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**FACULTY SENATE COUNCIL MEETING  
AUGUST 23, 2011  
APPROVED**

**PRESENT:** Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Nicole Hess-Diestler (Representative-at-Large), Ed Trujillo (Applied and Fine Arts), Maria Dorado (Counseling), Tom Barber (English), Ruth Sison (Library), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Peter Churchill (Business Education), Buzz Holt (Social Sciences), Craig Gerken (Physical Science/Engineering), Catherine Machalinski (Biology and Health sciences), Rick Godinez (San Ramon Campus), Lisa Orta (Faculty Development Coordinator), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** ASDVC Representative (TBD)

**GUESTS:** Susan Lamb, Ted Wieden, Neal Skapura

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

**1. APPROVAL OF THE AUGUST 23, 2011 AGENDA AND THE MINUTES OF AUGUST 9, 2011 AND MAY 10, 2011.**

**It was MSC to approve the agenda of August 23, 2011 as revised. All in favor. Approved.**

**It was MSC to approve the minutes of August 9, 2011 with corrections. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Grzanka asked his students to show him identification to prove they are the student registered in the class. A parent contacted Admissions and Records and complained that it was an invasion of privacy. Grzanka was then told by his dean that he is not allowed to ask for identification.

Orta said the Staff Development Center has increased its drop-in hours for technology support and she would like the Council to consider what types of help and training they would like and if the hours are adequate.

Dildine said he has had a number of problems with his rosters this semester. One issue has been students being informed by admissions that an add code was not enough to add his class – that they needed a late add form signed by the teacher & dean, when in fact it was still in the proper time frame. A second issue was that he ended up with 31 in a class before they had met, in a class with a cap of 30. He has heard complaints of this kind from a number of faculty.

Godinez said there is some confusion and concern about the process to put classes back into the schedule, and questions about the Union role. He suggested forming a temporary body to pull together data to make more informed decisions.

**4. ANNOUNCEMENTS**

Keating said she is on the district hiring committee for the CFO and faculty should send her suggestions for desirable qualifications.

Keating announced her MS fundraising bike ride is in 26 days and people can still make pledges.

Orta announced the technology support drop-in hours in the Staff Development Center are Mondays and Tuesdays, from 8:45 to 3:45, and Wednesdays and Thursdays from 11 to 2.

Orta said there will also be a series of mini trainings. The first one will be on WebCT email and file organizing on August 29, 30 31 and September 1 from 12:30-1:10. The second in the series will be on downloading rosters into Excel from WebCT on September 6, 7 and 8 from 12:30-1:10.

Orta announced Peer Evaluation Training is scheduled on August 31 from 2-4, and September 15 from 4-6. She said these trainings are for both full-time and part-time faculty for those that are being evaluated and those conducting evaluated. She told Council these sessions have been advertised to LMC and CCC also. So be sure to register to ensure a space.

Orta said this year's Staff Development budget has not been announced so she does not know yet if there will be any conference funding. She added that last year the only reason they were able to offer any conference funding was because of a couple anonymous donors. She said she will announce it as soon as she knows if there will be any conference funding.

Hess-Diestler said students have been asking the Cashier's Office for tickets to the special matinees but they are not ticketed performances. She said faculty need to contact her directly if they would like their class to attend one of the performances.

Hess-Diestler said she has contracted for DVC with the local cable channel for a weekly theater program she does. They will also be taping and broadcasting our Theater Insights. The productions will also be taped and broadcast for 10 showings.

Lema welcomed new Senate representatives Maria Dorado from Counseling, Theresa Flores-Lowry from PE, and Ruth Sison from the Library.

Lema announced the Fall Plenary session is on November 3-5 in San Diego. Contact her if any Council member is interested in attending.

Lema announced Steve Ward is now the baseball coach since the previous coach has taken another job.

Lema announced the Part-time Faculty Senate Representative election has been announced. Balloting will begin on September 1. She said she received a request to extend the balloting period to September 15 to allow two full weeks.

Lema announced Chrisanne Knox has requested to make a presentation at a Senate Council meeting on the portal, students' emails, etc.

## **5. FACULTY SENATE PRESIDENT'S REPORT**

Lema said she would like feedback about the new format for the opening day meeting for faculty.

Lema also wants to hear about issues with registering for classes so she can follow up with the appropriate people and areas to address them.

Lema told Council we need to be mindful how we treat our guests. For example Chrisanne Knox is coming to talk about student email issues. Lema recommended the Council follow some guidelines when interacting with guests at Senate meetings. We need to make an effort to publicly recognize and support their work, and frame questions in ways that are constructive and supportive so that guests don't feel attacked. She said we should treat our guests as we would treat our students in our classrooms.

Gerken said he communicated with Chrisanne Knox about some issues and he reminded himself that she is just implementing policy. He added that regarding Knox attending the senate meeting, he wonders if we are talking to the right person. Lema said she will be contacting Mojdeh Mehdizadeh to set up a meeting.

Lema said Jeffrey Michels contacted the three senate presidents in the district to discuss a joint union and senate series of discussion symposiums for faculty. These would address issues including part-time and full-time relations, and workload issues. She asked Council give some thought to this proposed joint function and give her feedback.

Lema informed Council the Scheduling Task Force met last Thursday and is meeting again this Thursday.

Information will be coming out soon about deadlines and allotment of loads to disciplines.

Lema said College Council is forming a workgroup comprised of members from each of the four governance committees to test out scenarios in the budget process to identify gaps and clarify the through line. Holt asked why are we going through all this when there is no money. Keating said there is money to be allocated, but we should focus on figuring out how to adequately use the program reviews for budget cuts before we try to figure out allocation. Over the past few years we've had to make cuts, but we were told that program reviews were not used in this process because they were originally designed for allocation, not cuts. It's been two years and we still don't have a clear process for using program review for cuts; Keating suggested the College Council work on figuring that out, especially since the budget situation will not be getting better over the next year or two. Lema told Council there will be a lot of policies reviewed at DGC. She will review them with FSCC and bring to Council if they are academic and professional matters for senate input and approval. For non-A&P procedures, she will bring them for information unless they have A&P impact. She said one proposed policy faculty should be aware of that is coming through DGC is on honorary degrees.

## **6. ONLINE EDUCATION TASK FORCE**

Lema said she reviewed what Council approved for the Online Education Task Force last spring and concluded the membership is too large to try to coordinate meeting schedule availability for such a large group. The approved committee has 17 members. She proposed a revised membership totaling 8-10. She explained there would be 1 manager, two classified, one with web based experience and on in online instructional support, 1 DSS instructor, and an additional 4-6 instructors to include those who use web based instruction in face-to-face classes and teach online classes. She also proposed the committee be reviewed after 2 years instead of one because one year is insufficient to complete the assigned list of tasks.

Wieden said knowing the distance education requirements for accreditation, he recommended including a counselor on the committee. Council agreed one of the faculty members could be a counselor without increasing the total number.

**It was MSC to approve the proposed changes to the online Education Committee. All in favor. Approved.**

## **7. APPOINTMENTS**

### **Interim Part-time Rep**

Doug Dildine

### **Student Services Committee Math & Computer Science Division**

Cheryl Martucci

### **Student Services Committee Social Science Division**

Mary Beth Hartshorn

### **Tutoring Advisory Committee**

Laura Burns

### **Distance Education**

Mario Tejada CIS

Carrie Million - DSS

Daniel Kiely - Library

### **Vice Chancellor of Administrative Services Hiring Committee**

Katrina Keating

### **Peer Evaluation Training**

Donna Wapner

### **Faculty Professional Development Committee**

Donna Wapner

Cheryl Wilcox

### **Student Equity Committee (College Wide Committee)**

Dorothy Torre - SRVC

### **EEOAC Committee**

Glenn Appell

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

## **8. ACCREDITATION MID-TERM REPORT**

Lema reminded Council she sent out both a final draft and a copy with track changes of the Accreditation Focused Mid-term report. She asked Council for feedback.

Keating provided the following feedback:

Page 4, in referring to ethical behavior the statement “is directed to all district administrators” is not clear what is being directed. Wieden responded that it was to clarify that it is to apply to all administrators and managers.

Keating suggested “directed” be changed to “apply”. Wieden said he will forward that change.

Page 6, it is not clear in the document that SRC does not do their own curriculum changes. Wieden said he will reword it to make it clear the process is to approve and align curriculum between the two campuses. Lema said it should also be added the MOU was developed by the Faculty Senate.

Page 7, in item 5 the reference to the 100% allocation of reassign time does not reflect that it was subsequently reduced as described in item 6.

Dildine provided the following:

He does not like the phrase “continuous improvement” because it implies a disproportional vigilance that assumes everything is improvable in real time. Wieden said that is the term used in the accreditation standards.

In reference to the Whistling Vivaldi project the report states “it was designed to increase awareness of cultural bias”. He said it was actually to see how stereotypes affect student success. Lisa Orta agreed to send Ted Weiden a correction for the report.

**It was MSC to approve the Accreditation Focused Mid-term Report with the recommended changes. All in favor. Approved.**

## **9. PROGRAM DISCONTINUANCE PROCEDURE**

Lema explained Council had discussed this procedure and took it back out for feedback but never formally approved it.

There was no further discussion.

**It was MSC to approve the proposed revisions to the DVC Program Discontinuance and Revitalization Procedure.**

**All in favor. Approved.**

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

Program Review:

Lamb distributed copies of the Program Review Process timeline. She explained it has been adjusted because previously there has not been enough time to look at recommendations that come out of the process because we start on another cycle as soon as we finish the last one. It will now be done every other year starting with this year. She said also the Task Force looked at the annual and cumulative questions and realized there was only one question difference so the same format will be used for both.

Hess-Diestler said under the purpose it says to improve student learning and achievement. She said faculty have no control whether a student actually improves or achieves. Faculty can provide all they can for the student but it is up to the student to do the work. Lamb said the ACCJC disagrees with that but she understands Hess-Diestler’s statement.

Lema asked how often Accreditation requires Program Reviews. Lamb said they want us continuously improving, but we also need to keep the process sustainable so every other year allows for some “breathing room”. Also the state does measurements of CTE every two years so we are aligning with that.

Freytag asked how often LMC and CCC do theirs. Lamb said LMC was every other year but they have now gone to every year, and CCC was every three years but are making adjustments since they are running into problems with their allocation process.

Gerken asked why all programs will be doing it the same years. Lamb explained when we were on a multi-year staggered cycle, it was problematic for the allocation process. If one program did theirs 2 years before and another did theirs in the current year, we were not getting the current picture college-wide.

Lamb reminded Council this is only the third year of this process and we have had many changes each year so we have not had a chance to follow the trends.

Freytag said if they were staggered, we could have annual updates if things have changed since the last Program Review. Lamb said in terms of staff and workload they would have to do training every year and all the accompanying work. Freytag said we could still do annual updates in the off years even if we don't stagger them. Lamb agreed.

Keating asked if the whole college will still be participating in the Validation. Lamb said they were working to simplify that process and each division can decide how they want to do their validations.

Orta asked how will doing Program Reviews every other year works with our budget allocation process done every year. Lamb said there is nothing that says we can't do a two-year budget process.

Lamb pointed out one of the main differences this year is it is web based, it can be accessed from off campus, and multiple people can be working on the same one. Validation will be web-based soon and they will be starting training October 1.

#### Scheduling:

Lamb said that when looking at adjusting the class schedule, we want a schedule that gives students access and serves their course needs. We also need to make it so students can get the courses they need to get through programs. She said in doing this work, it gives us an opportunity to look at what classes in which students are really enrolling. She informed Council an email will be going out later in the day, to the whole campus, regarding scheduling.

Lema reminded Council we are still in a fluid state and need to be ready to adjust.

Lamb reminded Council we have three audits currently going on besides the scheduling work we have to do. We are being audited on positive class attendance classes, hours by arrangement classes, and we just passed an audit on how our courses are entered into our system. She reminded Council that faculty needs to forward any documentation they have related to the audited courses.

## **11. PART-TIME STIPENDS**

Lema told Council the Senate budget is in a completely different mode now with the new budget model. She reviewed with Council a spreadsheet of Senate expenses based on last year. She said the budget is in board policy. \$100,000 is allocated for all three college faculty senates. Each college gets a base of \$15,000 and the remainder is distributed according to FTEF for each college. The college gives us a small amount for our operational budget. Last year it was about \$1400. Our Senate is required to pay several items including our share of ASCCC dues, an honorarium of a set amount to the Senate President, the office support staff for the month of June, release time for the Curriculum Chair, and the Faculty Senate Vice-President. In addition the Senate present is required to attend plenary sessions, and there are important institutes on leadership and curriculum. We also need to purchase supplies for the office. She said we no longer have any rollover so this year we have to watch those expenses very closely or we will go over budget. She then explained in 2007, because of rollover, we had \$80,000 in addition to our annual budget. That year the Senate voted to pay each part-time representatives a stipend of \$1000 a semester. We have now expended all of our rollover.

Grzanka emphasized the \$1000 is to cover three meetings a month plus time outside of meetings reviewing documents and reporting out to their constituents.

Hess-Diestler asked what we should do when we don't have the money.

Churchill said it looks like we are at a point where we need to ask for volunteer work.

Godínez asked if we could have just one Part-time representative. Holt responded that we have an increasing number of part-timers so we should not reduce the number of their representatives. Lema reminded Council it is in the by-laws that we have two part-time representatives.

Keating asked if there were any other expenditures we could cut back on. She said she is paid \$150 a month by the UF for her role on the board and it is not a lot but it is some token of her work.

Dildine stated that he does not want charity. He said he is a professional and should be compensated for his service. He said full-time faculty are compensated for their professional obligations and so should part-time faculty. He is

not advocating the Senate pay him if there is no money, but he does not want it to be thought of as a gift. He said the issue is what will happen when full-time faculty are asked to do more and more things with no compensation. He said it is partly a Union issue and perhaps the FSC & UF should negotiate for release time for part-timers or more funding from district to adequately fund the FSC's in district.

Freytag said he recalls the motion to approve the stipends said as long as there are funds. Dildine agreed with Freytag. Freytag said then the question is, is there money for this, and it is a yes or no question.

Grzanka asked if we could request the College President fund this.

Hess-Diestler suggested dividing up among the departments with each contributing a portion.

Machalinski said dividing up would be complicated. She said she requests that Lema ask the UF and President Garcia how they can help with this. Lema said she will follow up with them.

Gerken said he understands the categories that are not negotiable, but could we send less people to conferences.

Holt added that people could pay for their own conferences and write it off on their taxes.

McBrien commented that cutting operational expenditures would not result in a significant amount of money, and it makes more sense to go to the UF and College President.

Keating said regarding Dildine's suggestion of release time, that there is no mechanism to pay part-time faculty for release time.

Orta reminded Council that this type of difficult conversation is going on in every department. She said things may be past practice but those pockets of money are gone and these things need to be addressed.

Lema said this will be back on the next agenda.

Gerken commented that in fairness to part-timers, we need to make a decision on this before the part-time election.

## **12. GE VOTE**

This item was postponed.

## **13. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

