



**FACULTY SENATE COUNCIL MEETING  
AUGUST 30, 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, Tish Young, Judy Myers, Despina Prapavessi, Obed Vazquez, Arlecha Busby (Inquirer)

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

**1. APPROVAL OF THE AUGUST 30, 2011 AGENDA AND THE MINUTES OF AUGUST 23, 2011.**

**It was MSC to approve the agenda of August 30, 2011 as revised. All in favor. Approved.**

**It was MSC to approve the minutes of August 23, 2011 with corrections. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Trujillo shared that he recently ran into a student he had 19 years ago and that student has a successful business he started with a business plan he developed in a class he took from Peter Churchill also at that time.

**4. ANNOUNCEMENTS**

Orta distributed a schedule of upcoming Staff Development Technology workshops. She reminded Council about the scheduled Peer Evaluation trainings.

Lema announced Ted Wieden informed her there will be no accreditation visit this year.

**5. APPOINTMENTS**

**College Council**

Beth McBrien

**Distance Education Task Force**

Carolyn Seefer

Cheryl Carter

Matthew Powell

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

## **Student Disciplinary Appeals**

Lema said we need one faculty member for this committee. Please forward her names of any faculty members who are interested by Friday.

## **6. PART-TIME STIPENDS**

Lema reminded Council they had agreed to make a decision regarding the part-time stipends before the balloting closes on the part-time representative election. She told Council there is only one candidate in the election and asked Council if they want to hold the election and if so, what do they think of voting online?

Machalinski said it makes sense to not have an election when there is only one candidate. She said an election committee could declare the candidate the winner.

Gerken said the reason to have a ballot with one candidate is to allow voters to express a vote of no confidence in the candidate.

Holt said the Council should declare the candidate the winner by acclamation.

Keating said Survey Monkey has a voting option.

Freytag said if Council decides to have online voting, security needs to be priority.

Hess-Diestler asked how part-time faculty are notified about the election. Dildine explained there are several avenues of communication for part-time faculty and they should be aware of the election through at least one of them.

Grzanka said we should amend our bylaws to address the issue of uncontested elections in the future.

Council agreed to allow this election to be held online and evaluate the process after.

Lema informed Council she spoke with the UF President and President Garcia about possible sources of funds to help with the Part-time Stipends. Both of them said they would not fund the stipends but there may be other sources of funds for conferences which would free up some of the Senate budget for the stipends. She said the UF also suggested asking the District to increase the senate budget. However, that would take some time and would not help the current situation.

Dildine commented that the issue of part-time compensation for work outside of teaching assignments is more than just DVC's. He said the UF will be addressing this matter for all three colleges.

Orta added that if conferences were funded through Staff Development, the allocation would have to go through the committee and there is no guarantee the funds would go to conferences or who would be funded.

## **7. IPC AND STUDENT EQUITY**

Despina Prapavessi, Institutional Planning Committee Chair, explained their charge and their role in the development of the Student Equity Plan. She said in the past, plans were written and not acted upon. The IPC will help ensure the SE plan is written so it can be implemented.

Mark Akiyama, of the Student Equity Committee, reviewed with Council information on longitudinal data and explained it is a snapshot of our student equity status at this time. He said the plan will need to look at the whole college, both inside and outside the classroom.

Judy Myers said they want to inform the Senate and ask for support. She said later they may need more specific support and help. She said they want this plan to be a template for all college plans.

Machalinski asked what the data shows for students that are not in basic skills classes. Akiyama said the SE plan will include all the data on the achievement gap but the numbers are down for non-basic skills students also for the impacted groups in the achievement gap. Lema asked Akiyama to forward the basic data they have at this time to the Senate Office to send out to Council.

Freytag said it seems a lot of students are not taking placement exams. Akiyama said there is a lot of stigma around taking the placement tests. Dorado added that students are prompted in high school to take the placement tests and see a counselor but many do not.

Trujillo asked what method is used for students to identify their ethnicity because we know many identify themselves as unknown. He said those students have broad rates of success but it is hard to know how to address their needs if they don't self-identify.

Akiyama said they are looking at working with the Center for Urban Data to help with identifying groups in addressing the achievement gap. He said LMC and CCC are already working with them.

Prapavessi said they are asking the Senate for an endorsement for them to work with the Student Equity Committee on the development of the plan.

**Holt moved to endorse the proposal. Orta seconded the motion.**

## **8. COLLEGE COUNCIL REPORT**

Lema informed Council the College Council approved the merger of the Institutional Planning Committee and the Institutional Effectiveness Committee. The committee merger will bring proposed revisions to the IPC charge and membership back to the College Council.

Lema said the College Council accepted the Integration Council Report and will be going through the recommendations to forward on to President Garcia. She added that the IC is doing a great job and she wants to make sure their work continues to move forward.

## **9. SCHEDULING TASK FORCE REPORT**

McBrien explained because of the fluid situation with the state budget, the Scheduling Task Force had identified cuts for Spring 2012 but now they are looking at putting some of those classes back in the schedule. She said the 3% across-the-board cuts that were made will go back to the divisions, not the departments for decisions on where to place them back in the schedule. In addition, there are 16 FTEF of which the divisions can request a portion. Requests are due on September 6. The criteria for deciding where to distribute the 16 FTEF will be the same as they used when making cuts. Those are how does it impact student success, does it help degree or certificate completion, does it support the integrity of programs, is it integral to the sequence of a program, does it meet productivity goals, does it have a strong history of enrollment, is it part of the department's Program Review, and has the department made a meaningful effort in addressing the scheduling issues. She said this is an opportunity for departments to forward new courses they would like to offer.

Trujillo asked if the criteria is prioritized? McBrien said it is not and they look at the criteria collectively. She gave the example of a tutoring class that was low in productivity but is a needed class, so it was not cut.

Godinez asked if a new class were to be offered, is there a timeline to evaluate its success. McBrien said the Scheduling Task Force did discuss this but did not come up with a fixed timeline. However, they acknowledged that it takes some time for a new class to build enrollment. Lamb added that it is not a black and white decision.

Keating asked if there is going to be rubric to apply for the extra FTES? McBrien said they are often comparing apples to oranges and they need to look at things such as does it meet a specific need critical to an area.

Keating asked if there are certain things that will be given more weight? She asked how will she know she is emphasizing the right things when applying?

Young, a member of the Scheduling Task Force said they has not gotten to that point in their discussions.

Holt, who is on the Scheduling Task Force said this is a situation where we can't define it but we will know it when we see it. He said courses will have strengths for different reasons.

Machalinski cautioned that because classes can be cancelled in the first two weeks of the semester, to get it in writing if a class has been added by the Scheduling Task Force. Freytag added that there should be a guarantee the class will be funded.

Gerken asked if the divisions could have more time to discuss their requests than the September 6 deadline.

McBrien said the timing has to do with the schedulers timelines to ensure the schedule is done for registrations so there is really no leeway. Lamb added that the thinking is that there are already innovative ideas out there so they should not take much time to put together a proposal.

Keating expressed frustration from a lack of information being shared in a timely manner. She said this is the first she has heard of this. She asked if the Scheduling Task Force minutes could go out to all faculty to make sure they are informed of these decisions.

Lema said she will follow up with Lamb about the timeline to see what can might be done to help.

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

Lamb reviewed the proposed revisions to the Program Review process including that Program Reviews will now be done every other year using a web-based program, and will only require one hard copy with signatures.

**Holt moved to approve the Program Review revisions. The motion was seconded. All in favor. Approved.**

Lamb told Council there is no new information yet about the audit in the Hours by Arrangement classes and they are still working on it.

## **11. TECHNOLOGY AND COMMUNICATION USE**

Lema explained Chrisanne Knox and Beth Hauscarriague are not at this meeting as tech experts but to talk about how our technology use is impacting students, and to share ideas that are a follow-up to faculty concerns about these issues.

Hauscarriague said she has heard a lot of feedback and concerns regarding student emails. She said they realize the implementation could have been better thought out and to address the need for a better plan. Part of that would include developing a communication plan that includes training for faculty and staff. She said at this time they are looking at some short term workarounds like giving personal emails for students to instructors. If a faculty member would like to obtain student personal emails, contact Hauscarriague directly.

She said they would like to form a task force of faculty, deans and other tech personnel to look at what is working and what is not with the portal and student email. They would also identify DVC needs to the district.

Machalinski has received some tragic emails where students were not moved up the wait list in a class when they should have been and so did not get the class they needed. She asked if there is a way these students could be addressed regarding their issues with the system. Hauscarriague said that would be a discussion for the task force. Freytag sees this as an ongoing problem as new students come to DVC. He asked if there is a setting somewhere for emails to be redirected to personal emails. Hauscarriague responded that new students don't know any differently and there are more problems with continuing students who have to switch. She said they could look at the data on this. Knox commented that they get receipts of when emails are opened and they have found many of the emails sent to students are never opened.

Hess-Diestler commented that the implementation was a little rough but we are trying to do something good. We have to trust that no one is out to "get" anyone.

Orta suggested there be a chart for faculty and staff of where various information can be found on the web.

Gerken asked if the information for students can be texted to them. Knox said they can't do that but students can get an alert on their phones when they have received an email.

Gerken shared that as an experiment he sent his class an email to their DVC address informing them to not do a particular assignment. A large percentage of the students did do the assignment.

Hauscarriague said she will meet with Lema and Mojdeh Mehdizadeh to discuss the Task Force membership. Lema said to forward names of any interested faculty to her.

## **12. GE VOTE**

Obed Vazquez, Curriculum Committee Chair, distributed a handout on the GE which included the GE pattern and next steps. The Curriculum Committee got it yesterday and may make revisions. They also will be putting out additional information to explain the ramifications of the options to be voted on.

He reviewed for Council we are starting to re-evaluate our GE pattern pretty much on schedule. He said last year SB 1440 was approved which mandates transfer degrees will follow the CSU pattern and will not have local requirements. Then last fall at a District-wide meeting it was agreed to adopt the Title 5 minimums that total 15 units and then one more requirement from particular areas for a total of 18 units. He said the DVC GE pattern is 17 units so it does not comply with SB1440 or the District. He explained this is our opportunity to address this. Do we want to stay at the minimum for DVC GE or do we want to add local requirements beyond the 18 units. And if we decide to have more than 18 units, we need to decide what to add.

Trujillo asked what the controversy is. Lema said Health, PE, and American Institution would not be part of the GE pattern requirements if the faculty votes to have the minimum 18 units for the GE pattern.

Holt asked how he is to decide if he wants more than 18 units if he does not know what the extra classes will be.

Lema asked Vazquez to send the revised document in advance of the next Senate meeting to allow time to gather feedback.

## **13. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton*



