



**FACULTY SENATE COUNCIL MEETING
DECEMBER 11, 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), 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: Cheryl Martucci (Math/CompSci), Doug Dildine (Part-time Faculty Representative)

GUESTS: Susan Lamb, Beth Hauscarriague, Ellen Kruse

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

1. APPROVAL OF THE AGENDA OF DECEMBER 11, 2012, AND THE MINUTES OF NOVEMBER 13, 2012 AND NOVEMBER 27, 2012.

It was MSC to approve the revised agenda of December 11, 2012. All in favor. Approved.

It was MSC to approve the minutes of November 13, 2012, and November 27, 2012. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Holt said the finals schedule this semester is especially bad. He commented that the last day of finals is the coming Monday!

Machalinski said the campus Wi-Fi is not working well at all and it is impacting her students in class.

Machalinski told Council the department chairs cannot use division staff to help with mailing out hiring information. Tish Young agreed to be responsible for mailing the hiring information for her division since she can use office staff for this duty. She suggested other department seek their division deans help with this.

Ojermark said her email is being migrated this week during finals and it is bad timing. She currently can't get into her emails or WebAdvisor. In addition, when she called the District Help line, she waited a half hour on hold and the message kept saying her wait was three minutes.

4. ANNOUNCEMENTS

Lema told Council she will be meeting with Lamb and Garcia to discuss the recommendations that came out of the hiring debriefing meeting.

Lema announced Obed Vazquez has been hired as the Interim Dean for English and Social Science. As a result he will not be serving as Curriculum Chair so a replacement is needed. She met with the Curriculum Committee and asked if any of them are willing to serve as Curriculum Chair.

Lema told Council she emailed them an article on Accreditation. She said the article provides a good overview of what happens at the federal level and how that impacts ACCJC and how they evaluate colleges' accreditation standings.

Lema told Council there are several DVC transfer degrees listed in the Governing Board report and encouraged Council to take a look at them to see the progress we are making on developing these degrees.

5. APPOINTMENTS

Lema explained she has not received confirmation for all the recommended appointments listed for the Accreditation chair/co/tri-chairs standards but would like approval now to ensure they can be in place for the beginning of the spring semester providing they agreed to serve. She will let Council know if there are any changes.

Academic Senate for California Community Colleges C-ID process for Health Science

Kristen Colchico

Student Life/EOPS/CARE/CalWORKs Interim Program Manager

Raine Dougan, Paula Stanfield

Grade Appeals

Jane Brecha

Kristen Koblik

Accreditation

Parts of Self-Evaluation Report	Standard	List of Recommendations for Faculty Co-Leaders	Committee Comments
Cover Sheet		ALO and Technical Writer	
Certification Pages		ALO and Technical Writer	
Table of Contents		ALO and Technical Writer	
Introduction (general history of college)		ALO and Technical Writer	
Organization of Self-Eval Process		ALO and Technical Writer, Governance Leadership	
Organizational info (org charts, multi-college, etc)		President's Office and Chancellor	
Compliance with Eligibility Requirements		ALO and Technical Writer, Governance Leadership	
Compliance with Commission Policies (Overall)		ALO, Ted Wieden, Tech Writer, President	
Responses to Previous Recommendations		TBA - AAG will review and assign	
		EXPERTISE BASED APPOINTMENTS/MEMBERSHIP	
Standard I - A	One leader	Mission Peter Churchill or Keith Mikolvich	1fac/1class/1man
Standard I - B	F/M/C tri-leaders	Improving Institutional Effectiveness (data analysis and use) Mark Akiyama	Pete on stand-by
Standard II - A	F/M co-leaders	Instructional Programs Claudia Hein	
Standard II - B	C/F/M co-leaders	Student Support Services Lupe Dannels, Rita Delgado, Maria Dorado, Dennis Franco, Rob Peters, Danni Vilas	Co-chair plus one counselor
Standard II - C	F/M co-leaders	Library and Learning Support Services Marva Deloach, Florence Espiritu, Daniel Kiely, Ruth Sison	Kathleen Costa - county library reference; Christine Worsley - ref

Standard III - A	F/M co-leaders	Human Resources	Ellen Kruse, Peter Churchill	Susan L - ref
Standard III - B	F/M co-leaders	Physical Resources	Claudia Ecklemann or Tim Murphy	
Standard III - C	F/M co-leaders	Technology Resources	Daniel Kiely or Mark Steidel	Chris Leivas-ref/ Satish- DO ref
Standard III - D	F/M co-leaders	Financial Resources	Ray Goralka, John Hanecak	Chris and Roshan decide if co-chair needed
Standard IV - A leaders	C/F/M tri-	Decision-Making Roles and Processes	John Freytag, Catherine Machalinski, Beth McBrien	Resources - Senate Presidents & College President, Ted Weiden
Standard IV - B		Board and Administrative Organization	Mojdeh or Livingston, Pete	

Commission Policies

Policy on Distance Education and on Correspondence Education			Mario Tejada	
Policy on Institutional Compliance with Title IV			Raine, Dougan, Paula Stanfield	
Policy on Institutional Advertising, Student Recruitment, and Representation of Accreditation Status		includes catalogue, advertising, international ed recruitment and outreach		
Policy on Institutional Degrees and Credits		covered in II A	Obed Vazquez	
Policy on Institutional Integrity and Ethics			John Freytag	
Policy on Contractual Relationships with Non-Regionally Accredited Organizations			no committee needed	

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

6. SPRING MEETING SCHEDULE

Lema shared with Council the proposed the following schedule of meetings for Spring 2013.

- January 22
- January 29
- February 5
- February 12
- February 26
- March 5
- March 12
- March 26
- April 9
- April 23
- April 30
- May 7

It was MSC to approve the schedule as proposed. All in favor. Approved.

DeLoach asked if there will be a joint meeting with the Classified Senate and ASDVC this semester. Lema said we could but we need to look at our common issues to determine the purposed of a joint meeting

7. STRATEGIC PLANNING FLEX ACTIVITY

Lema encouraged everyone to attend the Strategic Planning Flex activity scheduled on January 10 from 9-1. She said the Strategic Planning Task Force is still working on the details of the day but the findings from the focus

groups and interviews will be presented. She said the TF has also discussed what other information the college needs to write a plan. That information includes student demographics, success rates and outside mandates that will inform our planning.

Council members expressed that they would like the full information from the focus groups prior to the workshop. McBrien assured Council the SPTF is aware there is concern about how we get from the focus groups to writing the plan, and people don't want to plan to plan but want to move forward with the work to be done.

Machalinski asked if part of the workshop discussion will be about the difficult decisions we need to make and the need to move to action on those.

Lema said she provided the TF with feedback from FSC and told them FSC wants to get to that work. She said the TF felt that FSC is more up to speed than a lot of other segments of the college and that those segments need to be more informed before we start prioritizing.

8. STUDENT SUCCESS ACT TASK FORCE

Beth Hauscarriague told Council a workshop on the Student Success Act is scheduled during Flex on January 10 from 1-4pm.

She said the workshop will include some education about the Student Success Act, SB 1456, a brainstorming activity to come up with definitions of student success, and an activity to come up with next steps to address the mandates.

Lema said the SSTF should think about those who are not at the workshop and how to include them in coming up with the definition and next steps as this is not a required Flex activity.

Hauscarriague said she understands Lema's suggestions and said the college may be acting on more than one definition of student success.

Gerken asked if we really get to define student success or will the State be telling us the definition.

Hauscarriague said for now the State has given us tools to measure student success and we have some tasks we must do. The State says student success is the completion of certificates and degrees but there are a lot of things we do to assist students with their success.

Hauscarriague reviewed the agenda times for the various activities and breakout groups can decide what they want to focus on. She said the task force wants the workshop to be collaborative and that people walk away feeling something was accomplished.

Keating reminded Council we need to be aware these are mandates but a lot of them say "pending funding".

Hauscarriague said the task force will meet one more time to finish planning the workshop.

9. INTEGRATION COUNCIL REPORT

Lema pointed out in the Integration Council Report there are recommendations to improve the Program Review process. She wants Council to review the recommendations one by one and provide responses.

McBrien asked if anyone had any questions or comments about the overall report. Keating said in the Budget Committee they agreed recommendations for reserves should be included in program review to help provide documentation of why we need reserves and how they are used.

Lema explained the IC rankings are moving forward and if Council endorses this report it is not an approval that the Budget Committee will fund everything that was ranked.

Machalinski commented that we have not yet decided if the Budget Committee will look at the entire budget or still just the one-time monies.

Lema said at the previous College Council meeting, they looked at a visual diagram of our college committees and are still looking at committees tasks. There is still discussion about the Budget Committee's role.

Lema said the IC recommendations for Program Review will come back to Council for discussion and added that the process for making changes to the PR process is still under discussion.

Council agreed to wait on endorsing the report until further discussion about the committee roles.

Machalinski suggested it be sent out after winter break and Council will endorse it at their second or third meeting in the spring. Council agreed.

10. PROGRAM REVIEW RECOMMENDED MODIFICATIONS AND PROGRAM REVIEW PROCEDURE

This item will be reviewed and discussed at the beginning of the spring semester.

11. BUDGET COMMITTEE AND PROCESS

Keating shared an updated draft budget procedure. She said the latest version has only been reviewed by the BC sub-group and not the entire committee. The sub-group decided to wait on the description of the charge in the committee handbook until the procedure is finalized.

Lema said she is not sure how requests from college committees would work in the budget allocation process.

Freytag said the recommendations for Program Review will need to be incorporated into the procedure.

DeLoach said IC's role in the resource allocation process should be included in the procedure.

Churchill said the procedure should include conversations and collaboration between IC and BC. He said there needs to be clarity about the Program Review content to ensure the program reviews include the information that is needed in a way that both the IC and BC can most effectively utilize it.

Gerken said the procedure should include something about the scope (how much of the budget) the Budget Committee and how often (annually) they make those recommendations.

12. VP OF INSTRUCTION REPORT

Lamb told Council she just received an email from the State Chancellor's Office that the repeatability legislation will be in effect by Fall 2013 and we will have to make a catalogue addendum because of our catalogue deadline.

Lamb said the new lab breakage and Scantron rules are also to be implemented by Fall 2013.

Lema said she thinks there will be pushback on these new rules (breakage, scantron) at the Spring Plenary session.

Gerken asked for the Spring 2013 syllabi, should faculty instruct students to buy or not buy Scantrons. Lamb said they have to buy them for Spring 2013 but to change their syllabi for Fall 2013.

Freytag pointed out that there are other areas besides chemistry that the breakage fees impact. Lamb agreed and said this does start a broader conversation about different fees that students are or are not charged.

Lamb reported that she was invited to discuss accreditation with employees from San Francisco City College which has been placed on show/cause. She said it brought back memories when DVC was on show/cause and the challenges we face at that time.

13. FOUNDATIONS FOR COLLEGE SUCCESS

Ellen Kruse shared the updated proposed charge and membership of the Foundations for College Success Committee that incorporates some minor changes based on feedback from Faculty Senate Council and College Council.

Machalinski moved to approve the proposed charge and function for the FCS Committee. Churchill seconded the motion. The question was called. All in Favor. Approved.

14. TECHNOLOGY SURVEY

Council reviewed and discussed the draft of the technology survey developed by Freytag.

Freytag told Council the survey is designed not to find out if we are having problems, but to gather data to have discussions at the College and with the District about where and how the problems can be resolved.

DeLoach said there are questions about labs that should be included. She said she will send some suggestions to Freytag.

Lema said right now we are gathering information. She said it has been suggested technology should be an ongoing item at District Consultation since technology is integral to the teaching learning process.

Machalinski said the survey should also ask for suggestions for improvement to our technology systems.

Lamb said many complaints show there is some confusion between issues with Wi-Fi capacity and site licenses.

Lema said we will perhaps invite someone from the District to a Council meeting after we review the survey results and determine which issues the college needs to resolve and which the District Office should resolve.

15. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*