



## FACULTY SENATE COUNCIL MEETING SEPTEMBER 14, 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), 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), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** Lisa Orta (Faculty Development Coordinator), Counseling Representative (TBD), ASDVC Representative (TBD)

**GUESTS:** Susan Lamb, Glenn Appell

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

### 1. APPROVAL OF THE SEPTEMBER 14, 2010 AGENDA AND THE MINUTES OF SEPTEMBER 7, 2010.

It was MSC to approve the agenda of September 14, 2010 as amended to include a discussion on the Textbook Guidelines. All in favor. Approved.

It was MSC to approve the minutes of September 7, 2010 with corrections. All in favor. Approved.

### 2. PUBLIC COMMENT

None.

### 3. COUNCIL COMMENT

- A. Glenn Appell informed Council the UF is continuing to offer evaluation trainings. The last college-wide training is this afternoon at 3:30. After that, the UF is available to work with evaluation training needs for groups if requested.
- B. Glenn Appell commented there are a large number of ESL students, particularly among international students. He said he has a lot of written assignments in his classes. He questions if there should be protocol for grading these students in classes outside of the English Division that takes into account the intent of their compositions and not just the grammar.
- C. Grzanka commented the tickets for the FSC dinner are not ready yet although you can make your reservations now. Tickets are now purchased in the Cashier's Office.
- D. Ward commented he feels we are getting bogged down on policies and procedures in our meetings and wants to work on our focus of Basic Skills across the curriculum.

### 4. ANNOUNCEMENTS

A. Lema read the following email announcement on behalf of Lisa Orta:

The budget committee has established a work group to investigate paper use in the classroom. The goal is to

identify ways the college might be able to save money by reducing the use of paper in the classroom, and to assess whether or not this is an appropriate goal in the context of best instructional practice. Lisa Orta is the lead on this group. The first in a series of meetings on this topic will be Thursday, 9/23, at 2 pm in the Staff Development Lounge.

## **5. APPOINTMENTS**

### **Foundations for College Success Committee**

Heidi Goen-Salter - English

### **Tutoring Advisor Committee**

Marina Crouse – SRVC Foreign Languages

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

## **6. FACULTY SENATE PRESIDENT’S REPORT**

Lema reported at the last meeting we discussed the process concerning the use of the survey results in the College Committee Handbook changes. She explained she met the previous Friday with Ted Wieden, Keith Mikolavich, Judy Walters, Ann Patton and Coleen Lento to discuss the process used over the summer and the request from the Faculty Senate Council to examine how we could expand currently the process in this round of reviewing survey results, and our future process. strategies for opening up the process this time and in the future. Lema said Classified have many of the same concerns about the process, and some of the recommended changes. The group agreed to propose to College Council a task force that would include the co-chairs of the four College Governance committees (Budget Committee, College Council, Integration Council, and Institutional Planning Committee.) She said College Council approved the proposed Task Force at their meeting on the previous Monday. It was agreed the Task Force would also include Ted Wieden and Chris Leivas. She said the Task Force will meet Friday of the current week and will have their recommendations for College Council on the following Monday. She explained the Task Force will be looking at the data that was used for the work over the summer and the recent feedback from the committees themselves. She told Council they need to review the current recommendations and provide feedback for the Task Force at this meeting. She explained after this process is completed, College Council will work on a process for the future.

## **7. COMMITTEE HANDBOOK**

Lema explained to Council to keep in mind the current proposed changes to the College Committees in the handbook may not be what the Task Force recommends.

Council members made some general comments about the committees. Keating commented that she read through the whole handbook and she was very confused on how the work of the committees is linked. She said if the goal of the handbook is to provide clarity to the college community, it has failed. She added the charges and descriptions for committees that deal with Program Review and budget make no sense.

Ward said it seems the proposed recommendations don’t leave much in the Integration Council charge.

Mikolavich responded the Integration Council is discussing putting back some of what was struck. He said the Task Force will discuss it.

Hess-Diestler asked what the objective of the revision was.

Lema responded the proposed revisions are to address overlap and confusion between the committees as part of our continuous improvement for accreditation work. Hess-Diestler commented some of the omissions are adding to the confusion and seem to diffuse the charges.

Opsata said she confuses the Institutional Planning Committee and the Integration Council in her head because their names are similar and then when she read their charges, they seem to be the same.

Council proceeded to review the handbook with the recommended changes to the committee charges and descriptions.

Keating said the Budget Committee charge says nothing about how they are going to develop an annual budget plan. Lema explained that will come out in the budget process that the Budget Committee is working on. Keating said she thinks the Budget Committee needs more faculty members. She said many people on the committee do not really know how allocations are actually spent. She suggested the Department Chairs be included in the membership. She said she is also concerned the when a committee representative works directly for a manger on the committee which is a conflict of interest. She also pointed out that all the committee representative's terms end at the same time so there would be no history or continuity. Lema reminded Council the members can be appointed for an additional term so more than likely some will continue. She summarized that the Council expressed issues of expertise, and representatives appointments are a concern.

Freytag commented that on the Budget Committee he counts thirteen members yet there are not supposed to be more than three from each constituency groups.

Opsata said she thinks the language describing college-wide plans and annual plans needs to be clarified. She suggested using a different word than plan for anything that is not a college-wide plan.

Machalinski said it does not explain the Budget Committee operates within parameters set by the College President.

Keating pointed out in the Institutional Planning Committee charge it says they will make recommendations to the Budget Committee and she is concerned it could bias the Budget Committee's work.

Gerken said he has a contrasting view from Keating. He said he likes that the Budget Committee recommends where to allocate the resources. He said the Budget Committee will not think of all the ideas and it is good to also have them come from other sources. Keating responded that her concern is how will the IPC decide what are their priorities. Whose ideas are they using?

Lema reviewed that she is hearing the Council express the process for allocating resources is not clear.

Machalinski commented that so much of our budget is personnel and if the Budget Committee can't look at that portion of the budget, their recommendations are meaningless because the rest of the budget is small compared to that piece. Lema reported the position of the State Academic Senate is whether we are increasing or decreasing our budgets at our colleges, program reviews should drive the priorities of what to increase or decrease. She added this was the college's first round of using program reviews and is a work in progress.

DeLoach said there were several areas that they could look at in the IC. She said they worked out rubrics but the program reviews did not specifically address those issues, so they could not rank them. She added that it looks like the Institutional Effectiveness Committee is what the Integration Council is doing and the reporting relationship needs to be clarified. Mikolavich commented the Integration Council is to validate and support the integrity of recommendations to the College President. DeLoach asked whose recommendations are they and why aren't they just going through College Council. She suggested this information be at the top of the page to provide more clarity. She asked if it is true the College Council decides what goes to the president?

Lema explained recommendations from college committees go to the College Council and from there go out for constituency review. She said it is the last stop for review, before sending items on to the president.

Keating asked who recommends allocations of college resources based on the program reviews is not included in the committee description. Lema agreed it should be included and will bring that forward.

Lema commented the College Council is a large body and questioned if they could function with fewer representatives from each constituency. She also said there is a need to look at the charge of the IPC since they are now the oversight body for Accreditation.

Mikolavich said the Integration Council expressed its preference that it be a central body since it has representatives from student services, instruction, and administrative support. He said the Integration Council looked at its charge in relation to the College Council and also its relationship to Institutional Planning and Institutional Effectiveness and suggested these committees have some sort of reporting relationship to the Integration Council. He reminded this Council the visiting team last fall was impressed with the IC but asked if it was sustainable.

Opsata commented she thought the IC was going to replace the old Instructional Committee and focus on more college wide issues instead of program reviews.

Machalinski said a lot of the IC was moved to IE and there is a need to look at the makeup of the committee for the work they will now be doing. Lema added that according to accreditation standard on governance that faculty and

management play a substantial role in budget and planning. Consequently the membership of IPC, IE, and Budget should reflect that.

Keating commented the IC has representatives from other Councils but their membership does not specify from which constituency they are selected.

Holt commented some of this structure looks like divide and conquer and there should be only one committee that reports to the president otherwise it dilutes the role of the faculty.

Keating commented she wants to see more of what goes on between the IC and the Budget Committee. And, she said since the IE Committee is dealing with SLOs they need more faculty. Freytag added this is the committee where he is concerned that classified are on the committee with their managers.

Lema remind Council to send their comments to Mikolavich before this coming Friday afternoon.

## **8. ACCREDITATION REPORT**

Lema informed Council she brought their feedback on the Accreditation Follow-up Report from the last meeting to the College Council.

There was not further discussion on this item.

Lema reminded Council they are deciding whether or not to accept the report.

**Opsata moved to accept Accreditation Follow-up Report. The motion was seconded.**

**The question was called. All in favor. Motion approved. The report has been accepted by the Faculty Senate Council.**

## **9. VOLUNTARY FUND EXPENDITURES**

Lema reminded Council personal donations are being accepted from Classified and Managers for Dr. Walters's retirement gift. She said the Foundation is also donating towards the gift.

Council has discussed this issue at a previous meeting and had agreed to make a donation from the Faculty Senate Voluntary Fund.

**It was MSC to donate \$500 from the Faculty Senate Voluntary Fund. All in favor. Approved.**

Lema reminded Council Dr. Walters's retirement celebration is planned on September 28 and will take place immediately after the FSC meeting scheduled that day.

Lema reminded Council they had previously discussed and agreed to cover the cost of the food for a welcome reception for Peter Garcia.

**It was MSC to cover food for a Welcome reception for Peter Garcia out of the Faculty Senate Voluntary Fund. All in favor. Approved.**

Lema informed Council that she offered to pay for lunch or dinner for College Committee Handbook Task Force that is scheduled to meet this Friday and work during their mealtime.

**It was MSC to use the faculty senate Voluntary Fund to cover the cost of food at the College Committee Handbook Task Force meeting. All in favor. Approved.**

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

Lamb informed Council the applications for the Florence Study Abroad program was sent out that day and are due in about a month. She said she needs 2-3 faculty from each college senate for the Selection Committee. She reminded Council the Selection Committee members cannot be current applicants.

Lamb informed Council an email reminder will be coming out this next week about the Instructional Program Review dates and there will be workshops for technical assistance. She has some tentative dates and will send them out when they have been confirmed. She said validations will be randomly assigned but it has been suggested divisions should not be validating the same division they validated the previous year.

Keating commented this is assuming people are going to remember from the previous year, and it might not be the same people. She said the advantage is they could see the growth and changes and asked if the odds support this idea.

## **11. POLICIES AND PROCEDURES**

BP 4011 Study Abroad Board Policy

There was no discussion.

**It was MSC to approve BP 4011 Study Abroad Board Policy. All in favor. Approved.**

BP 1009 Institutional Leadership, Governance, and Decision-Making

Keating commented there should be more faculty on the DGC.

Lema explained each constituency gets one vote at DGC so it would not change the balance of the voting.

**It was MSC to approve BP 1009 Institutional Leadership, Governance, and Decision-Making. There was one abstention. Approved.**

AP 1009.01 Participatory Governance

Lema explained the section on policy development areas by constituency groups as listed in the procedure has been addressed with the Chancellor and is under consideration. It was requested to add “and implementation matters” because that is listed in Title 5.

Keating suggested it should be specified at the beginning of the policy where the three rely primarily upon items can be found instead of just referring to them.

**It was MSC to approve AP 1009.01 Participatory Governance. All in favor. Approved.**

1009.02 Process to Reach Agreement Between the Governing Board and the Faculty Senates Coordinating Council  
There was no discussion.

**It was MSC to approve 1009.02 Process to Reach Agreement Between the Governing Board and the Faculty Senates Coordinating Council. All in favor. Approved.**

BP 6004 Environmental Stewardship and Sustainability

Grzanka commented when he taught summer school in the BFL the A/C was so high he got sick. He said he complained but there was no change.

Lema reminded Council this is a policy and the complaint process would be a procedure. But in relation to this issue, she reminded Council about the contest we are having with the other colleges in the District to save on energy costs.

Council briefly discussed some of the issues with the various HVAC systems in the different buildings and some of the limitations.

**It was MSC to approve BP 6004 Environmental Stewardship and Sustainability. All in favor. Approved.**

## **12. FACULTY SENATE CONSTITUTION AND BYLAWS**

This item was postponed due to time constraints.

## **13. FIELD TRIPS**

Opsata told Council the Applied and Fine Arts faculty have concerns with the time frame for notification of absences due to field trips in DVC Procedure 4004.01 Attendance. She said one week is not enough notification time especially if they are going to miss a test and want to do a make-up.

Freytag says he has a field trip the second week of class so there is not an opportunity for more notification. Opsata responded that should not be a problem since most instructors don't give tests the second week of classes. She said PE is the model for field trip notifications and they have a standard form they use.

Ward added that the procedure has to have language about extenuating circumstances. He said if the sports teams make post season they would not know that very far in advance.

Machalinski added that weather affects some of the biology field trips and they may have to change at the last minute.

Lema commented we don't have a make-up testing facility where multimedia tests can be administered but DSS has accommodations for DSS students. She said we need some other facilities that would accommodate for tests that require multi-media. She said if we had such a facility, the time frame and preparation for a make-up test might not be such an issue.

Keating suggested the procedure state a student must notify an instructor at least two weeks in advance or, as soon as a student is notified of an activity.

Lamb said we could have discussion on how the make-up testing center could evolve to accommodate these situations.

Opsata said some of these situations can be dealt with on a case by case basis but it is ultimately the student's responsibility to notify the instructor in as timely a manner.

Freytag said he is concerned because Applied and Fine Arts instructors have stated they give no makeup tests even for religious reasons. He said the need for special accommodations is not a strong justification for their argument.

He said Biology is always doing set ups for DSS students to take tests. He said the larger concern is syllabi that don't comply with the procedure.

Lema proposed the Senate form a small work group to discuss this issue and bring it back to the Council. She

suggested it consist of Opsata, Ward and Freytag since they have a strong interest in this issue. She told Council to forward any suggestions to them. Council agreed.

#### **14. BOX 2A**

This item was postponed due to time constraints.

#### **15. TEXTBOOKS**

Lema explained an issue has come up regarding the guidelines for textbooks based on the new regulations. The guidelines state we will review them before the textbook lists are due for the Spring 2011 semester. She asked Council if they would agree to re-convene the Task Force that originally worked on the guidelines. The members were Dildine, DeLoach, and Gerken. Council agreed to re-convene the task force.

Mikolavich said he has a concern with listing a "generic" textbook when an instructor has not been hired for a class. He said it forces instructors to use other instructors' books which is pedagogically unsound.

Keating said she is concerned when a book is listed as optional and the software is required but they come bundled so the student has to purchase both.

Gerken said he will send out an email for suggestions to address these issues.

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

