



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

**FACULTY SENATE COUNCIL MEETING
NOVEMBER 27, 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, Lupe Dannels, Ellen Kruse, Mario Tejada, Andy Kivel, Beth Hauscarriague

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

1. APPROVAL OF THE AGENDA OF NOVEMBER 27, 2012, AND THE MINUTES OF OCTOBER 30, 2012.

It was MSC to approve the revised agenda of November 27, 2012. All in favor. Approved.

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

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Dildine requested Council discuss how Faculty Professional Development Funds are allocated.

DuLaney said she would like more information on families of courses. Lema explained the families are being developed to address the new rules on repeatability and impact participation courses in drama, PE and music. They will allow students to take progressive families of courses in the same subject.

DuLaney shared information about an article in Bay Citizen.Org on Solano Community College deciding to recruit international students and their Faculty Senate disagreed. She pointed out DVC is third in the Bay Area for the number of international students we serve.

4. ANNOUNCEMENTS

Lema told Council the college Box2A meeting was held and out of nine faculty positions ranked, the top four will begin the hiring process. If additional retirements are submitted before January 15, 2013, there will be additional hires in order of the Box 2A rankings.

The list of rankings is as follows:

1. Foreign Language
2. Chemistry at SRC
3. Music
4. Art History
5. Biology
6. English

7. English
8. Chemistry
9. Early Childhood Education

Lema informed Council they considered the following factors when ranking: part-time/full-time faculty ratios, full-time and part-time FTEF, the size of the department, program size and growth, and special considerations such as additional faculty responsibilities, recent retirements, recent hires, and the need for program leads. They also looked at the Integration Council recommendations from the Program Reviews.

Freytag asked if consideration was given to areas that had retirees that were not recent but had not been replaced. Lema said we will have more discussion about budget priorities and that will include faculty hiring as well as a staffing plan.

Gerken reminded Council the SRC Chemistry position is not backfilling a retirement. They have never had a full-time chemistry instructor.

Lema told Council in Consultation they discussed a growing focus on international students. We need to look at what percentage they are of our student population, what are their needs, what types of services, curriculum, etc, do we want to focus on for them. There will be a lot more information available about our international students and we will start learning more about how to best serve them.

Keating told Council the Math Department needs to make some changes to align with Carnegie units. She said they currently have classes that have more contact hours than credits awarded. She said they will be increasing the units in many of their classes, mainly in calculus and algebra. She asked Council to share this information especially in the science areas and counseling. A letter of explanation will be going out to students.

Dildine announced a workshop is scheduled on benefits. A STRS representative will be there. They are asking for RSVPs to ensure they have a big enough room.

5. APPOINTMENTS

Interim Dean of English and Social Sciences

English Division Faculty

Judy Myers

Lisa Orta

Social Sciences Division Faculty

Lee Rode

Lenore Gallin

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

6. DISTANCE EDUCATION POLICY

Distance Education Committee members Mario Tejada, Andy Kivel, Neal Skapura, Jeanette Peavler, Daniel Kiely, Cheryl Carter were in attendance. Other committee members are Katy Agnost, Carrie Million, and Karen Edwards. Lema thanked the committee members for their work and said they helped shepherd us to the new online teaching platform, Desire2Learn, and they are now working on our Distance Education Policy.

Tejada said this fall they had three primary things they wanted to work on this semester. The first was to participate in the selection of the online platform. The second was to develop a distance education policy. And the third was to monitor accreditation issues that are coming up related to distance education. Tejada shared a PowerPoint on the proposed DE policy. He said he would like Council to bring feedback to a meeting at the beginning of the spring semester. Tejada also said he would like examples of best practices in online teaching to be put on the webpage. Kivel said the committee also would like to have more discussion with Senate on distance education issues in general.

7. STRATEGIC PLANNING UPDATE

Lema gave a brief overview of the work of the Strategic Planning Task Force. She said now they are reviewing the information from the focus groups and interviews, and discussing the Flex Day activity on Strategic Planning. The Task Force are also working on the college-wide and student surveys. She shared with Council a proposed agenda for the Flex activity. It is scheduled on January 10 from 9-1.

Freytag asked what is the timeline to complete the plan? Lema said the goal is to have a draft by the end of the spring semester.

Machalinski commented the Flex activity does not appear to address what will actually be in the plan. She said learning about the information gathered so far should be the jumping off point of the activity and the bulk of the time should be talking about the plan, not the process.

Freytag asked if it is too early to have an early outline of what the pieces of the plan might look like for the Flex day.

Machalinski asked if the information from the focus groups and interviews can be distributed before Flex.

Peter Garcia said we don't have a research and planning office so the Task Force is doing most of the leg work along with Juan Lopez so it would be difficult to do some of this work in time for Flex.

Lema asked Council for input on the survey design and what information we should gather from it.

DuLaney said she would want to see the top ten themes and see if they jive with her thoughts. Other Council members said it should be a refining process, and a ranking of items.

Machalinski said it should help us identify if we have missed any themes.

Sporer said she would like it to identify priority themes by constituency from the focus groups and interviews to enable us to see how the groups compare. Then rank them all together.

Holt reminded Council the state is not necessarily going to allow us to do some of the things we may want to do.

Garcia said we cannot disaggregate the responses by constituency because we did not gather them by constituency.

He said the Flex day has to be a vetting about what we told ourselves in the focus groups and surveys. He said he also has concerns about the process but knows we will get there. He added that we are trying to accomplish more than just a compliance plan.

Gerken said it needs to be clear what we are selecting when we take the survey. Are we selecting the plan components or just validating what has already been said?

Freytag commented that we need to assure the themes are for the whole college, not just each constituency, so we can move forward as a college.

Machalinski asked if we could do some prioritizing at Flex. Garcia responded we could do some early prioritization but does not want the final decision done at the Flex activity.

Lema told Council to please forward any ideas or suggestions on how to organize the Flex day.

Freytag said the information should go out to the whole campus, not just the Flex attendees.

Sporer said she does not think self-selection surveys are good. She also said the introduction needs to be compelling to get people to complete the survey.

8. BUDGET COMMITTEE AND PROCESS

Keating shared with Council a very rough draft of the Budget Procedure she worked on with Chris Leivas, Ray Goralka and Michael Almaguer. She said the current procedure was done when we were working on show cause and it needs to be updated to reflect current practice and be something the average person can understand.

Freytag asked if this is for one-time funds. Lema said accreditation says we need to have a process where our resources support our college goals, and resources are more than one-time money. She said we have some time to look at the process and procedure and there is still a lot to work through. This will be a continuing discussion until we agree it is right.

9. ACCREDITATION

Lema informed Council the Accreditation Advisory Group has fine tuned the list of chairs for the standards and other parts of the accreditation report. She is now contacting those faculty to confirm if they can do it and then she will bring them to Council for approval. She said the list has been vetted by the AAG, the President and the ALO, Susan Lamb. Lema said there have been conversations with the SRC dean to make sure they are considered from the beginning of the process and asked how they would like SRC to participate and who from SRC they would like involved.

10. VP OF INSTRUCTION REPORT

Lamb reminded Council the Institutional SLOs have been pushed back a little since we have been working on so many other things lately but she will be bringing them back to Council in the Spring to discuss them.

Lamb told Council in addition to the new Instructional Fees on Scantrons, there is also one about breakage fees. The State Chancellor's Office has said these are not instructional fees so we cannot charge for them. Council

members were very concerned with this interpretation. Lema commented that we don't have an organized mechanism to push back on these types of rulings.

11. FOUNDATIONS FOR COLLEGE SUCCESS

Lupe Dannels provided an update on the college's Basic Skills Grant work and distributed a draft report. She told Council for several years we had a significant amount of funding but now the funding has gone from \$300,000 a year to about \$90,000. The Committee used to call for proposals and award the funds to the selected proposals. Now the committee has had to shift its charge to other processes for allocating the funds. And because of the current movement to accelerating basic skills, they are realizing the need for research at the college. In moving forward, they are looking at the role of professional development in addressing basic skills, acceleration of basic skills programs, the achievement gap, research, and integration of student services and instruction. Since the college is going through its own developmental process, they are working to align their work with the strategic plan and the resource allocation process.

Dannels shared with Council the proposed changes to the FCS Committee charge and membership. It includes a reduction in membership. For this year, they will restrict the spending and in 2012-2013, they plan on integrating the Basic Skills Grant funds distribution with the college resource allocation process.

Ellen Kruse said they would like input from Council on academic and professional matters. The final draft of the charge and membership will go to College Council.

12. STUDENT SUCCESS ACT

Beth Hauscarriague, Chair of the Student Success Flex Day Task Force, said they have met once to begin planning the Flex day activity on SB 1456. They have another meeting scheduled this week. She said at the first meeting they spent time educating the group on the legislation and each member is to bring back three pieces of the legislation that they would like to focus on. She said they are also working to connect this activity with the Strategic Planning Flex activity. The Flex activity will be an opportunity to educate the college and there will be breakouts with leaders that have expertise in the various areas. It will be scheduled for two hours after the Strategic Planning Flex activity. Hauscarriague ask Council if they have any questions or suggestions.

Machalinski said they should publish how it will specifically affect various programs to motivate attendance, especially in instructional areas. Hauscarriague said the Task Force did discuss the link and impacts between student services and instruction. They also discussed how to motivate faculty and staff to participate. She will share Council's feedback with the Task Force.

13. HIRING DEBRIEFING

Lema shared the meeting notes from the hiring debriefing that listed themes and topics concerning last year's hiring process. She said as a result of this meeting there will be follow-up on the concerns listed with the intent of improving to the process

14. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

