



**FACULTY SENATE COUNCIL MEETING
OCTOBER 30, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Katrina Keating (Representative-at-Large), John Freytag (Corresponding Secretary), Milagros Ojermark (Applied and Fine Arts), Cheryl Martucci (Math/CompSci), Marva DeLoach (Library), Buzz Holt (Social Sciences), Keri DuLaney-Greger (English), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Maria Dorado (Counseling), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Renee Sporer (SRC), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Doug Dildine (Part-time Faculty Representative)

GUESTS: Susan Lamb

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

1. APPROVAL OF THE AGENDA OF OCTOBER 30, 2012, AND THE MINUTES OF OCTOBER 23, 2012.

It was MSC to approve the agenda of October 30, 2012. All in favor. Approved.

It was MSC to approve the minutes of October 23, 2012. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Renee Sporer commented the San Ramon Campus felt like an afterthought when the Strategic Planning Focus Groups were scheduled. This seems to be a pattern, not just in Strategic Planning. She said all of their full-time faculty and many of their staff are on college committees. As part of those committees they were invited to focus groups on the Pleasant Hill campus and they did attend. They received information that a focus group had been scheduled at SRC after the other focus groups had taken place. The SRC focus group was scheduled on a Tuesday and SRC did not get the information until the Thursday before. Not only was this late for many of them to change their schedules but many of them took time out of their work days to drive back and forth from SRC to Pleasant Hill to participate and they could have avoided that had they had known about the SRC focus group sooner.

4. ANNOUNCEMENTS

None.

5. APPOINTMENTS

Student Success Task Force

Claudia Eckelmann

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

6. SPEECH DEPARTMENT NAME CHANGE

Obed Vazquez explained the DVC Speech discipline submitted a request to change the discipline name to Communication Studies. He said the Curriculum Committee reviewed the request and is recommending the name change be approved by the Faculty Senate Council. He said the name change for this discipline is consistent with other colleges. He said this would require changing course codes in the catalogue and course listings.

It was MSC to approve changing the name of the DVC Speech Discipline to the DVC Communication Studies Discipline. All in favor. Approved.

Churchill asked if this would impact the Business Communications classes. Vazquez said it will not impact those classes as they are part of a different division and program.

7. TRANSFER CREDIT POLICY

Vazquez shared the proposed wording for the Transfer Credit policy and explained ACCJC said we need to have more specific information in our catalogue about the processes for students to transfer their units from other institutions to DVC. He said he will be talking to each department about their criteria to award credit. The process will be for placement and also for giving credit if the department chooses.

It was moved and seconded to approve the revisions to the Transfer Credit Policy.

Vazquez said we use what CSU and UC accept for transfer credits but there is no mandate on what we can accept. Lema added that we are moving towards more standardization through the higher education systems and there is a possibility we could be mandated on what we can accept.

Keating asked if this will be in the 2013-2014 catalogue, because she is concerned the details are in place, especially in math and they have not discussed this yet. The key is the DVC policy says we “may” accept. At this time we need to approve the policy to include it in the catalogue. We have until fall to work out the details.

Lamb said the ACCJC standard says our policy has to be in the catalogue but does not prescribe the process for implementation.

Vazquez added that courses that have CID numbers will automatically be accepted across the state system.

Lema said this will come back at the next meeting for a vote.

Vazquez confirmed we have until February for the catalogue deadline.

Lema noted there is a link for students on the Chancellor’s web site to see the transfer degrees that each college offers. She added that Lamb had shared all the DVC transfer degrees at the District-wide Planning meeting earlier in the day, and we are leading the state in the number of transfer degrees we offer.

8. MISSION STATEMENT

Lema explained at the Accreditation Advisory Group, they were reminded the college is due to review the mission statement at this time. However, we are working on our Strategic Plan and the mission statement will be reviewed and could be revised as part of our strategic planning process. It was suggested at AAG that the senates approve continuing to use our current mission statement with the understanding we will review the mission statement when we complete the strategic plan.

It was moved and seconded to approve the continued use of our current mission statement until the strategic planning process is completed, and to review the mission statement at that time.

Gerken said the courses we now offer according to state mandates, do not fulfill lifelong learning, which is included in the mission statement.

Machalinski said there are several things in our mission statement that will not continue so we should emphasize in the motion the caveat that it will be reviewed as part of strategic planning.

Lamb clarified that ACCJC says we need to review our mission statement on a “regular” basis. We stated in our self-study that we would review it every two years. She said we need to have evidence we looked at it now.

Council discussed the wording of the motion to emphasize the caveat.

The motion was amended to: The Faculty Senate recognizes that the mission statement is scheduled to be reviewed this semester. Since the college has begun the strategic planning process, which will inform the college’s mission we will postpone the review of the mission until Fall 2013.

The question was called. All in favor. Approved.

9. COURSE SUBSTITUTION FOR DSS STUDENTS

Catherine Jester explained in 1995 a task force was formed to develop a course substitution policy for DSS students. The policy was completed in 1997. Now, the policy is outdated and needs to be revised. Jester asked Council to approve reforming the Task Force to work on the needed revisions. She said she is willing to chair the Task Force and has some suggestions for members. Lema told Council if it's a work group, we don't need a formal charge. Jester said the sooner they can work on this the better. She said she thinks it could be done in a few weeks. Council agreed there is no need for a formal motion and for Lema to go ahead and work with Jester to get it formed.

10. FSC PRESIDENT'S REPORT

Lema reported she and Lamb attended the District Box 2A meeting as well as the District-wide Planning meeting earlier in the day. She said she will send the data they received for planning to the Council. She said Jeffrey Michels provided information at the planning meeting on how we compare to other colleges in our full-time/part-time ratio. District-wide we have 53% full-time faculty. Compared to the Bay 10 colleges, we are at the lower end of the list. But because of the new budget model, the hiring decisions are made at the college level. Lema said Peter Garcia stated at the meeting DVC could possibly hire 1-2 faculty depending on the results for proposition 30. Lema said she reminded those at the meeting that we have been hiring classified and managers in the district and the chancellor has stated the district hires when there is a critical need.

Lema told Council the Strategic Planning Focus Groups are almost done. There will be a survey for all employees out before finals. The Strategic Planning Flex Group agreed the morning of the January 10 Flex day will be reserved for a strategic planning activity. The data collected from the focus groups, interviews and employee survey will be introduced during the Flex activity that day. It was also agreed Faculty can get mandatory day flex credit for attending the strategic planning activities on the Optional day, January 10. Information will be sent out ahead of time to let everyone know how important these activities are in order to encourage attendance. Also, on the mandatory day before department meetings, that time could be used to work on strategic planning.

Freytag said he would like detailed information on how the data is analyzed. Lema explained there will be themes or buckets as Juan Lopez refers to them, pulled out of the data that will be presented to the Task Force and the college. Freytag commented the information gathered from the focus groups, interviews and survey are not really data. Lema said she will communicate that to Lopez.

Machalinski asked who is compiling the information. She said we need to see the raw information.

Lema said Lopez's team at Amistead Associates will be compiling the information and putting together the themes. The task force will look at the raw information and the themes they put together. McBrien said the task force members have been in the focus groups and they will see if there are any major themes missing.

Keating said she has worked previously with Lopez and it will not just be a few bullet points. Lema assured Council the information provided will still be thoroughly discussed and vetted.

Machalinski commented that we will work from the first document we are given. She said it should be our team not an outside team that pulls out the themes. She added that she does not like the term "buckets" for the themes.

McBrien said she agrees she does not like terms buckets and data either and said we are not bound to what themes are presented to us by Lopez.

Freytag said planning is a 10+1 item and suggested a DVC person work with Lopez's team.

Council members expressed concern that Lopez's team will be pulling out themes without the context of having heard the discussions or have a familiarity with our college's culture. They were also concerned that Lopez did not attend any of the focus groups.

Patton, a classified task force member, reminded Council we are currently contracted with Amistead Associates through early January. We will receive a product consisting of the raw information and the themes they noted. We are not obligated to continue working with Amistead Associates if we so choose and we could take that product and decide the next steps in the process ourselves.

Holt commented that we did not want to hire an outside consultant but this is where we are and we should have confidence in the task force that was appointed by us.

Lema said she will take Council's feedback to the task force and Lopez.

Lema told Council she and Keating will be attending the State Academic Senate Plenary Session the following week. She explained the State Senate does not initiate but takes directions from the state senate body at large. She said resolutions come from colleges, local senates and individuals within the state system. Lema said the resolution process allows for changes to resolutions all the way up through the Plenary Session, so some of the resolutions

published now could very well change by the time they are voted on. Lema pointed out a few resolutions that some areas may want to look at and let her know their positions.

McBrien reported on the Integration Council Annual Report that was recently completed and submitted to the Budget Committee and the College Council. She said the report is very detailed and includes major themes that came out of the last round of program reviews, specific rankings for the areas of facilities, equipment, IT, and HR. The report also includes specific recommendations for the next round of program reviews. She said the themes being emphasized this year by the IC are simplify, clarify, and include (specific information about requests). McBrien noted that some of the categories say they were already funded and some of them were in areas that were ineligible for the RAP. She explained those items were funded from other sources and not through the RAP.

Keating reported the Budget Committee is working to clarify the charge that is in the Committee Handbook. She said they are also discussing proposing one more representative from each of the constituencies. She said the Committee is also working on the procedure for budget allocation which is actually a one-time monies allocation procedure. She said they are really only working with the rollover funds from the previous year that have been identified.

11. VP OF INSTRUCTION REPORT

Lamb told Council she will be attending the California Community Colleges Chief Instructional Officers (CCCCIO) Conference. She hopes to get updates on repeatability and some other issues coming from the State Chancellor's Office.

Lamb said at the District Box 2A, LMC and CCC said they will not be doing faculty hiring this year. DVC will be hiring 1-2 faculty and she will be sending out a notice to department chairs and deans and asking them if they have any additional retirements or other changes in their areas that affect their hiring requests.

Lamb informed Council Marcia Somer, Dean of English and Social Sciences is resigning at the end of this semester. Lamb said we will be hiring an internal candidate for an interim position through the spring. She would like a quick process and the hiring committee will do both screening and interviewing.

12. ACCREDITATION STANDARDS COMMITTEES

Lema told Council she is meeting with a couple Accreditation Advisory Group members to discuss which faculty should be recommended for the accreditation committees. She shared a list of faculty she has identified to co-chair the standards. She asked Council to forward any other recommendations they may have to her. Otherwise she will continue working on the list which she will bring to consultation with President Garcia.

13. STUDY ABROAD

Scott MacDougall shared an updated and simplified proposal to provide reassigned time for a Study Abroad Program Coordinator. He clarified that the proposal stipulates real expenditures are not to exceed real income (averaged over two yrs).

Machalinski asked what happens if we don't meet the expectations. MacDougall said there would be no program the following year. It is essentially a year to year contract. He added that this year we actually have more students signed up than we can accommodate in the program.

It was MSC to approve the proposal to provide reassigned time for a Study Abroad Coordinator with the expectation that expenditures do not exceed income as outlined in the proposal. All in favor. 1 abstention. Approved.

MacDougall clarified only one DVC faculty participates in a semester along with one from each of the other three consortium partners.

Lema reminded Council the amount of reassigned time is yet to be determined and has to be agreed upon with the college president.

14. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*