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**FACULTY SENATE COUNCIL MEETING  
AUGUST 9, 2011  
APPROVED**

**PRESENT:** Laurie Lema (President), Beth McBrien (Vice President), Rick Godinez (San Ramon Campus), Ed Trujillo (Applied and Fine Arts), Tom Barber (English), Marva DeLoach (Library), Steve Ward (Physical Education, Athletics and Dance), Peter Churchill (Business Education), Buzz Holt (Social Sciences), Craig Gerken (Physical Science/Engineering), Catherine Machalinski (Biology and Health sciences), Nicole Hess-Diestler (Representative-at-Large), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** John Freytag (Corresponding Secretary), Lisa Orta (Faculty Development Coordinator), Katrina Keating (Math/Computer Science), Len Grzanka (Part-time Faculty Representative), Counseling TBD, ASDVC Representative (TBD)

**GUESTS:** Dennis Franco for Counseling, Susan Lamb, Beth Hauscarriague

The meeting was called to order at 9:00 a.m.

**1. APPROVAL OF THE AUGUST 9, 2011 AGENDA AND THE MINUTES OF MAY 3, 2011 AND MAY 10, 2011.**

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

**It was MSC to approve the minutes of May 3, 2011. All in favor. Approved.**

**It was MSC to approve the minutes of May 10, 2011. All in favor. Approved.**

**2. LEADERSHIP INSTITUTE REPORT**

McBrien and Hess-Diestler attended the State Academic Senate Leadership Institute in June and reported on their experience.

Hess-Diestler said DVC came up in several discussions and was used as an example of how to deal with difficult situations at a college. She said she felt proud to be part of a college that was held up as a good example. She said in one activity they broke into small groups and did simulations of how to solve various problems and many people kept asking how DVC would deal with it.

Lema informed Council has been asked DVC to put on a workshop about Program Review and Integrated planning which was one of the areas that the Accrediting Commission indentified for putting DVC on sanction.

McBrien said at the breakout sessions a lot of people vented their frustrations with the state budget situation and the fallout they have had to deal with. She said at a budget breakout session, a faculty member from Modesto College said their faculty felt cutting schedules was too difficult and let their administration do it but they were not happy with the outcome. McBrien said she was proud and happy our faculty took on the task of cutting class schedules and everyone was curious how we did it. She said she reminded faculty that it is important to make data driven arguments and decisions.

**3. APPOINTMENTS**

Lema explained during finals week she had to make several appointments to address student requests for course substitutions for students with disabilities. Machalinski explained the course substitution policy addresses situations such as when a disabled student cannot participate in a required field trip or a course required for graduation.

**Summer Appointments-**

**Interview Committee Information Technology Manager**

Mario Tejada – Computer Information Sciences

**Course Substitution for Students with Disabilities Committee**

Carrie Million – DSS

Jane Brecha – Math  
Cheryll LeMay - Counseling  
Beth McBrien – Faculty at Large  
Nancy Zink – Faculty at Large  
**ASDVC Advisor Hiring Committee**

Becky Opsata - Speech

**Fall Appointments-  
Integration Council**

Holly Kresch - Math and Computer Science Division Rep

**SLO Committee**

Shannon Padilla – Applied and Fine Arts Division Rep

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

**Interview Committee Vice Chancellor for Administrative Services**

This has not been filled. Lema asked Council to forward her names of interested faculty.

#### **4. ANNOUNCEMENTS**

Dennis Franco announced UC Office of the President is working on a project to develop a new “Assist” program. He explained this is the program that is used for articulation for transfer. He is the DVC representative on the project committee. He said they will be working on the development, and looking at bids for programs.

Hess-Diestler announced she sent emails to the area high schools with small blurbs about this year’s drama productions to encourage them to book field trips to the shows. She said she can set up performances for DVC classes also.

Lema announced the Fall Faculty Senate Dinner Theater will be on the opening night of “Stand and Deliver” on December 2. It will be in the small theater and it would be great if we could fill it with our group.

Lema reminded Council the main quad has been demolished and it will be a challenge to get around. She said plan to spend extra time to get across campus as well as give students a little slack for being late to class in the first week or two.

Lema said an email went out from Peter Garcia about the convocation. She said this year it will be faculty only which is going back to our earlier tradition of the mandatory day. She said the last few years the day had become very long for faculty and there was a lot of repetition in the day’s events.

Lema said this year’s Senate budget is \$10,000 less than last year because we no longer have rollover. She said the stipend for the part-time representatives needs to be discussed because we may not be able to afford it now. She said the agenda committee will discuss it and bring it to Council. She added that there needs to be an election for one of the part-time representatives.

Lema announced the lawyer for the faculty lawsuit has written off the balance of his bill. \$3----- She said we will continue making payments to George Turner. She reminded faculty we need to continue the Legal Defense Fund for any future needs.

#### **5. PUBLIC COMMENT**

None.

#### **6. COUNCIL COMMENT**

Machalinski said it is taking a very long time to load roster pages. She said also the student emails are not working well. There have been numerous issues with students not getting the information they need. Several Council members echoed Machalinski comments. Lema said she will invite Mojdeh Mehdizadeh to a Senate meeting to discuss these issues.

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

Lema told Council to be sure to read the Accreditation Mid-term Report and it will be an action item at the next meeting. She will invite Ted Wieden to the meeting for the discussion.

## **8. PROGRAM DISCONTINUANCE PROCEDURE**

Lema informed Council they never officially voted on the Program Discontinuance Procedure so it will be on the agenda for the next meeting as an action item. She asked Council to review it for the discussion.

## **9. BUDGET PROCESS**

Lema reminded Council the budget process is an academic and professional matter. She said we approved a process last year that reflected what we said we would do in the accreditation report but it's not a complete budget process. She explained the budget process is being phased in, in three phases. We are now going into the third phase. In the third phase we will look at all of our allocations. She said the process should include providing an allotment of funds to the Integration Council for the requests coming out of Program Reviews that were ranked by the Integration Council. She suggested forming a faculty task force to work on the development of the next DVC budget process procedure.

Dildine suggested using the process we used for schedule reductions and that is to figure out what we need and then look at how the budget can cover our needs.

Lema noted Garcia has asked for a pre-Box 2a meeting. He'd like to discuss how the Box2a process will work with our new budget model. She reminded Council the colleges will be making their own hiring decisions so the district will provide overview to ensure that each college meets the full-time/part-time faculty ratio for the district.

Machalinski is concerned that another college in the district could hire a full-time faculty and then cannot afford it so they could end up bumping a faculty member at one of the other colleges. She is also concerned that we not hire enough full-timers. Lema said she could invite the UF to discuss this issue.

Council discussed the usefulness of getting information about how each division allocates their budgets. It was agreed some general information might be helpful but there is no need to see details.

Ward is concerned that we are giving money to CCC and wonders who is overseeing how it is being spent.

John Hanecak further explained the phases of the budget process. The first year the Budget Committee looked at how the state funds the district, and how the district then funds the colleges. The second year there was no money to allocate so it gave them a chance to look at program reviews and revise that part of the process. This year they will be working on how to connect budget with the Program Reviews.

## **10. CONSTITUTION AND BYLAWS**

Lema reminded Council we still have to review the Constitution and Bylaws for any needed revisions. She said the agenda committee will note some recommendations and bring them to Council.

## **11. 2010-2011 ACCOMPLISHMENTS AND 2011-2012 PRIORITIES**

Lema said she would like to review with Council our accomplishments for the 2010-2011 year and set priorities for the 2011-2012 year. She said she would like to include some of these in her address at convocation.

Machalinski said the quick response to the scheduling issue and putting together a committee of faculty that had some real authority was a big accomplishment. Barber added that the meetings were open and respectful and it helped the process go well in a tense situation.

Barber said the Senate's endorsement of the Whistling Vivaldi Project was a good accomplishment. It led to some great discussions about the achievement gap.

Godinez said the revision of the Program Review forms was a good accomplishment.

Hess-Diestler said the joint Senate meeting with the Classified Senate and ASDVC was a great event.

Lema added that as a result of the joint resolution from the joint Senates meeting, there is no longer Styrofoam being used in the food services on campus. Council agreed it would be good to have another joint meeting this year.

Machalinski suggested the joint senates could address the Achievement gap work. Lema added that the district has said they will continue supporting those efforts, and told Council to forward ideas for activities. She said we could also make it part of a Flex focus.

Council agreed the budget should be a top priority for this year.

Machalinski reminded Council we need to resolve the GE issue related to the number of units required for a non-transfer degree. She said it is important that everyone get the same information before it goes out for a vote to all faculty as agreed to last spring by the senate. Council discussed how to proceed on this issue and agreed the vote needs to be completed in September. If the vote goes to 18 units we will be done but if it is more than 18 units, there will be more work to do. After more discussion Council agreed to have a few people work on statements to inform faculty of the implications of the choices.

## **12. REPORT FROM A&R**

Beth Hauscarriague, Admissions and Records Director, informed Council faculty can now drop from their rosters online. She showed Council a short presentation on the process. She said the instructions are also available on WebAdvisor. She said the program does prevent dropping before the start of the class or after the withdrawal date including late start classes. For this year faculty will still have to also do paper rosters to ensure accuracy. Lamb said one advantage is if drops are done as they happen instead of all at once, we won't have a sudden drop in enrollment and can better see the trends.

Hauscarriague recommended faculty print their rosters each time they do a drop for their records. Eventually they will get email records of their drops. The students will also receive an email when they have been dropped.

Reinstating students is still on paper for now.

McBrien asked where are late start census rosters are distributed. Hauscarriague said they are delivered to the division offices and to let A&R know if they have not received one.

Machalinski said there were many census rosters were lost over the summer. Hauscarriague said faculty should contact her directly if they were affected by this issue. Hauscarriague said she will talk to the deans about it.

Machalinski reminded Council part-time instructor re-hire rights would be at risk if they don't turn their census rosters on time. The people to contact in A&R are on the census rosters.

Hauscarriague informed Council there is a change in Title 5 regarding repeatability that will take effect in Spring 2012 so it is important the information get out soon to students. The times a student can repeat a class to try to get a better grade will be reduced from seven to three and there will be no grandfathering for those who have already repeated a course three times. A plus from this change is that it will open up seats since it will reduce students who have exceeded the repeatability limitations.

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

Lamb informed Council Ted Wieden will be working for the District Office on instructional matters and at DVC he will continue to be the DVC ALO as well as have other assigned duties. He will be at district on Tuesdays and Thursdays, and in Pleasant Hill on Mondays, Wednesday, and Fridays. Vicki Brown, Workforce Development Coordinator will now also be working on the SB 70 and Perkins grants. Kim Schenk will be taking the lead on scheduling as well as some CTE. Lamb is still working out some restructuring to make sure everything is covered.

Lamb reminded Council that with the construction there will be many more lost students and to please take the time to help them find their way around.

Lamb reminded Council there is more pressure on employees financially, and people are feeling a lot of stress. She reminded Council we have an employee assistance program through MHN that provides counseling, legal services and other support. She said we need to be sensitive to employees that have been impacted by the budget reductions. She also said students are feeling increased stress to get grades for transfer and degrees and may put pressure on faculty, so they need support when dealing with those pressures.

Holt said we need to give each other some slack. We all do our best even in these tough times especially when dealing with the classified employees.

Machalinski suggested getting information out to faculty on expectations such as when to give an incomplete, or other grading issues. Lamb said she will follow-up on that suggestion.

Lamb said she will bring the Program Review process and forms to the next meeting for Council to review. Program reviews will still need to be done this year and then will be done every other year.

Lamb informed Council we are being audited by the state for our Hours by Arrangement classes and we could end up losing hundreds of FTES from last year. She said we do have an opportunity to respond to the audit. We will look at the samples used for the audit and see where there may have been errors or incomplete data.

Lamb said our FTES goal has been shifting up and down as the budget projections have fluctuated. She said we are trying to be fiscally conservative in our operational budgets to help us be able to expand our schedule for next year.

#### **14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:00 p.m.

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*