



## FACULTY SENATE COUNCIL MEETING OCTOBER 19, 2010 UNAPPROVED

**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, Judy Foster, Robert Burns, John Hanecak, Kim Schenk

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

### 1. APPROVAL OF THE OCTOBER 19, 2010 AGENDA AND THE MINUTES OF OCTOBER 5, 2010.

It was MSC to approve the agenda of October 19, 2010. All in favor. Approved.

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

### 2. PUBLIC COMMENT

None.

### 3. COUNCIL COMMENT

A. Ward said the transfer data is misleading and inaccurate. He said it includes CSU's and UC's but no private or out-of-state colleges.

B. Gerken said his department was charged for duplication from Central Services and they are concerned this is a new trend. He said for one semester they received a bill for \$450 for forms for students. His dean is on the Budget committee and is aware of this issue.

C. Orta distributed the book *Whistling Vivaldi* to Council with a reading assignment and information on scheduled discussion groups. She said the Chancellor paid for the books of which there are more available in the Staff Development Office. She also distributed books to all the members of the Professional Development Committees.

D. Lema told Council the Senate officers discussed how to handle the issue of replacing the DVC vans because they are old and unsafe. They recommend the faculty from the programs that use them the most, write a letter to their Deans and copy Susan Lamb and Peter Garcia so there is a formal request on record.

E. Lema said the Sustainability Committee's efforts to eliminate the use of Styrofoam on campus will be on a Senate agenda in the near future.

F. Lema said the issue of the accuracy of Program Review data is on today's agenda.

#### 4. ANNOUNCEMENTS

A. Lema announced there will be a district-wide meeting on October 26 to discuss implementation of SB 1440. She said Chancellor Benjamin requested four faculty, the academic deans, the VPs of Instruction, the VPs of Student Services from each college, and Chancellor's Cabinet. The group will work through the issues using an Interest Based Bargaining (IBB) facilitator. She reminded Council DVC has already recommended eliminating local requirements and believes CCC will likely support the change while LMC continues to advocate maintaining the local Governing Board requirements.

B. Lema announced the Chancellor wants to apply for the Completion by Design grant from the Bill and Melinda Gates Foundation. Colleges must apply in groups of four so it would require including a college from outside the district.

C. Lema announced there is a meeting on November 4 from 9am-4pm to address the achievement gap. This will include an expanded group to follow-up on the meeting that was held on August 30.

D. Dougan said transfer information for CSUs is changing rapidly so students should come into the Counseling Center often to get updates.

#### 5. APPOINTMENTS

##### District IBB SB1440

Laurie Lema

Obed Vasquez

Danni Vilas

Tish Young

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

#### 6. BUDGET COMMITTEE REPORT

John Hanecak, Faculty Representative on the Budget Committee reported they are phasing in what funds they oversee under the new budget structure. At their last meeting they reviewed the \$3.2 million in carryover funds of which \$1.5 million is already encumbered for required expenditures. He said they also reviewed a list of designated items that the Committee could recommend for funding. He said two of the designated items are the banked load and vacation liabilities. He said the District has acknowledged they created the liability but they are passing it on to the colleges. He explained our current accounting system does not allow us to look at who currently is accumulating banked load but they are using data from the previous year to estimate the cost for this year. Last year banked load payout was approximately \$197,000. Our current total banked load liability is \$4,977,480.89. Freytag asked if the colleges can tell the district they should fund those liabilities and that this is impacting students.

Garcia said banked load is not a predictable trend. There is no report on who is planning to take banked load and the amount of banked load faculty varies. He said there is one faculty member in the district who has 8 years of banked load. He said the challenge is how do we fund this without crippling ourselves?

Hanecak said our vacation liability is currently \$1,766,363.32 and they have set aside \$125,000 based on last year. He explained we don't know yet about midyear cuts so the committee has been asked to wait on some of these decisions.

He said they have discussed building up reserves for these liabilities.

Diestler suggested we have a way to find out when faculty are planning to take their banked load.

## 7. TEXTBOOK NOTIFICATION GUIDELINES

Gerken informed Council the work group met to address the issue of possibly having to change books if the instructor changes or the instructor is hired after the book list has been published. He said they did not make any substantive changes to the guidelines but they wrote a disclaimer for English classes because it happens so often in that division. He said it happened in 25 English sections last semester. The disclaimer states: "Please be advised that last minute staffing changes may result in changes to the list of required/recommended textbooks. Textbooks shown are representative of those that will be used in these classes. Students are encouraged to attend class BEFORE purchasing textbooks."

DeLoach said Wieden spoke with Bill Foster and he supports the disclaimer.

Council discussed the bookstore return policy and agreed students should be allowed to return a book if the book has been changed for a class even if it is after the timeframe for returning textbooks.

Council also discussed if divisions other than English can use the disclaimer. Several members felt it is unfair to have exceptions for just one division. Lema reminded Council that in the previous meeting we were about to vote on the guidelines but Council was waiting for the English Department to suggest strategies to address their concerns. The possibility of changes is much greater in English classes. Those 25 sections that were affected were all English sections.

**DeLoach called the question to vote on approval of the Textbook Notifications guidelines. Majority of the Council was in favor. Motion was approved.**

Lema said she is hearing that there are still issues to work out regarding textbook orders in addition to the guidelines and these will be discussed at a future meeting. DeLoach asked that Bill Foster attend the meeting. Gerken recommended if there is a particular class that the department anticipates there will likely be a change in staffing that class, to list all of their books as "attend class first"

## 8. FIELD TRIP PROCEDURE RECOMMENDATIONS

Council reviewed the final wording of the Field Trip clause in DVC Procedure 4008.01 that they approved at the last meeting. Council agreed the wording is correct.

## 9. FACULTY DEVELOPMENT FUNDS

Orta explained the district allocates professional development funds to the colleges. She said at DVC it is then distributed to the constituencies according to a formula. The formula pays part of the Coordinators release time off the top, then 10% is taken off the remainder for College-wide Staff Development and the rest is distributed to faculty, classified, and managers. This year we received \$25,000 from district which is half of what we received last year. The faculty has \$3200 for this year. She said the Faculty Development Committee decided to not fund any conferences this year as it would only benefit a few faculty. She explained the Staff Development Office also has an operating fund to cover office supplies. She explained Staff Development does not have a current program review so they are not in line for budget resources, and they cannot rollover their money. She said the lab needs new computers but the operating fund is not enough. She said the Faculty Development Committee discussed pooling development funds from district and operating funds from the college to replace computers. They also discussed looking at things they can do cross-discipline including a Bay Area Writing Project seminar series addressing writing issues in GE classes.

Lema polled the Council on whether to spend on computers or not. No Council members were in support of that proposal.

Several Council members support the writing seminar proposal and discussed the funding required and if they could reduce it in some way.

Lema suggested talking to the Integration Council to see what came out of program reviews for Staff Development ideas.

## 10. PROGRAM REVIEW DATA

Lema asked Council for feedback on issues with Program Review data. Most Council members reported

inaccuracies in the data they received.

Lema said the Senate will continue to push for a solution in the current round of program reviews, and they need to talk about how to permanently address the issue.

Lamb said they are frustrated too and want to make sure the data is clean but Mohammed Eisa is out on medical leave and the Research Office lost a position. She said right now we need to do whatever we can and they are willing to work with each area. She added that it is not a one year process because the GLs need to be broken out to help ensure they are getting the correct data.

Lema responded when the Accreditation Commission placed DVC on show cause faculty were told we had two years to correct deficiencies with program reviews. Faculty did the work and management should be able to do their part also. She stated that while she appreciate the work of the Instruction Office to clean up the data, this is a band aid approach to the problem. Faculty do not want to continue to clean up data. Faculty shouldn't have to spend so much time cleaning up the data. What we want is for the college to address the systemic problems of inaccuracy of data input, interpretation and results. Accurate data is critical to the integrity of our program reviews. This is a systemic problem that must be corrected. The college is expected to make data driven decisions. How can we expect there to be integrity in the decisions if the data is in question?

Schenk explained when the database was moved by one person from word to excel line by line, mistakes were inevitable. She said we will stay in Excel until we get our online system so this issue should lessen. She added that until they know there is a problem they can't correct it so faculty needs to help.

Machalinski responded this issue has been going on for a while. She said she is concerned that some areas might not recognize the inaccuracies which will result in unfair evaluations of the program reviews if they have not corrected their data. Mikolavich commented this could potentially compromise the work of the Integration Council and asked if this means we are supposed to go with qualitative rather than quantitative data.

Lema wondered if the other colleges are having this problem. Lamb responded they have been doing Program Review for 10 years so they have worked out the problems and their research offices are familiar with the process as well as having more staff.

Freytag commented the Research Office factor is major and we need to buy ourselves a better Research Office. Lema said this item will come back on the next agenda.

## **11. INSTITUTIONAL STUDENT LEARNING OUTCOMES**

Judy Foster faculty member on the Institutional Effectiveness Committee explained we need to develop an Institutional Level SLO statement. She said the IEC looked at all students that come to the college when developing the proposed statement. She said they want feedback by mid-November. Council looked at the proposed statement: *Diablo Valley College students will gain knowledge, acquire skills, and/or broaden their perspectives and attitudes.*

Several Council members felt the statement is too broad and questioned how it would be measured.

Foster responded that knowledge and skills can be measured and perspectives and attitudes could be assessed through a survey question. She said they wanted to develop the statement first and then work on the assessment tools. Keating suggested that we develop the measurements at the same time. She commented that this statement seems to set the bar too low. Foster explained they were looking at a student who takes a guitar class and a student who takes transfer classes when developing the statement. She said the statement needs to encompass program and course SLOs.

Dougan asked if we could rewrite it every year to focus on different areas.

Lema asked if the IEC will bring this back when they have made the suggested revisions. Weiden said the IEC will forward a recommendation to the College Council. **Lema said ISLOs should come back to the Faculty Senate for endorsement.**

Foster said from the IEC it goes to Institutional Planning Council and then College Council. She said she will take the feedback from this meeting to the IEC and asked Council to send her any further feedback.

Lema asked her to please keep the Faculty Senate informed of any changes

## **12. FACULTY SENATE PRESIDENT'S REPORT**

Lema informed Council there are three policies and procedures that need to be reviewed but due to time constraints

there was no discussion. They are District Procedure 3015 Student Attendance Documentation, District Curriculum and Instruction Procedure District Procedure 4008 Review, Establishment, Modification and Discontinuance of Courses and Programs, and DVC Procedure 4001.08 Program Revitalization and Discontinuance Procedure. She asked Council to look at the procedures which were emailed to them and they will be discussed at the next meeting.

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

Lamb reported that we are already over our FTES so we need to look at when to start summer school. She said the full session will run June 13 to July 21, and there will be a 3 week session during that second half of that period from July 5 to July 22. She said it will still result in about the same amount of classes that were offered last year.

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*