



FACULTY SENATE COUNCIL MEETING

May 11, 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), 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: ASDVC

GUESTS: Susan Lamb

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

1. APPROVAL OF THE MAY 11, 2010 AGENDA AND THE MINUTES OF MARCH 30, 2010 AND APRIL 13, 2010 AND APRIL 27, 2010.

It was MSC to approve the agenda of May 11, 2010, as amended. All in favor. Approved.

It was MSC to approve the minutes of March 30, 2010 with corrections. All in favor. Approved.

It was MSC to approve the minutes of April 13, 2010 with corrections. All in favor. Approved.

In the interest of time, approval of the minutes of April 27, 2010 was postponed.

2. PUBLIC COMMENT

None.

3. ANNOUNCEMENTS

- A. Orta announced the Staff Development Office is working on the schedules for the August Optional Flex days. She said there is still plenty of space for department activities. She said they are trying to stay with the format of college-wide activities in the mornings and department activities in the afternoons although it is not possible to have a schedule free of conflicts. She told council the Faculty Senate is scheduling a training workshop from 9-10 am and a Senate Council meeting from 10-12 on August 11 where a discussion can take place about the mission of the college.
- B. Orta announced there are video copies available of the Part-time Faculty Hiring Workshop that was presented on May 7 at SRC. Copies can be checked out in the Staff Development Office.

- C. Orta announced the workshop on communication and behavioral styles is being presented on May 12 and again on May 14.
- D. Lema announced the Retirement Dinner is on May 21 at the Concord Hilton. She reminded Council the dinner expenses, including dinner and gifts for the retirees are paid out of the Faculty Senate Voluntary Fund.
- E. Lema told Council the ballots have gone out for the Faculty Senate elections. She said they have one person running for each of the open offices, Corresponding Secretary and Representative-at-large.
- F. Lema reminded Council to encourage faculty to complete the evaluation survey on college-wide committees that will be coming our later in the week and we will have a week to respond.

4. APPOINTMENTS

Tutoring Advisory Committee Chair

Ted Walker

EOPS Committee

Paul Guess

Hiring Committee for Interim Deans

Ratha Ramoo -Social Science

Greg Tilles-Social Science

Tony Fannin-English

Tamar Baskind-English

Joe Krivicich-Physical Sciences and Engineering

Leon Borowski - Physical Sciences and Engineering

Mike Lang-Moreland-Biology and Health Science

Barbara Hewitt-Biology and Health Science

Catherine Machalinski-Biology and Health Science

Gay Teel -Biology and Health Science

Martha Dixon- Biology and Health Science

Lema explained for the Interim Dean Hiring Committees, each division was asked to forward two faculty. The Biology division has five faculty that have volunteered to serve on the hiring committee. However, their division has not yet finalized their two selections out of the five. Lema stated the Senate Council could select the two Biology Representatives, or approve all five of the names they have so far and allow additional time for the Biology division to select two from among the five approved. Council agreed to approve the five names and give Biology 48 hours to finalize their selection or the Council will decide.

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

5. TUTORING ADVISORY COMMITTEE

Lema reviewed for Council the changes to the membership and charge of the Tutoring Advisory Committee at the recommendations of the Council. The changes to the membership include the Chair will be appointed by the Faculty Senate Council and the Vice-chair will be selected by the committee and be approved by the Council. Both positions will be faculty members. Lema suggested adding the following: "If a division chooses not to forward a faculty member to serve, that position can then go to another division". The membership also recommends the manger is an academic manager, and recommends the classified members are tutoring lab coordinators. Lamb said all managers on campus are academic mangers. She suggested it list an instructional manager. Lema is concerned that listing it that way would not allow student services mangers to be appointed. Lamb said she is concerned that if an academic and professional matter arises, a student services manager might not have the required knowledge. She did suggest she could have a designee in attendance.

Council agreed to add a manager to include one each from instruction and student services.

The question was called to vote on the motion to approve the membership and charge of the Tutoring Advisory Committee as proposed and revised. All in favor. Approved.

6. DVC PROCEDURE 4004.01 ATTENDANCE

Lema reviewed with Council the proposed revised wording for the Field Trip clause on DVC Procedure 4004.01 on Attendance.

Machalinski asked what recourse does the student have if the policy is not followed. Lema reminded council they had discussed putting in place the Senate Professional relations group which would be empowered to moderate a conflict to try and resolve situations that may arise. She added that the deans with departments that require field trips need to be aware of the policy so they can support the instructor if needed.

Lamb suggested sending an email out at the beginning of the semester making it clear field trips are included in the procedure.

Freytag said he is still concerned because the faculty member he had to deal with in one of these situations said they did not allow make up exams for anything. Freytag said it went to the dean and was still not resolved. Lamb told Freytag to talk to her about that specific incident. She also said this procedure will be in the catalog.

The question was called to approve the DVC Procedure 4004.01 on Attendance as proposed and revised. All in favor. Approved.

7. PROGRAM REVIEW TASK FORCE REPORT

Mikolavich informed Council he, Milagros Ojermark, Ray Goralka, Kim Schenk, Obed Vazquez, and Susan Lamb worked on this report. He said they received 12 pages of feedback on the Program Review Process. He read some of the comments which included some constructive and some impracticable. He distributed to and reviewed with Council a packet of forms and timelines. The recommended changes to the process include program reviews that are not completed by the deadline will not be considered in resource allocation processes but will be referred for the program revitalization process; and a deadline for program reviews to get to the validation teams to allow the Integration Council to have all the reviews and validations by February 1 which would allow them 6 weeks to read and rank them. He told Council there will be an all college variable Flex activity in December to begin the validation process. At this activity there will be experts to answer questions on the process. He said a second activity will be scheduled during Spring Flex for final review and revisions.

Mikolavich pointed out in the Cumulative Review Process, they will be asking divisions to reflect on how they will address the strategic directions when doing their cumulative reviews.

Mikolavich briefly reviewed some of the other recommended changes to the processes highlighted in red in the distributed document. He indicated on the summary sheet a section where programs are asked what to cut instead of cuts being imposed on them.

Lamb explained there are two sets of data we are dealing with. One is budget and the other is the more broad data on programs, etc. She said they hope to have all the broad data cleaned up by the spring. She said they will be going through each general ledger activity code to evaluate if sub-areas are needed. She gave the example of Fine Arts perhaps needing sub-areas for drama, speech, and art. She said this process will take more than a year to complete.

Mikolavich explained the Task Force focused on three target audiences when writing the report to make it more useful. The audiences are the faculty writing program reviews, the Integration Council, and the Budget Committee. Holt asked where the data on student success by ethnicity comes from. Lamb responded the students are asked to self-identify ethnicity but admits that many mark "other". Mikolavich reminded Council Mohammed Eisa has a great presentation on the achievement gap.

Orta asked where the faculty ethnicity data comes from. Lamb said faculty are asked to self-identify when they are hired. She did say that some small departments may get division data. Lamb admitted when the district went into Datatel, some of the data did not follow the records.

Freytag said he hopes the request to keep the strategic initiatives in mind is asked of all program reviews including managerial, administrative, student services, and instructional.

Godinez asked if student ethnicity is broken out by household income. Mikolavich said that a student's zip code was a key indicator of both income level and achievement.

Churchill asked if under the validation recommendations, Part A, we need to have categories of acceptance instead of just accepted and commentary. Lamb said that ACCJC stated that we need to identify when things are exemplary. She reminded Council the validations are not evaluating the program, but evaluating the report. Gerken said he has a concern that in his division they have an area with one-person in charge of several programs. He said they have a larger burden than other areas and if their report were not accepted, they would be upset and wondering why they are doing all this work. Gerken asked if there is some way of lessening the burden in these situations. Machalinski suggested they be allowed to not have to do them all at once. Mikolavich reminded Council that if we feel we are not doing these for the greater good but look at them as a burden then we are in trouble. Gerken said this person was frustrated and ended up sending essentially the same document for all the programs of which they were in charge. However, he received different ratings on all three. Freytag reminded Council they had discussed the issue of the rating depending on who is doing the evaluation as they may have different standards for grading.

Freytag said in response to Churchill's earlier comment that the commentary is indeed about the program and not just the report.

Holt commented he is impressed with the structure and organization but he is concerned we need a lot of faculty to serve on these committees and he does not want faculty to get burned out. He realizes this is mandated but wondered what would happen if we did not fulfill all these mandates. Lema responded that we would lose our accreditation. Holt commented that faculty could still do what they need to do without it. Mikolavich responded that losing accreditation would hurt students in that they would not be able to transfer or receive degrees from this college. Mikolavich said we need to focus on streamlining the process and make it more rational and that would ease some of the stress put on faculty.

Machalinski said she is still concerned the validation teams are making value judgments and each of them use different criteria depending on the team members. She reminded Council they had discussed the Integration Council doing the validations so all program reviews would be rated on the same rubric. Lema reminded Council they were concerned that there would be classified and managers on the Integration Council validating Instructional Program Reviews. Machalinski suggested a sub-committee of the Integration Council made up of the faculty members on the IC.

Hewitt suggested adding to the validation form splitting out a question on whether the program meets the needs of the college and whether the program meets the needs of students. Related to that after the question of if the program meets the needs of the college, add a question on whether the program should be expanded.

Lema said this item will be on the next agenda and asked Council to get feedback.

8. VICE-PRESIDENT OF INSTRUCTION

This item was postponed because Lamb said she had no further items for discussion at this time.

9. TEXTBOOK TASK FORCE

Dildine explained the Task Force put together guidelines for faculty to comply with the new HEOA rules for publishing textbook titles at the beginning of registration. He said based on the discussion at the last Senate meeting they added the step to have division deans will verify faculty have complied. Holt asked how the deans will know who has not complied. Dildine said the bookstore will send out the data. He said however, if a class has staff listed, the bookstore will not have a name to forward. Machalinski is not totally comfortable with making the deans the enforcers but she realizes someone has to do it. Lamb added that the UF contract says department chairs are supposed to assist with making course outlines and textbook orders. After further discussion on this issue, Lema asked Council for a straw vote on whether or not the deans should be the enforcers of this rule. A majority of Council supported the deans as enforcers.

10. FACULTY SENATE PRESIDENT'S REPORT

Lema explained that each year the college has selected 5 or 6 Strategic Initiatives. She said this year at College Council the College President recommended the Faculty Senate select two strategic directions to focus on and the College Council would select one more. Council reviewed a crosswalk of the college and district strategic directions. Lema said the College Council is meeting the following Monday so the Senate Council needs to make their decision at this meeting. After discussion, Council agreed to focus on strategic initiatives that address student learning and success, and underrepresented students. Although several Council members were concerned with the short timeline to make this recommendation, after further reviewing the list of strategic initiatives Council agreed to select the district strategic direction 1.1 Increase the percentage of students who transfer to a variety of four-year institutions while narrowing the transfer gap across subgroups. This Initiative corresponds with the college strategic initiatives A-1. Assess student learning outcomes, and A-2. Enhance student success. Council also agreed to select district strategic initiative 1.4 Increase the percentage of students who are proficient in Basic Skills while narrowing the proficiency gap across subgroups. This initiative corresponds the college initiative A-3. Improve the progress of under represented students.

De Loach moved to approve to recommend for the next year the college focus on the District Strategic directions 1.1 and 1.4. Churchill seconded the motion. The question was called to vote on the motion. Council approved the motion with 1 no vote. The dissenting vote is in protest of the short timeline

Lema told Council they should take this back to faculty and let them know this is the first time we were given this opportunity and ask them if they support the Council's recommendation. She said she hopes as a result of the faculty selecting these strategic initiatives that the college dialogue will be broadened and that there is a collaborative college-wide effort to support these initiatives. These strategic initiatives will help the Senate guide our conversations in our Fall Flex activity when we will be discussing the college mission priorities. She reminded Council accreditation said we are not having these conversations as we should be.

11. FALL 2010 FACULTY SENATE COUNCIL FLEX ACTIVITIES

This item was postponed due to time constraints.

12. INTEGRATION COUNCIL MEMBERSHIP

Mikolavich explained to Senate Council the Integration Council needs to stagger the terms of its members so they don't have a whole new group when all their terms end but they don't know how to do it. After a brief discussion, Council agreed to first ask who will not be continuing on the Council. Godinez suggested that those that are selected to end their terms after this year, come back on in the next cycle for 2 years so they have the full 3 years of experience on the Council. Council agreed to indentify first IC members that will not be returning to the IC next year. Any slots created from this group would be part of the 1/3 of faculty that would need to be replaced for next year. If from this group the total was not 1/3 to be replaced, then replacements will proceed in alphabetical order to get to a total of 1/3. Council agreed with this process.

13. FACULTY SENATE BUDGET

This item was postponed due to time constraints.

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*