



FACULTY SENATE COUNCIL MEETING AUGUST 11, 2010 APPROVED

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Katrina Keating (Math/Computer Science), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health sciences), Steve Ward (Physical Education, Athletics and Dance), Becky Opsata (Applied and Fine Arts), Buzz Holt (Social Sciences), Craig Gerken (Physical Science/Engineering) Nicole Hess-Diestler (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: Rick Godinez (San Ramon Campus), Counseling Representative (TBD), ASDVC Representative (TBD)
GUESTS: Nicola Place

The meeting was called to order at 9:00 a.m.

1. APPROVAL OF THE AUGUST 11, 2010 AGENDA

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

2. PUBLIC COMMENT

Lema requested the Council allow a Public Comment at this time since the speaker was in attendance. Nicola Place told Council she works in several areas (CalWORKs, Career & Employment Services, Cooperative Work Experience, Transfer, and WorkAbility III) that tie closely into the Key Strategic Directions and serve populations with achievement gaps. She wants the Senate to know who she is and would like to be involved in activities or the Senate develops to achieve the strategic directions. Place informed Council we have a new Interim Transfer Coordinator, Bianca Estrella, who will be attending the latter part of today's meeting and she would like to be involved in the strategic direction activities also.

2. FACULTY SENATE COUNCIL TRAINING

Lema welcomed the Council and asked the members to introduce themselves. Lema informed Council the Faculty Senate Webpage is being updated. She reviewed some of the information that can be found there such as agendas and approved minutes, the constitution and bylaws, and links to other resources. She reminded Council they need to review and recommend any changes needed to the constitution and bylaws and asked they read through them before the next meeting. She told Council we are continuing to go as paperless as possible. They can find information on the web site. She said we will also be emailing documents when available. To reduce printing of materials Lema encouraged Council members to bring their laptops to have access to relevant information at the meetings. Dildine reminded Council there is a list serve set up for all the part-time faculty in the District. He is working to keep them informed and get them more involved. He reminded Council that part-time Faculty are the largest constituency at the college. He said he also conducts meetings to teach them about the Senate and the role of their representatives.

Freytag told Council their roles and responsibilities are in the Senate Constitution and Bylaws. He reminded Council in addition to the duties listed in the Constitution and Bylaws, Council member should take the time to

familiarize themselves with any documents or other information relevant to the agenda items, prior to the meetings. He also said if a Council member misses a meeting, they need to contact the Senate office or another representative to find out what happened at the meeting. They can send someone to bring back the information from the meeting but the “substitute” cannot vote on behalf of the approved representative. Freytag told Council when they are at the Senate meetings they need to be engaged in the conversation. Their responsibility is also to communicate with their divisions. They need to be engaged and not just send information without an opportunity for discussion.

Lema reminded Council they are representing their division and need to know where the division stands as a body on issues. She said sometimes they will need to make judgment calls when issues come up and to keep in mind they are representing their division and not themselves. She said if they keep their division informed they should have a good idea where their division stands on issues. Freytag added that when he was a representative for his division he would email them with his intent on how he plans to vote and asks for responses.

Lema reminded Council they are a Brown Act Body and that means there are no off the record comments, we are a public meeting. She reviewed that the Brown Act also states meetings must be within the jurisdiction of the organization, and there must be an opportunity for Public Comment on the agenda. She explained that Public Comment is for members of the public, not the Council, to comment on issues that are not on the current agenda. And she reminded Council that Public Comment is just that and not for discussion. She said if someone wants an item to be discussed by the Council, they need to contact the Senate Office or a Council member and ask to have the item put on an agenda. She explained Announcements are different from Public Comment. Announcements are for things such as college and community events, and awards, etc. Anyone can make an announcement. She continued that the Brown Act mandates a number of requirements. Meetings can be recorded providing the recording is not disruptive. Agendas must be posted 72 hours in advance. Special meetings need 24 hour notice. Emergency meetings require 1 hour notice. Closed sessions are only for specific issues such as personnel or pending litigation. She told Council we have a formal agenda that complies with the Brown Act. In addition the agenda helps the council to stay focused on topics and keep within the time limits.

Mikolavich informed Council we operate our meetings in the spirit of “Roberts Rules of Order”. He said we do not follow all the formalities in the rules. He said we do raise our hands and wait to be recognized by the Chair before speaking. He said when we make motions on agenda items we need to be specific in the language of the motion. If an item is listed as an action item on the agenda we can take action at that same meeting. If an item is listed as a discussion item, then Council typically votes at the following meeting providing that item is listed as an action item. If Council votes to make an agenda discussion item an emergency item, then Council can vote on it at the same meeting. After a motion it must be seconded before there is further discussion. Once the question is called the discussion ends. If someone wants to take the motion back to their divisions before voting they can request to postpone or to postpone indefinitely. This requires a vote. A motion can also be amended before it is voted on. A simple majority is required to pass a motion.

Mikolavich reminded Council of meeting protocol. He said we should not make issues personal. We can respectfully disagree. He recommended using words such as although, even though, while, and whereas because those words can suggest you agree with part of what someone is saying but not everything.

Hess-Diestler asked if one can abstain from a vote. Mikolavich said that is allowed.

Patton told Council they need to speak up clearly in the meetings to ensure they are heard in order for their comments are reflected accurately in the minutes.

3. APPROVAL OF THE MINUTES OF MAY 25, 2010

It was MSC to approve the minutes of May 25, 2010 with corrections. Approved with one abstention.

10:00 a.m. -Council recessed for a Flex Day activity.

11:30 a.m. Council reconvened for the remainder of the meeting.

4. APPOINTMENTS

None.

5. FLEX ACTIVITY DISCUSSION AND FOLLOW UP-STEPS

Orta commented the cuts at the college have weakened all areas and not strengthened any. She said she likes the idea of focusing on Basic Skills. She said Staff Development has limited funds this year but we could offer Basic Skills Flex activities. There are some funds available through the Basic Skills Initiative.

Opsata commented the focus in the key strategic initiatives on transfer and degrees don't seem to be our priorities at this time.

Barber said we need to look at where students go after basic skills classes if there are no classes available for them at the next level.

Ward suggested we find out students' intent when they come to the college. This could help us focus better on their needs.

Gerken commented in response to Barber's comment that we are not just talking about the basic skills classes but also the basic skills students in other classes.

Freytag said Faculty must be involved in forming any entry or exit questionnaire.

Mikolavich asked Council what they want to focus on. He asked if we are talking about study skills or something else.

Machalinski said she finds she does have to teach students how to study, and it does help.

Churchill shared that he looked at what he did for years and what he has done differently over the last few years. He said he does not lecture as much as he used to but tells students what they should get out of a section of reading. He puts them in groups making sure they have mixed skills within the groups and they help each other.

Barber commented the Reading Apprenticeship Institute was very helpful and he would like more of that sort of activity. He said in the Institute they discussed doing basic skills all across the curriculum.

Holt said the issues with students' skills are the same as when he started teaching in 1971. He commented that a lot of students come here because they have nothing else to do. Their parents tell them to get a job or go to school so they come here.

Keating said from her perspective as a Math Instructor she is frustrated that students can purchase solutions manuals as "study aids" but it is more detrimental to a student than helpful.

Danni Vilas said most students don't know what to put down on their registration forms when asked if they want to get an AA or IGETC. They don't know what IGETC is as well as many other things they are asked on the form.

Hess-Diestler said we could have some sort of in-service training for instructors in all disciplines to teach basic skills in their classes along with their curriculum.

Patrick Leong said if instructors have to also teach basic skills besides their regular curriculum they will need some incentive.

Mikolavich said he is hearing three main themes from this discussion. He said they are to define basic skills, define 10 deficiencies we have, and use best practices. He said we can do these things without outside experts; we can share what is working.

Lema stated that by focusing on basic skills improvements for students in all of our classes we could increase success and retention rates, increase transfer rates and reduce the achievement gap. She emphasized identifying basic skill deficiencies and using best practices. She said we will need research data to assist us. She said we can work with our Faculty Senate Committees to incorporate the strategic initiatives into their work.

Dildine said this is a two year project. We will be laying the ground work the first year and getting down to the actual work the following year. Council agreed to this plan.

There being no further business, the meeting was adjourned at 12:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*