
**FACULTY SENATE COUNCIL MEETING
OCTOBER 9, 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), 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), Doug Dildine (Part-time Faculty Representative), , Ann Patton (Faculty Senate Administrative Secretary)
ABSENT: Marva DeLoach (Library), Valerie Colber (Part-time Faculty Representative)
GUESTS: Susan Lamb, Ted Walker, Glenn Appell, Scott MacDougall

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

1. APPROVAL OF THE AGENDA OF OCTOBER 9, 2012, AND THE MINUTES OF SEPTEMBER 25, 2012.

It was MSC to approve the agenda of October 9, 2012. All in favor. Approved.

It was MSC to approve the minutes of September 25, 2011. All in favor. Approved.

2. PUBLIC COMMENT

Glenn Appell stated there is a need for a District-wide IT Committee.

3. COUNCIL COMMENT

Keating commented the Insight email is painfully slow. She said it took her 3 minutes each to send emails.

Keating said as the Rep-at-large, she wanted to thank people who put up the warning signs for the Pro-Life group's displays on campus. She said it is unreasonable to have the displays set up by the Library. With the construction going on, there is no alternate route to take if someone chooses to avoid the display. Keating read an email that had been sent to the college president by a faculty member from her division concerning the display. a faculty member shared with her that they had sent to the College President.

"Today on campus was a very offensive and ugly display of pictures of apparent aborted fetuses in one of the ONLY main walking paths we have left on campus. Signs were posted to avoid the area if one thought one might be offended. I can't really avoid the area if I'm walking from the Math Building to Central Services copy room. They posted 3 locations to flyer people, which made it even more difficult to avoid. I suggest next week, we project a porn flick in the same location (sure, with warnings, to make it all better) with the same dimensions as their poster boards, and let it run there all day. That would be on the same shocking par as what's going on today. I just think this display is enormous and they really got away with quite a lot today at a place I call my workplace, and alternate routes are not viable with the construction dividing the entire middle of the campus. Perhaps those who grant these permits should think things through a bit more to avoid this level of offense in the future.

--Jenny Freidenreich
DVC Math Dept."

Gerken said his division wants the FSC to work on transparency in the selection process.

4. ANNOUNCEMENTS

Patton announced there is a rally to support Proposition 30 scheduled in Todos Santo Park in Concord, on October 10 from 5-6:30 pm.

5. APPOINTMENTS

Student Success Taskforce

Maria Dorado

Kellie Conde

Registrar Hiring Committee

Terry Armstrong

Mike Gonzales

Alternate:

Dennis Franco

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

6. STUDY ABROAD

Scott MacDougall, Chair of the Study Abroad Faculty Selection Committee presented a PowerPoint on the Study Abroad Program. He said it was developed to present to students. It includes information about the benefits for students who participate and their costs. MacDougall also provided information on the benefits for the college and how it is funded. He explained the program is driven by how many students are registered and it can be cancelled for that semester if not enough students enroll as it has happened in the past. He said last semester we had 16 students enroll. So far this year we have 34 enrolled.

MacDougall told Council there is a need for dedicated funding for this program to ensure there will be adequate recruitment to fill the program each semester it is offered.

MacDougall reviewed a table of the costs of participation for the college showing the cost for replacement of a full-time instructor when they are teaching in the program. It was clarified the instructor load goes with the instructor but the courses they teach would still be offered here.

MacDougall then explained to Council the college cost of having a Program Coordinator. He said the coordinator position needs to have stable funding to stabilize the program. He said the Study Abroad Faculty Selection Committee is recommending the college fund a coordinator position with a .4 reassign time and a set amount for promoting the program. He said Aleks Ilich's main job is International Education which brings in about \$8 million to the college. Study Abroad is only a small part of his duties. MacDougall said we need a coordinator who would be dedicated just to Study Abroad and be held accountable. He further explained when we had to cancel a semester because of low enrollment; there were ripple effects at the college within the division, and to students.

Freytag asked if the District could provide funding if we are taking over a portion of the International Education Coordinator's job duties. MacDougall said that could be a possibility.

Lamb added that an instructor in the program receives a .8 load for 4 classes and an additional .2 load for recruiting.

Holt asked if the faculty member will not have to do as much recruiting if we have a coordinator. If so, would they get less than a .2 for that recruiting?

MacDougall said he did not think so because a lot of the supporting activities such as developing promotional materials, and communicating with outside groups are not being done now. So the coordinator would be taking on those activities and the faculty would still have to do recruiting. MacDougall reviewed with Council a table of the revenue compared with the costs for the program. He said they break even at 15 students so they cancel if they don't get more than 15 students.

Machalinski asked if MacDougall could bring back the cost and revenue information in an easier to understand format. MacDougall said he will and bring it back to Council.

Lema thanked MacDougall for all his work with the Study Abroad program and will have him come back to another meeting for further information.

7. SLO ACCREDITATION REPORT

Lamb said the latest version of the SLO report is available. She said it has most of the evidence embedded in it. Lamb explained the latest version is the same content of the version that was sent to Council but has more specific information on how course SLOs link to Program SLOs. Council agreed they are ready to endorse the report with the understanding there are no substantive changes from the version they viewed.

It was MSC to endorse the SLO report for submission to ACCJC. All in favor. Approved.

Lamb told Council the Accreditation Advisory Group will be looking at the report at their meeting this Wednesday. She said she will make sure the latest version of the report is sent to Council.

8. VP OF INSTRUCTION

Lamb told Council she attended an accreditation meeting. She said ACCJC had a series of workshop where she received more information on what the Accreditation visiting teams will be looking for when they come to the college. She said she is concerned about the accreditation standard that addresses requirements for filing of student complaints. DVC doesn't really have a documented complaint process so we have no documentation when students bring their complaints to a department chair. We don't document until a complaint reaches a Vice-President.

Keating said we could start with department bylaws because they are part of the process. However, she said she got in trouble with the UF when she was department chair for writing things down when students made a complaint.

She was told she was in essence making another personnel file. Lamb said we will have to work with the UF on this to make sure we are complying with ACCJC. Lamb added that we just received this information the previous week. She said she is also concerned that we will not be able to go back five years as the regulations state.

Machalinski said that we don't really have a paper trail for grade appeals.

Lamb said LMC has a multi-purpose form for grade appeals and complaints but she does not think that is what we should use but she would like some suggestions.

McBrien said department chairs are involved to help keep things from escalating and asked how much record keeping do we need. Lamb said that is part of the conversation.

Holt asked if we can just expand the grade appeal procedure. Lamb said we can use one form but we need to make sure the processes are different.

Lema said this also has UF implications so it will be a larger conversation.

Lamb told Council she is also concerned with 602.17 regarding correspondence and distance education courses.

She said the college cannot receive Financial Aid funds for correspondence courses. The standard states correspondence courses are "online activities primarily paperwork related ...and interaction with the instructor is initiated by the student as needed." Distance education courses have "regular and substantive interaction with the instructor, initiated by the instructor, and online activities are included as part of a student's grade." She said we have to have evidence that proves a course is complying with the definition of a distance education course. She added that we could be liable for financial aid funds that were received for online courses that do not meet the definition. Keating said she was told that Distance Education courses should also have student to student activities. Lamb said it is about the students being engaged in the class.

These issues will come back to Council for further discussion.

9. SCHEDULING REDUCTIONS

McBrien said the Scheduling Committee met the previous week. She said the amount of FTEF they have to cut from the schedule probably will not be met by the criteria they have been using and as a result they asked Kim Schenk to bring in data including information on degrees and certificates awarded the last three years, and results about CTE employment outcomes. McBrien reminded Council that as the number of degrees and certificates become more important in these discussions, faculty should remind their students to make sure they have filed for those degrees and certificates because a lot of students just assume it is something that happens automatically. McBrien said President Garcia also suggested looking at success and retention. That led to a discussion on prerequisites which then led into a conversation about who we are as a college such as are we grade 11-13 or a transfer institution.

She said they also discussed taking into account the inter-connectivity to other courses to stand alone courses.

McBrien told Council the Scheduling Committee has a 5 hour meeting scheduled on October 19. She said she briefly reviewed the draft schedule and saw about 6-7 FTEF they could cut but they may have to look at about 10 more FTEF to cut. She said some ideas are looking at eliminating some electives in programs that have a lot of electives. She said the Committee has also discussed trying to keep the breadth but not the depth of courses offered. Holt told Council the committee just has discussions and does not take any action but those discussions are important and useful. He added that the cuts they are looking at for Fall 2013 are the same magnitude as what is in the Spring 2013 shadow schedule and he is worried what we will do after that.

McBrien added that if the Proposition 30 does not pass, we are talking about ongoing reductions. She said we will have a strategic plan soon that we will use to help determine cuts. We can't keep cutting without knowing where we are going. Holt said we need to keep in mind in large part the state is telling us what our strategic plan will be.

Lamb said if Proposition 30 does not pass there are some colleges on the financial edge that could go under. She also said Barbara Beno said the two-year rule will still be enforced and some of the colleges on sanctions that have unfunded debt will not be able to correct their deficiencies within the two years.

10. REPORT FROM FACULTY SENATE PRESIDENT

Lema told Council she, McBrien and Patton stayed late several days the previous week to work on the focus groups for the Strategic Planning Process. She said invitations for the focus groups have gone out and almost 300 college employees were included. Of those there are 22 people that will be interviewed one-on-one by the consultant. Lema explained the Strategic Planning Task Force decided on the following targeted focus groups: Governance (Integration Council, Budget Committee), Faculty Senate Council/Scheduling Committee, Division Deans/Department Chairs/Area Coordinators, Basic Skills/Puente/Ujima/ESL, Classified Senate and classified leaders, Student services/Counseling/DSS, and Information Technology/Distance education. There will also be cross-constituency focus groups of all the others on the list compiled by the Task Force. Lema explained they used the following lenses when selecting invitees for the focus groups: SRC/Pleasant Hill campuses, Diversity, Years of Service, Instruction/Student Services/Operational, Across Division, Classified/Faculty/Manager, Peer Identified, Engagement, and Expertise. Lema said the Task Force is still working on the college-wide survey that will go out soon and the student perspective will be gathered in the spring.

Lema said we need to discuss how we will address the Strategic Planning process during Spring Flex. She said President Garcia proposed we have a three hour activity on an optional day. Lema added that we want to make sure it is meaningful and we need to let people know ahead of time. She said it is proposed that we have a debriefing on the mandatory day.

Lema told Council the next FSC meeting will only be a half-hour and then the Council and Scheduling Committee will participate in a Strategic Planning focus group. She explained they will not be acting as representatives in the focus group but that were selected because the lens they have as Council members.

Lema told Council she has been talking with District and DVC management about the technology issues we have been having. She said we need to gather more information to see what are the DVC issues, and what are issues to be addressed at the District. She said we also need to ascertain what issues are common to an email migration process, and how much is due to centralization. We need to gather more data to determine whether we need a District-wide Committee. She said we will also be asking how much impact this has on students in labs. Lema explained she will send a request for information about specific instances of problems to all faculty and ask them to send their responses to Council members. She would then like Council members to summarize the responses to report back. Then we can identify which are internal and which are external issues and bring in the appropriate people to begin addressing those issues.

11. TUTORING ADVISORY COMMITTEE

Ted Walker, Faculty Senate Tutoring Advisory Committee Chair shared a report from the TAC. He said the TAC has always had more seats than actual members. He said there are four open faculty seats and if a division does not have a representative, they could let another division fill it. He said there is also a problem with getting classified from tutoring areas because they have trouble getting away from their jobs as they are mostly one-person areas. He said managers need to support them being on this committee. Perhaps faculty could cover for them if possible. Walker said Tim Clow will be at the November 2 TAC meeting to talk about the Gold Standard in tutoring. Later in November they will be sharing best practices in tutoring including recruitment and training.

Walker explained the work the Committee did the last two years was a result of a brainstorming process and they just did that again for the next two years which is all included in the report. He said they would like the Council to look at the goals they came up with and recommend priorities and a focus.

Lema told Council to discuss this in their divisions.

Freytag said data is crucial so we are informed for these discussions and it needs to be available soon.

Walker asked Council to ask their areas to pick what they think are the two highest priority items.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*