



**FACULTY SENATE COUNCIL MEETING
OCTOBER 5, 2010
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Rick Godinez (San Ramon Campus), Katrina Keating (Math/Computer Science), Peter Churchill (Business Education), Tom Barber (English), Steve Ward (Physical Education, Athletics and Dance), Becky Opsata (Applied and Fine Arts), Raine Dougan (Counseling), Buzz Holt (Social Sciences), Craig Gerken (Physical Science/Engineering), Lisa Orta (Faculty Development Coordinator), Catherine Machalinski (Biology and Health sciences), Nicole Hess-Diestler (Representative-at-Large), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: ASDVC Representative (TBD)

GUESTS: Susan Lamb, Peter Garcia, Ted Wieden, Patrick Leong, Leslie Mills, Judy Myers, Martha Dixon, Ted Walker, Obed Vazquez, Judy Foster, Bill Foster

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

1. APPROVAL OF THE OCTOBER 5, 2010 AGENDA AND THE MINUTES OF SEPTEMBER 28, 2010.

It was MSC to approve the agenda of October 5, 2010. All in favor. Approved.

It was MSC to approve the minutes of September 28, 2010 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

A. Godinez suggested organizing a debate of the state assembly and state senate candidates for our district. He said it would be a community service as well as an educational opportunity for students.

B. Orta said she would like to address the issue of grading the writing of ESL students. She reminded Council this issue was brought up by Glenn Appell at a previous Senate meeting.

C. Orta said she has compiled information for the Budget Committee on paper use in the classroom and asked Council if they would like to review the report summary.

4. ANNOUNCEMENTS

A. Orta announced there are a few more Peer Evaluation Training Workshops scheduled. The next one is the following day, October 6. Check the registration site for time and location.

B. Orta announced a Full-time Hiring Training Workshop will take place this coming Friday, October 8. Check the registration site for time and location.

C. Keating announced the UF, along with the League of Women Voters is holding a debate of the Governing Board candidates on Thursday, October 7, from 3:30-5:00 pm in the Trophy Room.

D. Lema informed Council she has forwarded faculty a memo from Jane Patton, State Academic Senate President, with follow-up information on SB 1440 that was recently passed. She explained the State Senate is working on the next steps for implementation. Lema said in Fall 2011 this will take effect and there is a rush to get processes in place before then. She said the State Senate is discussing a statewide model for course requirements and they will want faculty to participate in designing the model. Lema said FSCC will contact the State Senate to find out how to forward names and provide input. This item will be on a future agenda.

E. Lema reminded Council the Dinner Theater is on October 15 for the opening night of *Cabaret*.

5. APPOINTMENTS

Study Abroad Faculty Selection Committee

Marina Crouse, Spanish SRVC

District-wide Study Abroad Committee

Dorrie Mazone, Political Science

Tutoring Advisory Committee

Kimberly Taugher, Biological and Health Sciences

Student Disciplinary Appeals Committee

Mary Beth Hartshorn, Psychology

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

6. INTERIM DVC PRESIDENT PETER GARCIA

Lema welcomed the new Interim College President Peter Garcia to the meeting.

Garcia said he is excited to be here and has found our campus to be very welcoming. He said the DVC Faculty Senate has a powerful reputation as a body and he wants to work collaboratively with them.

Council members introduced themselves.

Lema presented Garcia with a portfolio from the Senate as a welcome gift.

7. TEXTBOOK NOTIFICATION GUIDELINES

Bill Foster, DVC Bookstore Manager said the guidelines for implementation of the Textbook Notification legislation are well written. He said the bookstore is already doing things that are required for the guidelines.

Lema told Foster several questions have come up the Council would like him to address.

Barber asked if the deadline of October 18 could be moved out as it is very early in the semester. Foster responded they take the requests whenever they are submitted but they could move the timeframe out.

Holt asked how much the markup is from the net price. Foster said it is 25%.

Keating said she has an optional book but a required access code and they come bundled with the book but students aren't getting the information at the bookstore that they don't need to buy both. Foster said whatever the instructor has requested is put on the information cards in the store. He said they will break apart bundles for such a request. He said he will check to make sure that is not happening and if they make such a mistake, they will take back the book.

Machalinski said she submits her order online and often uses the same book. She asked if they can use the same form if nothing has changed. Foster said he will look into it.

Gerken said there is some confusion among the students about access code bundles. Could the information in the bookstore be more specific? Foster said he agrees but often the publisher doesn't tell them what will be bundled. He added that they will now be listing prices for new, used, and e-books.

Churchill said often students do not read the information on the cards in the bookstore and buy the wrong book or buy the access code when they should have bought the book or visa versa. Foster said he understands the problem and if anyone has suggestions on how to make the information more clear to let him know.

Keating said it would be helpful for instructors to have a list of the books that are for rent and asked if they could send the information to the departments.

Freytag suggested since English seems to have the most problems with the deadline, maybe they could have a separate timeline.

DeLoach called the question on the motion to approve the revised guidelines.

Mikolavich said they have not resolved the issue of “staff” having to teach from a book they don’t want to use if it has been listed before they were hired.

Wieden said once the book is listed and the student has purchased it, they may not be able to return it if the book changes. He said they should not change a book once it has been listed for that reason. Mikolavich responded that pedagogically it does not make sense and it hurts the students if an instructor is not familiar with the book. Wieden said if an instructor does not want to use a book that was listed, they can decline the class.

Council agreed this needs to be resolved and wants to postpone the vote.

Lema told Council to send questions for Bill Foster to her. This item will be on the next agenda.

8. DVC MISSION STATEMENT

Judy Myers, faculty representative on the Institutional Planning Council told this Council the IPC is charged with the review of the mission statement. She shared three options for a review process. The first option is for every workgroup on campus to review the mission statement using criteria from the IPC. The second option is similar to the first but would go through constituency groups. The third option is to have open forums for everyone. Machalinski said the IPC should get the criteria out and go through constituency groups. She said it would be impractical to go through every work group.

Freytag agrees with Machalinski and recommended the IPC finalize the criteria at their next meeting and send them out to the constituency leaders. Council agreed.

Lema told Council to send comments to Myers.

9. FIELD TRIP PROCEDURE RECOMMENDATIONS

Council reviewed the proposed Field Trip Notification clause in the DVC Attendance procedure. Opsata pointed out the wording regarding field trips in the first two weeks of the semester has not been inserted.

The question was called to approve the proposed field trip clause in DVC Procedure 4004.01 Attendance. All in favor. The motion was approved with a request to view the final language at the next Council meeting.

10. SPEAKER SERIES

There was no discussion.

The question was called to approve the proposal and to have the Faculty Senate Arts and Lectures Committee work on a speaker series in cooperation with the DVC Foundation. All in favor. Motion Approved.

11. STAFF DEVELOPMENT BOOK PROPOSAL

There was no discussion.

It was MSC to support a series of College-wide Development Activities related to the book *Whistling Vivaldi*. All in favor. Approved.

12. FACULTY SENATE COMMITTEE CHAIRS

Lema introduced the chairs of the Faculty Senate Committees. Martha Dixon, Student Services Committee chair; Leslie Mills, Scholarship Committee representative; Obed Vazquez, Curriculum Committee Chair, Lisa Orta, Faculty Development Committee Chair; Ted Walker, Tutoring Advisory Committee Chair; and Judy Foster,

Student Learning Outcomes Committee Chair. Ed Trujillo, Arts and Lectures Committee Chair was not in attendance at this meeting.

Dixon reported the Student Services Committee is working on how to address the achievement gap from the student services perspective. She said they need to learn what the needs are in addressing the achievement gap and they would appreciate any data or information that would help.

Foster reported the Student Learning Outcomes Committee has made huge strides. They now have a full complement of division representatives. They have a full-time person working with the instructional SLOs. The SLO information is now available online. They are continuing to work with the course assessment reviews. They are finishing up the program assessment phase I. They are continuing their work with the Curriculum Committee. They are going to be looking at Phase I for the IGETC and the CSU programs as well as discussing moving on to phase II for the other programs. Foster said she realizes that everybody is not going to buy into the process but it will help when we see what we can do with the information.

Mills reported the Scholarship Committee has been very busy. She said this year they have awarded over \$200,000 in scholarships to 167 students of which 75% are minority students. She said she has been working with minority students to inform them of their opportunities. The scholarships come from several different organizations and the donors have been extremely generous and the scholarship program continues to grow. Mills said one of their challenges it to learn more about Basic Skills students needs to development scholarships for them.

Walker reported the Tutoring Advisory Committee is operating under a new charge and they will no longer be making budget decisions. He explained last year they set three areas of focus and they will be forming working groups for those focus areas. The first group is based on data inquiry and will be developing a survey for students to measure the impact of tutoring on student success. The second group will be polling colleges across the country for their tutoring best practices, the assessment tools that they use, and the methods they are using to advocate for tutoring and tutoring funding. The third group will be polling all the tutoring areas at the college, finding out best practices, and what is being done for tutoring training. The goals of the TAC are to provide better tutoring services and advocate for tutoring support.

Vazquez said the Curriculum Committee started the year with a training session where they talked about their responsibilities and what kinds of changes are going to be occurring. They also looked at timelines including articulation deadlines, our catalog, and Title 5 rewrites. He said they are working on policy statements including one for transfer credit. They have been working with Admissions and Records for transfer criteria. And they have been working with Counseling on what should be included in the curriculum descriptions that students need to know. He said last year they worked on pre-requisites to make sure everyone has the same information. They are reviewing repeatability for some areas. They are also discussing ways to look at advanced placement.

Orta said the Faculty Development Committee in the past has decided on how to distribute the funds from district but this year there is very little money so they are working on coming up with free projects and activities. She said they have \$4000 this year.

Lema said this is an opportunity to begin the conversation on what the committees can do to address the strategic directions that focus on closing the achievement gap.

Freytag commented we still need to define basic skills and asked if that would help the committees. Lema added that the Foundations for College Success Committee could also help with that.

Keating said the state definition of Basic Skills on the course level is two levels below college level, and on the developmental level it is one level below college level.

Machalinski said part of the discussion has to be what we can't do, such as change someone's home life.

Patrick Leong said he wants to make sure the achievement gap discussion is inclusive of more than just African Americans.

Opsata commented the committees have clear tasks and suggested a work group to execute a plan of action.

Several Council members agreed. Machalinski suggested we use an existing group instead of creating a new one.

Orta cautioned that more cuts are coming and whatever we come up with needs to be untouchable.

There being no further business, the meeting was adjourned at 3:35 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*