

**FACULTY SENATE COUNCIL MEETING
NOVEMBER 15, 2011
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Lisa Orta (Faculty Development Coordinator), Ed Trujillo (Applied and Fine Arts), Tom Barber (English), Marva DeLoach (Library), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Katrina Keating (Math/CompSci), Buzz Holt (Social Sciences), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Maria Dorado (Counseling), Rick Godinez (San Ramon Campus), Len Grzanka (Part-time Faculty Representative), Vanessa Prajitno, ASDVC Representative, Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Doug Dildine (Part-time Faculty Representative), Nicole Hess-Diestler (Representative-at-Large)

GUESTS: Susan Lamb

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

1. APPROVAL OF THE NOVEMBER 15, 2011 AGENDA AND THE MINUTES OF NOVEMBER 8, 2011.

It was MSC to approve the agenda of November 15, 2011 as amended. All in favor. Approved.

The minutes of November 8, 2011 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Orta said she was informed on the November 7th that Staff Development funds that come to DVC from the District, are being used in their entirety for her reassigned time as Staff Development Coordinator and Nexus Coordinator. She would like Council to discuss it at a future meeting and maybe take a position on the issue.

4. APPOINTMENTS

None.

5. ANNOUNCEMENTS

Orta announced January 18, 2012 will be an all faculty Optional Flex Day. Other optional activities will be offered on January 19, 2012 and January 20, 2012 is the Mandatory day when divisions and departments will have their meetings.

Orta announced the last Whistling Vivaldi event on cultural competency is scheduled on Thursday, November 17, 2011.

Lema informed Council the Fall Dinner Theater event was cancelled because as we were about to put out the announcement, we learned the tickets were almost sold out. She said it was disappointing, but it is a good there is high demand for the drama production.

Lema told Council she will not be able to attend Student Success Town Hall Meeting as she had planned.

Lema said the last Senate Council meeting of the semester is scheduled on December 13 during finals week. But if we can finish our current business at the November 29 meeting there will not be a need to hold the December meeting.

Lema said the ballots for the GE vote have gone out and they are due in the Senate Office by noon on November 29. She said we need three faculty members to count the ballots that day to report the results at the Senate meeting.

6. PRESIDENT'S REPORT

College Council: (Appendix A)

Lema reported College Council has been reviewing the college-wide committees' evaluations and recommendations. College Council approved the majority of the committees with no changes. She said College Council is discussing the Sustainability Committee for ways to help the committee have more authority to implement sustainability efforts. Suggestions included changing the membership as it is currently very large, and possibly merging it with the Facilities Committee. College Council invited members of the Sustainability Committee that have been active recently and talked with them about bringing back a plan for the committee.

Student Success Task Force Report:

Lema reminded Council to post on the Student Success Task Force website. She has read through the comments posted so far and encouraged Council to do so.

Fall Plenary Session:

Lema reported she and Katrina Keating attended the Fall Plenary session on November 3-5. Lema told Council Keating has attended before but this was her first time as a delegate. She asked Keating for her impressions.

Keating said it was a lively event and she learned a lot about parliamentary procedure. She said it is worth everyone going once and she would like to go again. She said she spoke quite a bit on the resolutions for both pros and cons.

Lema said the Student Success Task Force was the key subject during the session. Eight members of the Task Force including the faculty members, spoke at lunch, and they were very candid. Lema said each Task Force member was asked to give their impressions and responses. They then took questions that were submitted on cards and screened and three of Keating's questions were selected. Lema said the Task Force

members said there were things in the report that they had not agreed to include and in some cases the intent was different than what the language said. Lema said it makes it questionable how well the group worked together. They decided some things by vote but not everything, and they only met six times over six months. Lema told Council when the State Chancellor spoke, it was evident he wants standardized assessment. Keating added that in a follow up email from the Chancellor he said that there will be standardized assessment testing. Keating also said the bill that prompted this report has deadlines in it so the push is on. Lema said it was clear the Task Force had many different opinions and agendas.

Lema told Council the Lumina Foundation funded the Task Force and encouraged Council to learn more about the Foundation, and their agenda. Several outside foundations funding educational endeavors are in support of performance based funding.

Lema explained they also attended breakout groups. During the feedback sessions on the Student Success Report it was clear the Academic Senate's position has many concerns and disagrees with a lot of the recommendations.

Keating pointed out the report states it is based on data and best practices but she asked, where is the data? Keating said many of the Task Force members said they spent most of the time listening to presentations. Keating said it was mostly a lobbying effort, and most often from private companies.

Barber asked if there were any faculty members that made presentations to the Task Force. Keating and Lema said they do not believe so. Keating said there were as many private parties on the Task Force as there were faculty and it was clear those private parties were not interested in what faculty had to say. She said they view faculty as a special interest group.

Holt commented that so much of the talk says the problems are created by teachers unions, but there will never be real improvement as long that is the focus. He said the foundations do not focus on the real world student that comes out of non-supportive situations.

Lamb said we have a national agenda and a state agenda. The national agenda is accountability and they only want to fund successful students. The state agenda is to be a statewide standardized system.

Gerken posed the question, if we have a large proportion of our students who don't know why they are here, should they be here?

Machalinski said there are no jobs, so where are these people supposed to go? She said even if they don't get a degree, they gain something while they are here.

Lema recommended to Council the book "The Death and Life of the Great American School System" by Diane Ravitch. She had supported No Child Left Behind and has realized it was a bad idea.

Lema informed the PE and Fine Arts Council representatives there were many resolutions passed about repeatability. She said there were also two resolutions passed that came from our district. One from LMC on the BOG waiver, and one from DVC on the State Academic Senate having a response to outside pressures and attacks and to develop a plan for responding to those.

Box2A: (Appendix B)

Lema shared a list of full-time faculty ratios in Northern California community colleges. Keating mentioned the

goal is 75%. Lema said we have never reached that since she has been at DVC.

Lema told Council she emailed them an article from the Community College Journal about the increase of non-faculty positions that are being created at colleges titled "Administrators Ate My Tuition". Lema commented

it's frustrating that we don't get more full-time faculty positions and that the number of full time continues to decrease while we increase the ratio of part-time faculty. She added that although management positions have recently been reduced there had been over the years a significant

increase in management positions.

Machalinski commented that other colleges were able to hire and get raises so she questions where our money is going.

Gerken commented in his department their courses are sequenced and they have found if a student took the course with a full-time instructor they usually do better than if they had a part-time instructor.

Lema said she and Jeffrey Michels did all they could in Box 2A to advocate for more full-time hires but ultimately management makes the final decision.

UF Meeting:

Lema reminded Council the UF will have a meeting immediately after a shortened Senate Council meeting on November 29 at 3:30.

Scheduling Task Force:

Lema told Council President Garcia requested an evaluation of the Scheduling Task Force process. She would like Council's feedback on what to include in the survey.

7. VP OF INSTRUCTION

Lamb informed Council of some changes in the Instruction Office since her assistant Shemila Johnson resigned. Sue Rohlicek will be helping in the Instruction Office as well as still doing some work for Student Services. Johnson's vacated position will be announced as a reduced position.

Lamb told Council the Program Review Process is moving along on schedule.

The Ed Planning Report has been turned in to the District.

Program Review Validation has been changed from December 9 to December 2.

Work has begun on timelines and pamphlets for hiring six full-time faculty.

The Dean of English and Social Sciences position is opening up.

The Dean of Physical Science and Engineering, and Biology are also opening up.

Lamb said they are just beginning to look at the summer school dates. Factors to consider are the construction schedule, local school schedules, and the state budget triggers.

Lamb told Council they have been accumulating data on repeatability and they are finding a lot of students have repeatability issues and they are not sure what the impact will be.

Freytag asked if DVC is in a position that they can't make any additional schedule cuts.

Lamb said for spring 2012 we can't cut unless the state does a mid-year work reduction but that probably won't happen. She said for this year she thinks we are ok but for the coming year we don't know what the impacts will be.

Lema informed Council a very recent communication said the Tier One cut will be \$30 million, and if we go to tier two it will be an additional \$72 million. Our district has been planning for tier two so we should be ok for now.

Lamb added that we are planning our schedule to get our maximum FTES dollars. She explained we can use our summer schedule for this year's or next year's numbers depending on what happens with the state budget. She said we will probably have a six-week session that straddles the academic year so we can use it either way. She added that it may be problematic if we are building a fall schedule in January and the budget doesn't come out until January.

Holt asked if the drop date is going to be moved up.

Lamb said a Task Force is being formed to address that issue and a change needs to be made before the summer.

8. PROGRAM REVIEW DISCUSSION

Lema said this item is on the agenda to get a sense of the progress on Program Reviews in divisions and programs, and also to talk about the intent of Program Reviews and expectations in how people should approach Program Reviews so the Integration Council can look at them more comparatively. Lema explained some Program Reviews are wish lists, some are critical needs, and some are addressing shrinkage.

McBrien commented that wish lists just complicate things because the Integration Council looks at Executive Summaries and ranks from those. If an area lists staffing needs but not in their goals and consistently in their summary, it will not be prioritized as high. She said also areas need to be specific about dollar amounts for requests. She said areas cannot request full-time faculty because it is one-time funding but they can include if their area would benefit from short-term classified or hourly.

DeLoach added that Program Reviews need to be consistent throughout. The Integration Council found some that had different numbers in different sections of the Program Reviews.

Lamb said the Validation Committees can help areas clarify their “through line” in their Program Reviews.

Trujillo asked if McBrien is saying to include what a program needs at this time in their executive summary. McBrien said yes, but it also asks if an area had to take a cut, where could they take it.

Lema told Council if requests don’t get filled and they are still needed, keep including them.

Machalinski suggested the Integration Council keep a record of what got funded and what did not so if a request comes back, the IC will know the need has been around for a while.

Lema thanked the Integration Council members for their hard work. She said College Council is getting ready to review the recommendations from Integration Council, so we will have the list soon of what has been recommended that will be submitted to the president for approval.

Lema asked Lamb if she might invite Integration Council members to the Department Chairs meeting to let them know the strengths and areas of improvements in the Program Review documents.

Lamb reminded Council that next year we don’t have Program Reviews so we’ll have more time to discuss the process.

Lema asked how many data issues were popping up this year. McBrien said she thinks it has gotten better this year.

9. ACADEMIC INTEGRITY POLICY (Appendix C)

Lema told Council some of the recommendations they made on the Academic Dishonesty policy may or may not be legal so Bill Oye has been working with the Student Services Committee to update some language and ensure it is in compliance with the law. Oye distributed to Council background information on the development of the Academic Dishonesty Policy. He said the Student Services Committee has recommended some changes. One is to change the name to an Academic Integrity Policy to talk about what we aspire to instead of just punishment. He explained another recommendation was to change the language regarding assigning an “F” for the entire course based on one incident of dishonesty. The proposed language ensures that an “F” for the course is an option under specific circumstances of repeated violations within a particular course. The Student Services Committee also recommended language that should include a more substantial suspension for more egregious violations that would be a semester or more.

Lamb pointed out the language is different in two sections of the document. One section states “for repeated violations in that course”, and another states about “for repeated violations within a single course” and the language should be consistent.

Freytag suggested it include a reference to multiple violations by one student in the same course. Council agreed.

Holt asked if a student pays another student to take a test, what do we do with the payee? Oye said that is covered in the Student Code of Conduct for enrolled students. Keating said the language on repeated violations in that particular course needs to clarify that it is in one semester.

Keating asked if there is a legal opinion if a student cheats on an assignment that is worth more than 10% of the grade can they get an "F" for the course even though it was their one violation. Machalinski suggested if an instructor catches a cheater the first time, let them go, and if they continue then write them up after the withdrawal date. She also suggested that everyone ask for ID on the first test which she does. And she would like to have a generic integrity agreement that students should sign. Machalinski asked after a violation has been filed, who has access to the information. She said instructors should know if this is a pattern for a particular student. Oye said he can share that information with an instructor who has filed the form on a student.

Gerken wants it clarified in the document if the minimum suspension is a semester.

Freytag is still concerned that fraud is not covered in this policy.

Oye said he feels it is addressed in the Student Code of Conduct and it allows for suspension. He explained the Academic Dishonesty language is also in the Student Code of Conduct.

Freytag said he is concerned with fraud after the semester grade has been assigned. For example, petitioning for a grade change and lying in their petition.

Keating said if she finds out after assigning a grade to an assignment, a student had committed fraud, she would want to change the grade to zero but the definitions do not seem to cover this. Barber said he thinks we are legislating for the minority. Oye responded that this document shows we respect students' due process rights. He said when implementing the Student Code of Conduct there are concerns about legal repercussions and many would prefer he deal with some of the things that are less academic in nature such as behavioral issues. He asked for recommendations on how these could be captured in the definitions.

Godinez suggested adding language that covers "falsification of academic records or communications".

Hess-Diestler moved to approve the Academic Integrity Policy with the suggested changes. There was no second. Council agreed they want it to come back with the revisions before voting.

10. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

COLLEGE OPERATIONAL COMMITTEE ENVIRONMENTAL SUSTAINABILITY COMMITTEE

Adopted: December 5, 2005
Revised: September 20, 2010

Charge/Function:

The DVC Environmental Sustainability Committee promotes awareness of environmental sustainability to the campus community. The committee also initiates improved sustainability practices and conducts events that promote or support environmental sustainability

Meeting Times/Days:

Meets once a month, and are listed in the campus meeting calendar linked to the DVC homepage.

Reporting Status:

Reports to the Vice President of Finance and Administration

Co-Chairs:

Selected by committee membership

Membership:

- 5 administration (includes one district office administrator)
- 5 faculty
- 5 classified
- 5 students

Terms of Membership: Three year terms may be repeated as many times as needed.

Appendix B

**Percentage of Full-time Faculty
in Northern California CC Districts**

Los Rios	69.80%
San Francisco	69.22%
San Mateo	66.26%
West Valley-Mission	64.19%
Yosemite	63.01%
San Jose-Evergreen	58.45%
Napa Valley	57.85%
Solano	57.20%
Chabot-Las Positas	56.75%
Sonoma County	56.56%
Peralta	56.08%
Foothill-De Anza	55.95%
Marin	55.41%
Ohlone	53.89%
Contra Costa	52.63%

DIABLO VALLEY COLLEGE

ACADEMIC DISHONESTY REPORT FORM **INTEGRITY POLICY**

Diablo Valley College is committed to creating an environment where student achievement is championed and celebrated. Because the college values academic integrity as an essential component of academic excellence, students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at Diablo Valley College.

Faculty and students come from a variety of backgrounds and cultures, giving rise to different understandings of moral and ethical behavior. Faculty should clearly state well-defined standards to reduce uncertainty and clarify expectations.

Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC 'Student Code of Conduct' and will not be tolerated. Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly.

Acts of academic dishonesty include, but are not limited to, the following:

CHEATING – Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials;

TAMPERING – Altering or interfering with evaluation instruments and documents;

FABRICATION – Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used;

PLAGIARISM – Representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own;

ASSISTING – Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

ACADEMIC DISHONESTY REPORT FORM INTEGRITY POLICY

I. When an act of academic dishonesty comes to an instructor's attention, the following procedures shall be followed:

1. Collect evidence and document the incident,
2. Permit the accused student an opportunity to explain, and
3. Advise the student of possible penalties.

II. If there is clear evidence of a violation of the DVC Academic Integrity Policy, the instructor may:

1. Inform the student of the academic penalty which may include one or more of the following:
 - a. A reduced score on the assignment or exam;
 - b. A score of zero or "F" on the assignment or exam;
 - c. A reduced grade in the course;
 - d. An "F" in the course **for repeated violations of DVC Academic Integrity Policy within that particular course;**
 - e. Removal from class for one or two class days as outlined in the Education Code (section 76032) and referred to in the "Removal by Instructor" section of the Student Code of Conduct

2. Inform the student of the right to appeal the academic penalty, in cases of mistake, fraud, bad faith or incompetence. (Refer to the "Student Appeals for Grade Changes" procedure outlined in the DVC catalog for more information.) However, the removal from class (see 1.e. above) is not subject to appeal.

3. Inform the student of recommendations for further action which may include:
 - a. No further action, or
 - b. Disciplinary Review with Dean of Student Life, including education about academic integrity;
 - c. In the case of more egregious violations of academic integrity, a recommendation that the Dean of Student Life consider suspension **of a year or more** or expulsion. (If the Dean does not follow a recommendation to suspend or expel the student, the faculty member will receive written notification of the reasoning. In the case of not following recommendations 3a or 3b, verbal notification will suffice.)

4. Send a "Report of Academic Dishonesty" form to the Dean of Student Life. The Dean will keep this report in a confidential file for three years. This will help identify repeat patterns of academic dishonesty, and generally a second offense will result in long-term suspension from the college. (If the Dean chooses not to assign long term suspension, due to extenuating circumstances, the faculty member will receive written notification.) This report may only be shared with the student to whom it pertains and with those within the college who have a legitimate educational need for the information as determined by the Dean. After serious consideration of the instructor's recommendation, the Dean will address violations of academic integrity in accordance with the Student Code of Conduct.

*Diablo Valley College gratefully acknowledges that it has freely borrowed, modified and used words, phrases, sentences, and ideas found in similar documents of the following educational institutions, listed in alphabetical order:
CSU San Marcos * Oregon State University * Southwestern Oregon Community College
UC Santa Barbara * University of Charleston * University of Colorado at Boulder * University of Maine*

ACADEMIC DISHONESTY REPORT FORM

Instructor: _____ Phone/Ext: _____
Course: _____ Dept./Division: _____
Student(s) Name: _____ Student ID#: _____
Term & Year: _____ Reporting Date: _____

Type of Academic Dishonesty (refer to the DVC Academic Integrity Policy for definitions of the following terms):

___ Cheating ___ Tampering ___ Fabrication
___ Plagiarism ___ Assisting ___ Other

Summary of the incident (include date, time, place, evidence; attach separate document if needed):

Check box if copy of evidence is attached to this report.

Student response if any:

Instructor's action(s): Reduced score on assignment zero or "F" on assignment

reduced grade in the course "F" in course (for repeated violations in that course)

removal from class other _____

Instructor's recommendation(s) for further action (if any): No further action

Disciplinary Review including education about academic integrity

Suspension or expulsion other _____

Instructor's signature: _____ Date: _____

Student's signature: _____ Date: _____

(Note: The student's signature is not an admission of guilt. The student's signature indicates that s/he is aware of the instructor's action or recommendation for further action, and that s/he is aware of the right to appeal action(s) taken by instructor as outlined in the DVC catalog in the "Student Appeals for Grade Changes" section.)

Recommend copies for Dean of Student Life, Instructor and Student

Academic Integrity Policy And ADRF Rev 100611 090804

<http://www.dvc.edu/org/info/policies/pdfs/ADRF.pdf>