

**DVC**  
DIABLO VALLEY COLLEGE  
321 Golf Club Road  
Pleasant Hill, CA 94523

**FACULTY SENATE COUNCIL MEETING  
NOVEMBER 13, 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), Doug Dildine (Part-time Faculty Representative) Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** None

**GUESTS:** Susan Lamb

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

**1. APPROVAL OF THE AGENDA OF NOVEMBER 13, 2012, AND THE MINUTES OF OCTOBER 30, 2012.**

Minutes 11-13 and 27 approved as is (Add guests names)

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

The minutes of October 30, 2012 were not ready for review.

**2. PUBLIC COMMENT**

Glenn Appell said he thinks this is an exciting time for California Community Colleges now that the legislature has a majority of democrats which could lead to some changes including lowering the threshold to pass parcel taxes to 55%.

Glenn Appell commented on the issues around the new repeatability rules. He said our administration tried to negotiate with departments and divisions over how to organize their course families. He said this is a 10+1 item and is under the purview of faculty. Appell said he is working with FACCC at the state level to clarify the guidelines for course families under the repeatability rules. He added that he will be attending a statewide conference for CCC music educators the following week and will know more about the strategy being proposed by the State Senate. He told Council the State Chancellor has created a model that says they want colleges to have local control on this issue. The State Chancellor's Office has told colleges to think on the conservative side when creating their course families so they make sense to the auditors since they are not experts in the disciplines. Appell added that he was told at a conference that the auditors are not informed by the State Office how the rules are to be interpreted. Appell said he wrote an article on this issue that will be published in next month's FACCC Journal. He encouraged faculty to get involved with FACCC.

John Hanecak said the Budget Committee was moved from the previous Friday to the coming Friday from 9-11 in L 151. Hanecak said the passage of Proposition 30 will mean more one-time money available this year and the Budget Committee will make recommendations for allocations by the end of November.

**3. COUNCIL COMMENT**

Dildine said we have had "one-time" money every year for the last six years.

Holt said he is appreciative of the work of Susan Lamb and the Scheduling Committee in working so well together in accomplishing a difficult task.

#### **4. ANNOUNCEMENTS**

Flores-Lowry announced the 1<sup>st</sup> annual East Bay Bowl game will be played this Saturday at DVC, at 1pm.

Lema said the Dean of English and Social Sciences has resigned effective at the end of the semester and the college will be hiring an internal interim before next semester.

#### **5. APPOINTMENTS**

##### **District Dean of Research Hiring Committee**

Ted Wieden

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

#### **6. FALL 2012 PLENARY SESSION**

Keating told Council the new State Chancellor spoke at the Plenary Session and Election Day happened to be his first day on the job. She said he is a great speaker and passionate about community colleges. He is not a bureaucrat, and is a teacher at heart. She said she has good hopes for his tenure as chancellor.

Keating said she attended a breakout session by the American Association of University Professors on how to check your college finances. Keating said she also found out there is more BSI funding available that districts can apply. Keating told council a Student Mental Health Initiative is in the works and there are free training videos focused on different populations of those in need and first responders. Keating also told Council about the web site [ccstudentmentalhealth.org](http://ccstudentmentalhealth.org). They have funding for on-campus training and technical assistance.

Lema said she too was impressed with Chancellor Brice and shared with Council some information from his resume. Lema said she attended a breakout group on Professional Development. A professional development statewide task force has been developed to address one of the Student Success Act mandates. At the breakout group the presenters asked for feedback on the direction professional development should take for faculty. Lema said she spoke up at the breakout group and stated we don't want in-service training to replace professional development, and we want local control over our professional development programs. She explained we are open to looking at statewide gathered training materials and ideas providing we can maintain local control. Lema explained the Statewide Professional Development Task Force is made up of all constituencies and they are also starting to work on a draft of a professional development mission statement. Lema said she also attended a breakout session on course scheduling that included a discussion on suspending and discontinuing courses and programs.

Lema shared some key resolutions that were passed including a resolution supporting participatory governance, one on collecting sociological and economic information to better picture understand and address the achievement gap, and a resolution that supports local senates determination of pre-requisites. Lema said all the resolutions are listed on the ASCCC website.

#### **7. DVC PROCEDURE ATTENDANCE POLICY 4004.01**

Lema explained this policy was approved by Senate but it never came to Consultation. She said Peter Garcia has a couple concerns. The first is the requirement that students must inform an instructor of an absence. This is not always possible due to email issues, etc. Lema reminded Council that we had concerns about field trips, makeup exams and quizzes that we previously had and may want to revisit. Lema said Applied and Fine Arts had the most concerns with the field trip clause and asked Ojermark to get feedback from her AFA division. Keating added that it would be helpful to have a policy that addresses how to handle make-up work for students that have military duty, jury duty or religious holidays.

Council discussed the need to ensure faculty have emails that are accessible to students. Council agreed we need to ensure part-time faculty are informed about email access. Sporer said SRC has a checklist for their part-time instructors when they are hired. Lema asked Sporer to please send the checklist to the Faculty Senate Office. Lema asked Freytag and Ojermark to work on some revised wording for the policy.

#### **8. FSC PRESIDENT'S REPORT**

Lema said the Families of Courses being developed to address repeatability rules do not apply to all disciplines but wants faculty to be aware of the issues. She said what are called participatory courses [activity courses] are impacted by the rules. This applies to some but not all of the courses in PE, Drama, Art and Music. For example, a Music theory course is not a performance course and does not fall under the repeatability rules. Lema told Council we are beginning the process of developing course families in the impacted disciplines. She said FSCC will look at them from all three colleges to see if they equate. Lema shared some examples of course families in PE and Music. Lema said these will need to be approved through the curriculum process at each college and they need to equate district-wide.

Lema reported she was not able to attend the last Accreditation Advisory Group meeting but she did take Council's recommendations for standard faculty co-leads to consultation with President Garcia. They were also shared with the ALO, Susan Lamb. Lema said they will come back to Council for final approval after she talks with the faculty that were recommended.

Lema reported the Strategic Planning Task Force has finished conducting the focus groups, and have two more meetings this semester. They will be discussing the employee and student surveys and the Flex day activity.

Lema reported the Scheduling Committee will be looking at courses to put back in the schedule now that Proposition 30 has passed.

McBrien told Council the Integration Council report is out and will be going to the Budget Committee and the College Council. She said the report includes ranking within each of the four categories as well as some recommendations to make the Program Review process more efficient and effective. McBrien said the narrative section of the Program Reviews need to be given more thought. Consequently, the IC will be re-reading them to determine if they can pull out qualitative components out of them to tie into the college plans. She said their goal is to make Program Review a thoughtful consideration of programs, not just a list of requests. Lema thanked McBrien and the Integration Council for all their hard work.

## **9. VP OF INSTRUCTION REPORT**

Lamb told Council she worked with the new state chancellor on an accreditation team and he is very informed and forthcoming on accreditation, instructional issues and student services among other things.

Lamb distributed a handout from the State Chancellor's Office on rules for instructional fees. She pointed out that new rules say we cannot charge a fee for scantrons because it is not an instructional material with continuing value. Keating said she disagrees and said if the scantron is returned to the student it has lasting value. Lamb said she understands but we have to comply. She said we are now looking at how many divisions use scantrons on a regular basis and we need feedback on what would be the least disruptive way to implement this. She said also the college has to figure how to fund this on a continuing basis. Machalinski suggested putting a box of scantrons in each division office. Lema said this information needs to go out to faculty. She added that they should also be available in the Instruction Office. Freytag added that faculty need to any requirements about student purchases of scantrons out of their syllabus. Lamb said it becomes effective in the spring semester. She will follow-up on Council recommendation to have the scantrons available in the division offices and the night office.

Lamb told Council for Box 2A all the requests for full-time faculty were pulled out of the program reviews and she recognizes some divisions have had retirements since their program reviews. She will send out a communication in the next couple of days asking for updates on retirements or other changes in divisions' needs for full-time faculty.

Lamb said we are trying to streamline some aspects of the faculty job announcements. She said we publish them in three formats. She asked Council if they think we should still use the pamphlets or a postcard or some other format. Council agreed to eliminate the pamphlets and gave some recommendations for a postcard format. Lamb said she will bring a draft back to Council based on their recommendations.

Lamb gave Council a heads up that she was told at the recent CCCIO Conference the State Chancellor's Office has said they will not accept AAT and AST degrees without C-ID requirements. Lema noted this is a move to standardize our courses and requirements across the Community College system.

Lamb told Council she will get the rough draft of the ISLOS Substantive Change Report to them at the next meeting.

Lamb told Council the Accreditation Advisory Group is talking about training for the standard co-leads. The training will likely take place during January Flex.

#### **10. DVC TRANSFER CREDIT POLICY**

Obed Vazquez had asked Council to gather feedback on the proposed changes to the DVC Transfer Credit Policy. Machalinski said the change is that students are supposed to meet with a counselor to review their transcripts and that is a burden if they have to do that before the semester starts. She asked if students could just request their transcript and convey it by email to a counselor. She added that our counselors are already overloaded.

Vazquez said the goal is to make it easier for students to stay in the system and he would rather see the students at the beginning to help them meet their goals.

Dorado said we have no current mechanism to send in transcripts for evaluation. The student has to request an evaluation and we get a lot of requests for evaluations from students that don't end up coming here.

Vazquez added that we want to ensure students get the correct credits and not do self-evaluations.

**The question was called to vote on the revisions to the DVC Transfer Credit Policy. All in favor. Approved.**

#### **11. DISTRICT WIDE FACULTY PROFESSIONAL DEVELOPMENT**

Andy Kivel, acting as the interim Distance Education Coordinator as well as the interim Professional Development Coordinator, said the District has purchased a new online learning management system, Desire2Learn. He told Council the DVC Distance Education Committee is working on drafting a new policy statement on distance education. The draft will be presented to Council at their next meeting. Kivel told Council the DVCDE and the District Learning Management Task Force worked on a proposal for D2L training that was brought to the District-wide Professional Development Committee. The proposal, which was approved, includes stipends for faculty and a proposal was brought to the District-wide Professional Development Committee. The proposal, which was approved includes stipends for faculty willing to commit to using D2L next semester and also learning to train others on the program. He explained the proposal provides funding for 30 stipends of \$600 each. DVC gets 12 of those stipends in addition to 10 stipends from CTE. Kivel told Council the names of those faculty who are interested need to be forwarded very soon. He would like each division to forward 2-3 names.

Freytag commented that a \$600 stipend is not nearly enough to ask this of faculty. He said the district needs to hire trainers. This is \$18000 the District is spending to train all faculty by faculty!

Machalinski said last time we developed online training for WebCT and we could do the same this time. She added that this is almost a requirement of our jobs now to be trained on this.

Kivel said the initial training at DVC will be done by Neal Skapura and Jeanette Peavler. Also, the District has purchased an online self-paced course. The faculty that receive the initial training will then be the experts on the campuses.

Freytag said he is frustrated we have cut and reduced IT staff positions, and now this is another thing being imposed on us to make up for the cuts in technology.

Lema asked Council to think about the most efficient way we could do this. Right now we have one person assigned to do the training through workshops and drop-ins.

Kivel clarified the initial trainees must commit to teach a course in the Spring using D2L and also commit to various trainings and to either hold workshops or be available for help. They will be a resource person for their colleagues. He said he can have a broader conversation about the related issues at a future FSC meeting.

#### **12. INSTITUTIONAL PLANNING COMMITTEE REVISED CHARGE**

This item was postponed due to time constraints.

#### **13. FACULTY HIRING DEBRIEFING**

This item was postponed due to time constraints.

#### **14. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*