



## FACULTY SENATE COUNCIL MEETING

APRIL 26, 2011

APPROVED

**PRESENT:** Laurie Lema (President), Keith Mikolavich (Vice President), Rick Godinez (San Ramon Campus), Becky Opsata (Applied and Fine Arts), Katrina Keating (Math/Computer Science), Tom Barber (English), Steve Ward (Physical Education, Athletics and Dance), Ray Gilmore (Business Education), Becky Opsata (Applied and Fine Arts), 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:** Marva DeLoach (Library), Raine Dougan (Counseling), ASDVC Representative (TBD)

**GUESTS:** Beth McBrien, Susan Lamb, Ray Goralka, John Hanecak, Beth Hauscarriague,

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

### 1. APPROVAL OF THE APRIL 26, 2011 AGENDA AND THE MINUTES OF APRIL 5, 2011.

It was MSC to approve the agenda of April 26, 2011 as revised. All in favor. Approved.

It was MSC to approve the minutes of April 5, 2011. All in favor. Approved.

### 2. PUBLIC COMMENT

None.

### 3. COUNCIL COMMENT

A. Grzanka commented he had been waiting for 2 months for a cable for his computer, but when he walked down to IT, they came and installed a cable and it took them 5 minutes.

B. Dildine said he attended the Plenary Session the previous week and while there he advocated very strongly against the cap on repetition in the arts and PE. He said some curriculum faculty from Los Rios & Napa thought they would soften the blow and circumvent more drastic cuts to the arts and PE programs before the legislature and the state chancellor's office acted and to do so by capping repetition classes. He said curriculum faculty at the plenary kept saying "they are going to do this if we don't". However, after two days of research at the plenary, Jonathon Lightman(FACCC)and several faculty from the arts and PE could not find the mythological "they". The conclusion is that this is a political ploy to get faculty to make cuts.

C. Keating said she was frustrated with the lack of time allowed to complete the college-wide committee survey. She said she contacted Dennis Franco and Peter Garcia to open it back up but was told it could not be reopened because the research office has already completed it's analysis of the survey results. Keating said that was not acceptable and it could have at least been open through the weekend. She said Franco invited her to come make comments at the College Council but she feels she would have to censure herself in that venue.

D. Holt said he is again requesting the Senate Council discuss the issue of drop dates. He said especially after serving on the Scheduling Task Force he sees the problem with classes being closed quickly after they open for registration and many students drop out if they are not doing very well. Then those students get registration priority for the following semester as a returning student. He said there are colleges that have a drop date two weeks after the beginning of the semester. He said we need to do something about students who sign up for a course over and

over again and keep dropping out until they get the grade they want. He said we also need to get students to commit to completing a course much earlier in the semester.

#### **4. ANNOUNCEMENTS**

Hess Diestler announced the Performing Arts Department has scheduled the productions for next year. She said they selected plays with large cast sizes to help with productivity. She said they hope that faculty will incorporate the themes of the productions into their curriculum. The first production is “Romeo and Juliet”, directed by Hess-Diestler. The second production is “Stand and Deliver”, a student directed production led by faculty advisor Beth McBrien. This production could tie into work on closing the achievement gap. The third production is “The Skriker” directed by Ed Trujillo. The fourth production is “August: Osage County” directed by Hess-Diestler. And the last one is Moliere’s “Tartuffe” directed by Beth McBrien. Lema said “Stand and Deliver” would be a perfect piece for the Fall dinner theater event.

Hess-Diestler announced “The Last Days of Judas Iscariot” opens on April 29<sup>th</sup>. She encouraged everyone to see it.

Ward announced the DVC baseball team and the women’s swim team both won the Big 8 Conference championships the previous week.

Orta announced there is still room for the video conference with Claude Steele on April 27.

Orta announced the Flex activity request forms for fall are out. She said the schedule will follow the same pattern as in last spring. August 10 will be devoted to Achievement Gap activities. She is encouraging each department to hold a flex workshop related to the achievement gap on that day. She said she is doing a workshop on cultural competency. Orta explained part-time faculty will have no flex obligation in the fall but will have a heavy obligation in the spring.

Orta reminded Council each division has a list of variable flex activities that can be done throughout the year. She said faculty can always propose updates to their division lists. She publishes the lists in the Flex book and on the “U” drive and will update them if she gets the information.

Lema added that faculty should list everything they do for professional development flex credit, not just the amount that is required. Lema told Council there need to be discussions about the Mandatory Day and what types of activities faculty would like to have on that day.

Lema announced the Faculty Senate election nomination period for the offices of President and Vice-President starts this week. Nominations are due in the Senate office no later than Friday, May 6. Balloting will begin on Monday, May 9 and close on Friday, May 20.

Lema announced there will be a reception to welcome Peter Garcia as the new permanent DVC president on May 5, in the Trophy Room.

Lema announced there will not be a retirement banquet but a reception instead that will take place immediately following the 5-10-15 Years Service Awards in the Norseman. The Retirement Reception will go from 4:30-6pm In the Norseman.

#### **5. APPOINTMENTS**

None.

#### **6. ADMISSIONS AND RECORDS TOPICS**

Lema introduced Beth Hauscarriague, Director of Admissions and Records. She invited Hauscarriague to come to talk with Council about several issues that have been brought up including drop/withdrawal dates, registration priorities, and electronic census rosters and drops. Lema told Hauscarriague drop dates are a pressing issue at this time.

Lema asked Hauscarriague to explain the basis for decisions on drop dates and explained the Council’s concerns. Hauscarriague responded are determined Title 5. She added that a resolution just recently was passed at the

Academic State Senate to change the drop date guidelines in Title 5. She explained currently a student can drop at up to 4 weeks without a “W”, and they get a “W” if they drop before or up until 75% of the class. After that they would get an “F”.

Hauscarriague said the resolution at the State Senate recommends the final drop date be at 50% of the class but it conflicts with Federal Financial Aid language which gives students up to 60% of the class to drop without having to return the funds.

Gerken asked if we could set a date sooner than 75%. Hauscarriague said we could set an earlier date, but no later date.

Holt asked why any change would have to be district-wide. Hauscarriague said the tracking system we use does not allow each college to have different drop dates.

Hauscarriague said she does not think the Financial Aid rules will change and she would want to thoroughly investigate the implications of going to 50%.

Holt asked if we can limit the times a student can drop and sign up again for the same class. Hauscarriague said we can limit them. She said we can also limit the amount of “W”’s a student can accumulate.

Gilmore asked how different departments handle drops. Does the instructor do it or do they leave it up to the student. Machalinski said she has it on her syllabus and puts the responsibility on the student. She will drop a student when they have stopped attending so they will not get an “F”.

Hauscarriague said Title 5 states faculty have the obligation to submit a true and accurate roster, and it is the student’s obligation to drop the class.

Machalinski said there is concern about the speed of which the priority registration for note-takers decision was made. She said there are students who have been waiting several semesters to take certain classes and now they get pushed out because of the change. Hauscarriague said the District VP’s told the A&R Directors to come up with a proposal. She said at DVC it went to the Matriculation Committee and the Student Services Committee. The feedback the A&R directors got from those groups approved the proposal. Ward commented he understands the local board can grant priority registration as they see fit even if it goes through other committees.

Hauscarriague clarified this issue is about early registration. Priority registration is for other categories of students.

Mikolavich said there are concerns about census rosters. Many faculty were told they were late when they had actually turned them in on time. He said he was one of those faculty and he tried to contact someone three times to find out what happened and did not get a response. His Dean finally told him it was a mistake. Mikolavich said it should not take so much effort to rectify the situation.

Keating said she is in the loop because of her work in the Senate and the Union and she had not heard about the early registration change until after it had been implemented. She said the Student Services Committee was a good place to start but it should have come to the Faculty Senate Council. Lema said she will talk to the Student Services Committee Chair about closing the loop on these types of actions. She added that the issue of drop dates is being talked about statewide so faculty should be part of the district conversations.

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

Lamb shared a tutorial PowerPoint with audio that was developed by the Program Review Task Force for program review forms that will be online. She distributed rough drafts of the proposed revised forms. She said they will be both Mac and PC friendly and can be accessed from off campus. Also multiple people can be working on the form at the same time, and it will provide who and when it was changed. She said there are three parts to the form. The first page is an overview. She said they are working to enter the information from last year and after that it will be pre-filled. She said in the second part there is just one comment box instead of one after every section. She would like feedback on the form content, not the formatting, at this time. Another change is they pared down the cumulative form and realized there was only one more question than the annual form so the same form will be used for both.

She said the Task Force discussed whether or not it is necessary to have the Division Council sign off on the form and asked for Council feedback.

Lamb said some areas want data all together and other areas want it broken out certain ways. The Task Force also needs feedback on how to structure the data.

Freytag said areas should have the option to whether or not to split their data, and how they would like it split. He also asked about the data access option. He said now it is available only to the Instruction Office and it takes a lot of communication steps to get it changed. In some cases it did not get done.

Lamb said the timeline now includes when the data is pooled and how it is corrected. She explained some of the data is split out by subject code and some of it will need to be recoded to split it differently.

## **8. DISTANCE LEARNING TASK FORCE**

Postponed due to time constraints.

## **9. DVC PROCEDURE 5018.01 BUDGET ALLOCATION PROCESS**

Lema introduced Ray Goralka, John Hanecak, and Lisa Orta from the Budget Committee. Goralka explained they are on phase 2 of the budget phase in procedure where they look at the categorical funds. Phase 3 will be to look at the whole budget and we will need a budget process at that point.

Lema reminded Council the process needs to reflect what we said we would do through accreditation.

Goralka said the proposed document does not read like a procedure but it will be revised as it is worked on.

Lema explained since this is an academic and professional matter, it will go to College Council, then out for feedback, then back to College Council to incorporate feedback, and then to Consultation.

Machalinski asked about the timeline for feedback. Lema said it has not been to College Council yet so she is not sure of the timeline.

Hanecak said phase 3 is where the link comes between where money is spent and the mission statement. Lema said Senate has the option to accept the proposed document and when we get to phase 3 we can then talk about the development of the budget process.

Mikolavich said we are still trying to figure out the link between budget and program reviews and we need to be careful what we wish for. Do we want program review drive the budget process so much that it is not a logical or pragmatic process?

Orta said the Budget Committee has been talking about what the process has been and they have been doing their work based on previous assumptions.

Lamb said there is still the issue of a common GL structure. She said as they get set up it will funnel into the process to help the program reviews and the Budget Committee to see the revenue expenditures more clearly.

Gerken questioned why we are doing this now when things are still in flux. Goralka said we are doing this now because according to the procedure the Budget Committee does not exist.

Lema said this will come back on the next agenda.

## **10. AA REQUIREMENTS**

Obed Vasquez explained the Curriculum Committee is charged with looking at the GE requirements for AA degrees. He reminded Council that we overhauled DVC GE a few years ago and agreed to come back to it and see how it is working. Since SB 1440 was adopted by the district, it is a good time to re-examine the issue. Title 5 allows for getting the minimum 18 GE units, from Social Sciences, Sciences, English and Math. DVC has some local requirements. Those are PE, American Institutions, and Health. He said the issue to be decided is do we want our 18 units to stay as is in Title 5 or do we want to add things that reflect us as a college. He said the Curriculum Committee discussed how to make this decision. The last time we looked at GE, it went out to the whole faculty for a vote. They are recommending Council get feedback and decide if Council will vote on it or if the vote will go out to all faculty.

Freytag said if it goes out to the whole faculty, Council should be part of developing the voting language.

Lema said we can make the decision on the voting language in the fall.

Lema told Council to get feedback and this will come back as an action item at the next meeting.

## **11. SCHEDULING TASK FORCE**

Lema informed Council the Scheduling Task Force met just before spring break there will be approximately 450-475 sections cut for Summer 2011, Fall 2011 and Spring 2012. She said they have completed the cuts for Summer and Fall 2011, and still need to work on Spring 2012. She said one of the challenges in their time frame for Fall is keeping the department chairs informed and with enough time for them to respond to the recommended cuts. There will be more time for departments to recommend changes the Spring cuts.

Mikolavich said since they have gone through this a couple times the process is getting smoother although it is still difficult.

McBrien said they will review what they have done and will try to keep things fair, and keep the breadth of the college intact.

Lamb said they are still calculating exactly how much they have cut so far and then will determine how much to cut in spring. She said the summer and fall cuts were based on scenario 5, then the Board decided to go with scenario 4 for the spring cuts which gives us some time if we have to adjust again.

Gilmore said considering how many times we have talked about this and we just heard the budget will be based on program reviews, the Business Division would like it **moved that The Faculty Senate directs the Scheduling Task Force to change their criteria for the Spring Semester 2012 to the following:**

- 1. In the interest of fairness, the first criteria will be to consider the total percentage of FTES each department has already been cut from the 2009-2010 base year**
- 2. The next criteria will be to adjust the criteria to maximize the revenue model where DVC gets funds based on seat count at census**
- 3. Other criteria may be used on an exception basis only.**

**Grzanka seconded the motion.**

Gerken asked how many total sections DVC offers. Lamb responded that 475 sections is 11% of our offerings.

## **12. COLLEGE SUCCESS INQUIRY GROUP**

**At this time it was MSC to extend the meeting for 10 minutes. All in favor. Approved.**

Lema introduced Matthew Powell, Paula Stanfeld, and Rachel Westlake from the College Success Inquiry Group. Powell explained to Council this project is to help in addressing the achievement gap for African American students in particular. He said they have done surveys of various groups on campus, conducted literature reviews, researched student services policies, and conducted site visits to programs at other colleges outside of the District. Powell reviewed with Council the spreadsheet of their results, analysis, and strategies.

Westlake said after they did their research, they realized DVC has had many discussions but has not really done anything. So they did some action planning based on tasks that need to happen into three subgroups. One group worked on the spreadsheet. The second group worked on the student voice piece. She said it was a very intense and enlightening effort. They even had a student panel at a flex workshop and it was very powerful. The third group is planting the seeds and “sharing the love”. She said they found students want to know we care and how do we plant the seeds to get more people on campus “sharing the love” and working on the achievement gap. This group has started to develop a mission and vision statement. They are looking at how do we sustain these efforts and who are the bodies who should keep this alive.

Powell added that they are looking to align the mission and vision with what has come out of the District-wide discussions on the achievement gap.

Stanfeld said a lot of what they want to do are no-cost strategies. She said they want to see a cultural change on our campus not just for African American students but for all under-represented students. Westlake added they are still working on the strategies to address the various groups and programs. She reminded everyone to come to the May 6 Flex activity to get college-wide discussion and feedback before they make their recommendations.

Barber asked how will they know their efforts are successful. Powell responded they looked at baseline data at DVC in terms of success and persistence rates.

Orta said there is a problem with a lack of coordination and duplication of efforts district-wide. She said we need a body or system so we are working with our greatest strengths rather than band-aid approaches.

Powell said the CSI group feels the same way and it was great when the Foundations for College Success brought them together with Puente and Student Equity.

Hess-Diestler said she is concerned when we focus on a particular population, we need to come up with best practices for all under-represented groups.

Powell explained they chose to focus initially on African American students partly because the Ujima program fell apart, and also it is a manageable population to get data on.

Lema asked what they would like from the Faculty Senate. Powell said they should attend the May 6 Flex activity. Westlake added that as they move forward they would like support in perpetuating, promoting and developing the strategies and activities they develop.

## **13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:10 p.m.

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*