered to do what they need to do.

Freytag said he agrees with Mikolavich and he still does not think all the cuts happened farthest away from the classroom. He said given that, there was a disconnection between the Integration Council and the Budget Committee. Orta said she was the only Budget Committee member that referred to the IC recommendations when having the discussions about cuts. Lema said that means we have some systemic problems in the decision making process. Machalinski added that this goes back to the need for accreditation training for all committees.

8. POLICIES AND PROCEDURES AND COMMITTEES

Lema told Council the Workforce Development Committee deals mostly with academic and professional matters. In the proposed charge it is to report to the College Council.

Churchill moved to recommend the Workforce Development Committee report to the Faculty Senate. DeLoach seconded the motion.

It was MSC to make the motion on the Workforce Development Committee and emergency item. All in favor approved.

The question was called to vote on the motion to recommend the Workforce Development Committee report to the Faculty Senate. All in favor. Motion approved.

Council had no feedback on the proposed Integration Planning flowchart. Lema will report there were no issues on this item.

There was no discussion on the DVC Procedure 4001.01 Standards of Scholarship.

It was MSC to approve the proposed DVC Procedure 4001.01 Standards of Scholarship. All in favor. Approved.

There was no discussion on the DVC Procedure 4001.02 Grades.

It was MSC to approve the proposed. DVC Procedure 4001.02 Grades. All in favor. Approved.

Lema said DGC is still working with the feedback on District Business Procedure 18.01 Budget Process. She said unless there was further feedback on the following proposed District Procedures and policies she will report back to DGC that they are acceptable as is.

Board Policy 1012 Institutional Effectiveness: Planning, Assessment, and Continuous Improvement; Board Policy 1009 Institutional Leadership and Governance; Administrative Procedure 1009.01 Participatory Governance; Administrative Procedure 1009.02 Process to Reach Agreement between the Governing Board and the FSCC on DW policies and procedures governing academic and professional matters; District Business Procedure 10.06 Acceptable Technology Use; and Board Policy 4003 Copyright Policy for Printed and Media Materials and Computer Software

She reminded Council she has already brought forward the recommendation for Administrative Procedure 1009.01 Participatory Governance in that “consult collegially” legally applies only to faculty, not staff or students.

9. VICE-PRESIDENT OF INSTRUCTION

Lamb informed Council the Instructional Program Review Task Force has been meeting and they are asking for additional information from Staff Development and the Instructional SLO Committee if they have any recommendations.

Lamb told Council an announcement will go out about Box 2A. She said they are pulling information from Program Reviews for the meeting.

10. FLEX ACTIVITIES

Lema reviewed that at the last senate meeting it was discussed to inquire what type of Flex activities faculty recommend. Orta said she has not received any recommendations so far. She said she was hoping to schedule workshops with college-wide appeal in the mornings and department specific workshops in the afternoons. She said she has received some broader workshops but none of the more discipline specific workshops.

Machalinski suggested each division develop a workshop for their part-time faculty although someone has to take the leadership to actually do it. She said other workshops that are helpful are ones such as working together on SLOs in WebCT. She said maybe Orta needs to contact every department and tell them they need to submit a workshop. She reminded Council they voted to have the Faculty Development Committee to review the workshop proposals and their last meeting is May 12. Mikolavich suggested each Council member go to their departments and get them to suggest workshops. Handy suggested contacting every faculty member that attended a conference and ask them to present a workshop.

Lema asked Council if they should present a workshop. She said this could be where the broad conversations begin to take place about college mission priorities. Orta said it is late in the semester for her to incorporate a large activity into the Flex schedule. Lema reminded Council the Faculty Development Committee is a committee of the

Faculty Senate and the Senate Council can give them direction.

Lema suggested Council have an activity where they begin the conversation about college mission priorities. Lema suggested a Flex activity for Council could include some training and then move into broader conversations about college mission priorities. Machalinski said it should be without distractions such as approving policies and procedures.

Council agreed they will get feedback and encourage workshops and bring it back to the next meeting.

11. TEXTBOOK TASK FORCE

Gerken reminded Council textbook orders were due the previous day. He said there is a TBD provision in the act and the Task Force agreed what would qualify. The TBD provision would apply if the instructor does not exist, or if the book has not been published yet, unless it's from an area where you don't need an instructor to choose a textbook. DeLoach added that faculty have to list if there will be readers and the approximate price. She said also if faculty have a partial list, to submit what they have, they can add later.

Machalinski asked who is going to take ownership to make sure this gets done. Is it the Department Chair? She is concerned they already have a lot to do. Council agreed the division deans should be involved. Dildine said as it is now, the Department Chairs and the Deans sign off on any TBD listings although he knows it would actually be the department chairs that would end up having to verify. Gerken said his understanding is the department chairs should be part of the conversation on TBD listings but the dean is the enforcer.

Lema said the task force recommendations will be sent out to council to gather feedback and it will be on the next agenda as an action item.

12. TUTORING ADVISORY COMMITTEE

Lema informed Council the recommended changes have not yet been incorporated in the TAC charge document. It will be on the next agenda.

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*