



**FACULTY SENATE COUNCIL MEETING**

**February 28, 2011**

**APPROVED**

**PRESENT:** Laurie Lema (President), Beth McBrien (Vice President), Rick Godinez (San Ramon Campus), John Freytag (Corresponding Secretary), Milagros Ojermark (Applied and Fine Arts), Tom Barber (English), Marva DeLoach (Library), Craig Gerken (Physical Science/Engineering), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Katrina Keating (Math/CompSci), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Doug Dildine (Part-time Faculty Representative), Lisa Orta (Faculty Development Coordinator), Maria Dorado (Counseling), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** Buzz Holt (Social Sciences), Nicole Hess-Diestler (Representative-at-Large)

**GUESTS:** Susan Lamb, Valerie Colber

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

**1. APPROVAL OF THE AGENDA OF FEBRUARY 28, 2012, AND THE MINUTES OF FEBRUARY 21, 2012.**

**It was MSC to approve the revised agenda of February 28, 2012 as revised. All in favor. Approved.**

**It was MSC to approve the minutes of February 21, 2011 with corrections. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Freytag shared with Council that a situation had arisen about DSS testing accommodations. He said the center was closed for a period of time every day and his division had concerns that it was inconvenient for students. He said after they expressed their concerns to DSS, he received an email from Stacy Shears explaining how and what steps were being taken to correct the situation and it was done almost immediately. Freytag said this is an example of something that worked well.

Barber told Council he received an email about increasing his mailbox size and assumed it was from IT. Unfortunately it was a phishing attempt and after he opened it, he received about 12,000 emails! He warned faculty to be very careful about opening emails of this sort.

Dildine commented that he received the same email and knew it was a phishing attempt so he contacted the District but it took them two days to put out a warning email.

**4. APPOINTMENTS**

**Dean of Biological and Health Sciences Division and Physical Science and Engineering Division Dean Hiring Committee**

**Paper screening:**

1 faculty member from Biological and Health Sciences Division

Donna Wapner

1 faculty member from Physical Science Division

Jean Hetherington

**Interview Committee:**

2 faculty from Biological and Health Sciences Division  
John Freytag, Barbara Hewitt  
2 faculty from Physical Science Division  
Joe Krivicich, Daniel Abbott

**English Division and Social Science Division Dean**

**Paper screening:**

1 faculty from English Divisions  
Lisa Orta  
1 faculty from Social Science Divisions  
Obed Vazquez

**Interview Committee:**

2 faculty from English Division  
Judy Myers, Keith Mikolavich  
2 faculty from Social Science Division  
Lenore Gallin, Joan Symonds

**Arts and Lecture Committee**

Toru Sugita – Art Department

**Part-time Faculty Representative -Spring Semester** (replacing Len Grzanka)

Valerie Colber

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

**5. ANNOUNCEMENTS**

McBrien informed Council the Scheduling Committee has identified approx 4.5 FTEF in cuts for fall 2012 and the information has been sent to the departments. She said they will meet this coming Friday and discuss how to approach the cuts for spring 2013.

Lema added that the Scheduling Committee is starting to debrief about how to improve effectiveness especially when working with department chairs/area coordinators involved in scheduling. She said we need to begin the broader discussion on values and priorities which will impact future scheduling decisions.

Keating reminded Council the March in March is this coming Monday, March 5. The UF has 5 buses going from DVC. Students have until Feb 29 to get their form completed.

Keating said several members of the UF Executive board are going to Sacramento this coming Sunday to the FACCC Advocacy and Policy Conference, and will then be in Sacramento for the March in March. Keating is asking faculty to send her any compelling stories about the impacts of cuts on students.

Flores-Lowry announced the DVC Basketball Team will be in the third round of the playoffs and will be hosting the game against Fresno on February 29 at 7 p.m.

Churchill commented that if the Scheduling Committee is a Brown Act body, they should be publishing agendas and minutes. Lema confirmed that it is a Brown Act body as a committee of the Senate and she will ask the Scheduling Committee to discuss this.

Orta announced she will be attending the national League for Innovations Conference on March 4-7. She will be speaking about the Whistling Vivaldi Project and equity issues at DVC. She said she is concerned because there is no funding in our Professional Development program. She said of the last two Teaching Innovation activities that were scheduled, two people showed up for one, and none for the other.

Lema reminded Council the Dinner Theater is scheduled on March 16. The cost is \$45 per person including the dinner and theater tickets. She encouraged faculty to mark their calendars and start getting groups of colleagues, family and friends together to attend.

Lema informed Council the Spring Plenary Session is scheduled on April 19-20 and is in San Francisco. She said the Senate has funds to send her and McBrien and maybe one or two more. She said interested faculty should contact her.

Lema told Council submissions for the Forum have dwindled. She said a call went out for articles and currently only classified ads and announcements have been submitted. She said she is concerned about the future of the publication. Council members said they would like this discussion as an agenda item.

Lema told Council she receives emails from Scott Lay with updates about the budget and said one in particular she just received has information about proposed legislation that would hold half the funding for a student until the student finishes a class.

## **6. ACCREDITATION**

Susan Lamb told Council she just went through training to be a member of a visiting team. She distributed to Council the Guide for Evaluating Institutions. She explained the visiting team members read the college's self-study beforehand and begin writing their report prior to the visit. At the visit, the team asks questions and looks at evidence.

Lamb said at this time she will review some overall information with Council before going through the standards. She encouraged Council to read the Guide and said they should notice there is a lot of emphasis to look at dialogue at the colleges. In looking at dialogue, the visiting teams want to see that pertinent topics are discussed in many different areas of the college from different perspectives. She said the evidence of dialogue is in minutes and related documents. She reminded Council that if something is not working well, accreditation looks at what we are doing to fix or improve it. She said when they look for evidence of student achievement and learning they will be looking at all the college systems that support and impact those – governance, resource allocation, etc.

Lamb explained that there has been an emphasis on student achievement. That is how many students have completed classes, earned certificates and degrees, and transferred. She said now they are also looking at student learning which is different than achievement and that is evidenced through SLOs. She added that we should be on a proficiency level for SLOs by October 2012.

Keating commented it is important that we track how many students go to out of state, and private colleges as it would probably increase our achievement numbers. They are not tracked at this time.

Lamb reviewed for Council the standards. They are Institutional Mission and Effectiveness, Student Learning Programs and Services, Resources, and Leadership and Governance.

Lamb reviewed that the main points today are to keep in mind what types of evidence they will be looking for, and the delineation of student achievement and student learning. She added that we are not just talking about SLOs at the course level but how our college supports it in all areas. She reminded Council faculty can look at SLOs in other areas on the SLO web system to get a broad picture of how we support student learning.

Freytag said he believes from what he learned at the Accreditation Institute, we should be fine in terms of SLOs but the proficiency rubrics have not been set yet.

Lamb said she will bring the rubrics to the next meeting but they are not well developed.

Lamb stressed the importance to keeping notes or other evidence of department efforts addressing student learning and student achievement.

## **7. PROFESSIONAL DEVELOPMENT COMMITTEE CHARGE AND FUNCTION**

Orta reviewed for Council the changes she made to the proposed charge and function of the Faculty Professional Development Committee based on the discussion at the last meeting. She said it needs to be updated because it is very old and does not reflect what the committee does now. In light of no budget, it needs to be updated to reflect what role it should play, and to address Flex compliance. She told Council she attended the State Academic Senate Webinar on Flex and learned more on Flex compliance. From the webinar she learned the chair of the Faculty Development Committee should report to the College-wide Development Committee not for approval but to inform.

Orta explained Flex is compensation for 6 days in an academic year of which faculty are not in the classroom. Classified and managers are invited but they don't have to be, and they are not required to do Flex. In our district we have three Flex days in the fall and three in the spring at the beginning of the semester. The state could audit us for compliance. At DVC we have designated the Faculty Development Committee as the Flex Advisory Committee. She said the state advisory is that the advisory committee consists of representatives from all constituency groups. The way to address that is to have the Faculty Development Committee report to the College-wide Development Committee. However, the UF contract does not reflect this current practice. Until revisions are made to the contract regarding Flex, each college has the latitude to establish its own practice in alignment with the state requirements.

She added that Flex activities are supposed to respond to a District annual needs survey and the Faculty Development Program is required by the State Chancellor's Office to have evaluations of our Flex workshops. The Faculty Development Committee should coordinate with the District on the needs survey.

Orta also said the Nexus, Flex and Staff Development Coordinators, whether it is one, two, or three people, they should sit on the Faculty Development Committee. She said the current Faculty Development Committee thinks it has been helpful to have six faculty members on the committee including the coordinator(s), and a representative from SRC. The Chair of the Faculty Development Committee should also sit on the District-wide Development Committee.

Gerken pointed out in the draft charge the coordinator is not listed as a member of the committee. Council agreed to add that to the charge in addition to the six faculty members.

Keating said she is concerned there is nothing in the charge that the committee has to come to the Senate for approval of flex activities during Flex days.

Orta responded that the Faculty Development Committee is the Flex approval body.

Keating said she has an issue with the committee deciding that nothing but what they approved for one of the Spring 2012 Flex days was allowed to be scheduled, and it did not come to the Senate.

Freytag said Council should put the issue of blocking Flex days for only certain activities on an agenda.

Council agreed they would like to see a revised draft charge to reflect the suggestions for membership before voting. This will come back to Council with revisions for action.

## 8. VP OF INSTRUCTION REPORT

Lamb told Council last year we were in compliance with Title 5 updates and SLOs. However, this year, because we had to work on the audit of the hours by arrangement classes, we got behind on Title 5 updates so it was decided to give an extension for Title 5 updates until February 15. However, there was one course offered only in San Ramon, that did not meet the deadline because it came to the Pleasant Hill campus and there was a delay in getting it signed off so it was two days late. Lamb asked Council if the course should be given an exception on the deadline so they can be considered for resource allocation.

Lema asked Council if they want to make a motion on this or come to consensus.

McBrien said it is appropriate to grant the extension as there has been significant changes in the process and this is left over from cleaning it up.

**DeLoach moved to approve the exception by acclamation. Motion seconded.**

After discussion, the following motion was drafted:

**The Faculty Senate agrees to allow the Art 126B course to be included as "compliant" in regards to the instructional program review Title 5 compliance deadline in order to be considered for resource allocation. The question was called. All in favor. Approved.**

## 9. PRESIDENT'S REPORT

Lema reported the Institutional Planning Committee had not yet completed their FAQ sheet about their proposal to bring in an outside consultant to help the college with a process for writing a strategic plan. They will be on the next meeting agenda. They will also report on Juan Lopez's references.

Lema shared with Council information she received in an email from Scott Lay on the LAO forecast. The LAO is projecting revenues are going to be \$3 billion lower than estimated which means the governor's proposed 12-13 budget will be \$6.5 billion short even if the November ballot measure passes.

Lema also shared the email from Scott Lay stating the estimated cuts for our district in 11-12 are \$15 million.

Gerken asked if this means we now have millions less than we thought we had or, we are where we had planned to be because we did not include these funds in our budgeting. Lema responded that we are about where we had planned to be.

Dorado asked when the increase in student fees will begin.

Orta encouraged faculty to attend the Budget Committee meetings to hear more information on these issues.

Lema told Council there are conversations with the CCCCDC Governing Board about our risk. She said one governing board member said they want to make sure colleges use all their funds they have before releasing any reserves. She said the colleges are encouraging the district to use reserves.

Lema reminded Council District will be giving their budget presentations at the colleges in April.

Lamb told Council the fee will go up to \$46 this summer.

Churchill informed Council there are two districts in the state that are not having any of the budget problems that we are. Those are Marin and Orange County, because they take in a lot more in property taxes than other districts.

Keating added that for that reason, those districts are not used in comparisons across the state.

Lema informed Council Peter Garcia just sent out his recommendations for 11-12 resource allocations to the college. She reviewed he accepted the recommendations that came from the Integration Council, the Budget Committee, and the College Council in the categories of technology, equipment and supplies, and facilities. She explained Garcia has outlined three phases for the technology allocation. The first is to replace all computers 2005 and older as they can no longer be efficiently supported. The second is to replace lab computers. And the third is to address significant failures of new computers, and any affordable network enhancements based on remaining funds.

Lema said Garcia also stated that if costs for items are less than predicted, the areas do not get to keep any extra funds. She said there are some items that were estimates that may come in over and those will be accommodated if they are within a reasonable amount.

Freytag said he is still concerned that faculty will not be given the option of getting a Mac computer. Lema said she will take that discussion to consultation with the President.

Keating said she has heard concerns that laptops take a lot of abuse and therefore do not last as long. She suggested instead of giving everyone the big bulky bags with laptops, they give the option of getting a neoprene bag to better protect them.

Lema shared with Council proposed Board policy on Distance Education regarding integrity. She explained the ACCJC requires we have a policy on this. The minimum requirement is that a student must have an ID and a password and that is what is included in the proposed policy. She said our Faculty Senate Distance Education Committee is also looking at the proposed policy and will bring any recommendations to the Senate. This will be an action item on our next agenda and Lema will take it to consultation.

Council discussed the possibility of recommending a stronger policy than what is proposed. Lema said she can discuss this with FSCC before consultation since at least two of the colleges would need to want a stronger policy.

Lema said she wants to share with Council some concerns she has about the Teaching Excellence Internship Program. She explained this program was developed at the district level with the goal of increasing faculty diversity. She said historically internships were facilitated at the college level with graduate students, and not with people who have already completed their Masters. She said FSCC was minimally consulted when this proposal was first initiated. The next she heard about it was in an email that was forwarded to her by a colleague, announcing the program. She told Council three of our departments, Math, Chemistry, and English have submitted interest. However, Lema said faculty have expressed concerns with the process for developing this proposal, how the applicants will be selected, the selection committee, and who is eligible to apply for the program. Lema said she will send out the proposal to Council and will put it on the next agenda for more discussion.

## **10. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*