



**FACULTY SENATE COUNCIL MEETING
MAY 3, 2011
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Raine Dougan (Counseling), 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: ASDVC Representative (TBD)

GUESTS: Beth McBrien, Susan Lamb, Tish Young, Joe Krivicich, Carolyn Seefer

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

1. APPROVAL OF THE MAY 3, 2011 AGENDA AND THE MINUTES OF APRIL 26, 2011.

It was MSC to approve the revised agenda of May 3, 2011 as revised. All in favor. Approved.

The approval of the Minutes of April 26, 2011 was postponed.

2. PUBLIC COMMENT

Joe Krivicich commented he realizes making the schedule cuts is difficult. He said one of the criteria is to look at stand alone-classes (classes that can't be counted towards, degrees, certificates, or transfer). However, we still have a lot of stand-alone classes in the schedule and it is not fair to students who are working towards degrees, certificates or transfer to have classes they need cut while stand-alone classes are not cut.

3. COUNCIL COMMENT

A. Ward commented he hopes after we have developed a budget process we go back to Program Reviews every few years instead of every year.

B. Dildine commented that last year the Faculty Senate voted on a proposal for part-time participation in graduation. He said this year part-time faculty were not informed they could participate and he would like to revisit the issue in the future to ensure part-time faculty are notified about their participation in graduation.

C. Machalinski commented she has heard questions about the District Office reorganization. She asked how is it a cut in staff when you end up with more people than when you started.

D. Hess-Diestler commented that the drama department stage technician position is being cut to 10 months. She said the job is working with students and the technician is needed 12 months a year. She said their department can pay for the other two months out of their budget but that is a big burden for the department to have to take on.

A. Orta announced she has not received any Flex activity requests for August Flex. She reminded Council she is not here over the summer so she needs to have the requests in soon so she can complete the schedule before she leaves for the summer. She also reminded Council August 10th has been put aside for workshops on student success. She

told Council to keep in mind when designing workshops that part-time faculty do not have a Flex obligation in the Fall.

B. Lema announced this year there will be a Retirement Reception instead of a banquet. The reception is scheduled on Thursday, May 12 at 4:30 in the Norseman. The retirees that are planning on attending are Jim Jacobs, Terri Cassidy, and Karen Toloui all from English, Manny Gonzales and Rick Risbrough from Social Sciences, Janet Betz from the bookstore, and Helen Truong from custodial.

C. Lema reminded Council the deadline for nominations for Faculty Senate President and Vice-President are due this Friday, May 6.

D. Lema announced the welcome reception for Peter Garcia as the permanent college president has been postponed until the Fall.

E. Lema announced work groups were formed out of the district-wide achievement gap discussions to develop proposals in instruction, student services, and a mission statement. These proposals were presented at Chancellor's Cabinet. At this meeting the Chancellor informed participants that faculty development would no longer be under the HR Director, Andrea-Gonzales. Faculty Development will be assigned to Associate Vice Chancellor for Curriculum and Instruction, Mojdeh Mehdizadeh.

F. Lema informed Council if Council completes all pending business at the May 10 meeting, they will not have to meet during finals week.

G. Hess-Diestler announced the drama department changed one of the shows they were planning for next year. They changed "August: Osage County" to "The Crucible".

5. APPOINTMENTS

Grade Appeal

Becky Opsata
Rick Godinez

6. CLASSIFIED EXEMPLARY SERVICE AWARD WINNERS

Lema introduced Leslie Mills and read the description form her nomination packet as the win the Classified Exemplary Service Award for the Instructional and Student Support Services category. "Leslie is the Scholarship Coordinator. She has done an incredible job of repairing damaged donor relationships, increasing the amount of scholarships awarded to students and educating the campus community on the scholarship opportunities available to students. In order to cultivate scholarship donors and build relationships with scholarship organizations, Leslie personally joined the Soroptomist Club of Walnut Creek to establish a relationship with them as they would not respond to requests to fund DVC scholarships. As a result of Leslie's work, three additional Soroptomist Clubs are once again awarding scholarships to DVC students. Leslie has also established a vibrant relationship with the president of the Jewish Women's Club. This has resulted in two endowment funds totaling more than \$50,000. Leslie met the donors through the club president after their spouses had both passed away. Leslie attended the funeral of both women (for whom the endowments were created). Leslie meets with each student scholarship applicant individually to assess their financial needs and match them to scholarships appropriate to their studies. She holds mock interviews with students to ensure they are optimally prepared for their interviews. This year, thanks to Leslie's hard work, 21 Kennedy King students were invited to interview, a DVC record. In addition, the Rossmoor Scholarship Committee invited all 27 student applicants to interview, a first for their organization. Leslie has made the Scholarship Office a place where students feel welcome, experience respect and leave feeling better than when they entered".

Mills said she is honored to have received this award and thanked the Council for their acknowledgment.

7. COLLEGE-WIDE COMMITTEES

Lema said she would like to get a sense of the Council's views on the College-Wide Committee survey results. She reviewed the survey results and the comments for Council. She said there were 234 respondents. This is less than last year but it is still a sizeable amount. She said overall people said governance is working at DVC. She said most respondents are serving on 1 or 2 committees. She pointed out most respondents feel there are too many committees and get their information by email. She commented participants were not asked what they feel is the most effective way of communicating committee information. She said there is a sense that we are more inclusive in our decision making processes.

Dougan asked what will be done with the survey results. She commented that the results seem the same as last year. Lema said last year College Council gave the internal evaluations more weight than external evaluations but since the responses are consistent, College Council will need to address these issues as a result of viewing the survey recommendations.

Lema asked Council if they think there are too many committees. Most Council members said there are too many. Keating suggested Sustainability, Safety, and Facilities committees merge into one committee. She also suggested the Workforce Development Committee could merge with another committee but is not sure which one. And she said the Students Services Committee should be collapsed into another committee.

Dougan said she noticed a lot of the comments are about the governance committees. She said many of the comments say people are not clear on how those committees interact. Lema said the governance committee co-chairs have been meeting to discuss their interactions and create a "through-line".

Hess-Diestler said the same names keep popping up on committees and some of those people are on one committee and also on another that the first committee feeds into. She said that does not provide a broad perspective on the issues before them.

Mikolavich said what we should do as a college is figure out what is essential to do as a college, and then rethink the committees according to those needs. He also said he was bothered by the snarky comments yet the survey gives them voice and they are not helpful or constructive. He said there should be a way that we say we will value comments if they have done their homework.

Opsata said the Integration Council and the Institutional Effectiveness Committee should be merged together. She also said the Accreditation Steering Committee is not very useful and accreditation oversight should be given to another committee.

Keating said it is good to have people from the outside look at the committees because it seems sometimes the committees do not understand their own charge. She said the communication of what the committees are doing is clearly lacking, but part of the responsibility goes to individuals on the committees. She said a representative needs to actually represent. Minutes are helpful for the details but representatives need to give summaries to the areas they represent on issues that are important to them.

Lema told Council to get feedback to her by Monday afternoon to bring to College Council.

8. DISTANCE LEARNING TASK FORCE

Lema reviewed the changes to the proposed charge and membership of the Distance Learning Task Force. These included moving enrollment/retention/success rates in online classes to the top of the task list, adding student verification to test taking security, removing class maximums for online courses, and adding a member of the Enrollment Management Committee, and one non-online instructor to the membership.

Freytag said he realizes the task list is not necessarily in priority order, but if we don't have faith in student verification, the rest doesn't matter. He said it should be moved to the top of the list.

Gilmore said the Task Force should include non-online teachers but it should have a majority of online teachers. He said there are issues including that many students are not geographically where they can come to campus for tests or orientations.

Freytag said at Penn State they could verify each student all over the world. They also had proctors at many locations for tests. He said it costs more but they made security a top priority. He said he asked Ben Seaberry who are the target students for DVC online classes and Seaberry had responded it is students who don't want to or can't come to the campus. Freytag said if we are serious about offering more online classes, we have to put more funding into them for security.

Keating said she agrees with Freytag. She added that some schools that will not accept online courses if tests are not proctored.

Council agreed to move security to the top of the task list in the charge.

Holt said when we started offering online courses we were growing enrollment. He said now with cutting classes it is less of a concern. He said insisting students show up will cost us a few out-of state students and we should not be concerned about that.

Lema asked Council what other priorities should there be for the task force in addition to security and retention.

Mikolavich said minimum standards and best practices should be a priority.

Lema said of the tasks listed in the charge there are some obvious groupings she could identify to help clarify the charge. Council agreed they were in support of Lema making those changes.

Hess-Diestler called the question to approve the charge and membership of the proposed Online Task Force with the proposed changes. All in favor. Approved.

9. AA REQUIREMENTS

Lema restated the motion: An all faculty vote be taken concerning the central choice of having the minimum of 18 units (as mandated by the district policy and Title 5) for DVC GE, or going above the minimum of 18. The Curriculum Committee will provide contextual history, voting language, and possible outcomes to each selection.

Lema clarified the motion is to decide whether or not all faculty should vote and what the Curriculum Committee role will be in the process.

The question was called. A majority of Council is in favor of the vote going out to all faculty. Approved.

Lema said Council will need to discuss the language of the vote before it goes out.

10. SCHEDULING TASK FORCE

Lamb informed Council the Task Force worked last Friday and were told all the cuts they made before spring break can be put back in the schedule including the shadow courses. She said this is because the District decided to plan for budget scenario 4 instead of 5. She said this is good news and the Department Chairs need to be notified to redo schedules. She said Wieden is sending an email to all the chairs and deans with an explanation.

Lema asked for comments from task force members.

Godinez said the San Ramon Division Council was not pleased the cuts were made in the first meeting. He said the two cuts being made simultaneously may cause confusion. He said SRVC would have preferred being able to make recommendations on all the cuts, not just the 3% across the board cuts.

McBrien said the task force decided to do a 3% across the board. They did discuss having the divisions, department chairs and faculty making all the recommendations but they still have to look at balancing factors in terms of how we meet a basic level of service for a wide range-of students and also a baseline for productivity so programs that will never have high productivity won't be unequally impacted. The task force decided to do the 3% across-the board cuts to the Spring 2012 schedule now, and work on the rest of the Spring cuts in the fall so they don't have such a time crunch when making the recommendations.

Mikolavich said the task force has had to respond to changing information from the state and the district. He said he was not happy after having spent so much time, then having to spend more time to reverse some decisions when information changed. He was however happy to get those courses back. He said he has noticed departments are getting better at learning how to respond to what the task force is doing. It is forcing them to have conversations about their priorities and the information is flowing more freely.

Holt suggested the task force meet in August or early September to give more time to respond to the recommended cuts.

Tish Young said the task force is meeting on May 20 and will be discussing how this process for making recommendations for the next cuts will go.

Lamb said there will be two levels of shadow cuts to allow for adjustments if information changes.

Holt said if the numbers hold true from the latest information, the cuts in the fall will be less than the cuts we've done already.

Keating said she agrees with Godinez in that departments need to have more control over all their cuts. She said her division would prefer the departments make the recommendations on the 3% across the board cuts and the task force make recommendations on the targeted cuts instead of the other way around. She said she is concerned not everyone on the task force is on the same page. She was told you can swap out a recommended cut for another, but their department representative said they could not do that.

Young responded that the task force meetings can get a little chaotic and can result in misunderstandings.

Mikolavich added there is a difference between misinformation and a mistaken understanding. He does not think anyone is intentionally disseminating the wrong information. Keating responded that she just wanted the task force to know some incorrect information is getting out and it needs to be clarified. She said also someone on the task force said they are using the schedule cuts for program elimination.

Young asked if anyone can show where a program was eliminated? What evidence do they have?

Gerken asked why we are now using budget scenario 4 instead of 5. Lamb responded that the Governing Board decided to position ourselves more towards the middle of the range and use some of the reserves. She reminded Council the Summer and Fall schedules will not be touched again. We are looking at just Spring 2012.

Lema clarified the cuts that were made right before spring break for Fall 2011 are the ones that were put back in the schedule.

Seefer said she understands conflicting messages have gone out and said the task force should recommend communications should come from Ted Wieden only.

Young reminded Council the question about the order of how to make the cuts was in a Faculty Senate resolution that also created the task force. She said the criteria they used put the department at front stage allowing them to say which sections they could afford to lose, and it starts the process at a more level playing field.

Holt said it is crucial to keep people informed on the process and progress of the task force. He said he wrote detailed descriptions after every meeting and it took him about three hours for each meeting. He said it is important that if areas want to be represented they need to realize it takes a lot of time.

Hess-Diestler said she wants knowledge as opposed to being informed and sometimes you have to do your own legwork to be fully informed. She added that at some point we need to have a discussion about why we are so quick to question each other's integrity.

11. CRITERIA FOR SCHEDULING CUTS

Gilmore explained the rationale for the motion on criteria for scheduling cuts. She said the Scheduling Task Force has to work quickly in responding to the Fall cuts, however for Spring they have more time and can apply what we know about how the school is funded which is seat count at census. He said choices made based on fill rates could detrimentally affect the finances of the college. He said the task force has been empowered to make these decisions but they should now look at how they might change things for next time.

Freytag said an educational institution should not be run as a business. Making decisions on what to cut based on seat count at census is not thinking about offering a well rounded education. We'd just be targeting areas that have low class maximum and it is unacceptable to him.

Gerken agreed with Freytag and said our mission is not to maximize revenue but to educate students. He said the Chemistry department does not have a single class with more than 28 maximum and using seat count could decimate that area.

Holt said the business model does not make any sense here as we have a certain piece of pie from the state and it is shrinking. We are not going to get any more out of it. He added that people have put heart and soul into doing a painful thing. It is not perfect, and not everyone likes it, but they came up with the way they thought they could do it the best they can. He said this motion looks like special pleading for the business department.

Hess-Diestler called the question to vote on the motion that the Faculty Senate direct 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.**

Machalinski said most in her division thought this is a bad idea and wondered about how this is fair to students. She said the task force is working hard and trying to preserve as much student access as they can.

Mikolavich said the process has been holistic and rational. He said he has learned that English and Chemistry have some of the same issues with class maximums and he does not like the work of this committee being reduced and distorted.

McBrien said the task force looked at student access. She said if we look at just revenue, we hit some areas harder than others and impact student access.

Gilmore questioned access for which students. He said if you cut a class with 45 maximum and keep a class with 25 maximum, you are impacting even more students that way. He said this is not just about the Business Division but they do have the expertise to know how the funding works. He said this is about factors outside of education that are imposing their will because they don't want to pay taxes. We need to maximize the resources of this college but there is room for exceptions. He said we shouldn't look at the small departments and not give them more cuts in the name of "fairness".

The majority of Council were opposed to the motion. Motion defeated.

12. PROGRAM REVIEW TASK FORCE

Lamb said she will put the Instructional Program Review forms on the "U" drive. She asked Council for feedback on the question of Division Council signatures inclusion on the forms.

Gerken said his division thought the signature is unnecessary. Lamb said she will wait until she hears from more divisions.

Lamb asked Council for feedback on the data breakdown.

Machalinski said some in her division want data broken out by every sub-area, some said they want it all together, and some said each department should decide for itself.

Lamb told Council they realized the dates for the process was too short of a time between the department chair getting the PR and the validation step so they have adjusted it to give a little more time. She said in the new process, once you push submit, it will go directly to the department chair. She said there are some small changes on the form including changing the word box for "accept" will be before the box for "reject". The task force also decided to eliminate the first and fourth choices in the validation section "D" regarding whether a program meets community needs or needs modification.

Lema asked Lamb to email any further questions for feedback to her and she will forward them to Council. Lamb said she will provide a link to where the forms are on the "U" drive.

13. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

