



**FACULTY SENATE COUNCIL MEETING**

**March 27, 2012**

**APPROVED**

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

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

**1. APPROVAL OF THE AGENDA OF MARCH 27, 2012, AND THE MINUTES OF MARCH 13, 2012.**

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

**It was MSC to approve the minutes of March 13, 2011 with corrections. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Ojermark said the Applied and Fine Arts Division Council is concerned about the fact that's Bill Oye's position is being eliminated and she read a statement from them. "Bill Oye not only assists students but helps support the faculty, his expertise and consist support and advice is critical in this area. The college cannot afford to lose this position".

Ojermark told Council one of DVC's Japanese international students committed suicide last week. She said the foreign language department knows a lot of the international students but they did not hear about this incident from the college. They want to be able to help the other students but they need to be informed about these things to be prepared to offer support.

Freytag said at some point we need to review our process for computer replacements. He said there has to be a better process to ensure faculty have functioning computers. He said there are faculty that have keyboards missing keys! He said he bought his own computer last year when his college computer died. He did not get any reimbursement and IT will not service personal computers.

Holt commented that at the last Senate meeting there was some discussion that bordered on criticizing a member personally and as a Faculty Senate we should give these people a high degree of independence.

**4. APPOINTMENTS**

None

## **5. ANNOUNCEMENTS**

Orta announced the Nexus class of 2008 is graduating. She said they had a strong Student Services component because there are several counselors in the group and they were a wonderful group to work with. She said they will be acknowledged at the District this Wednesday and there will be a reception at the college soon.

Orta said Flex planning for fall 2012 is being done now. She said there is no obligation for part-time faculty for that semester. The activity request form is being sent out today.

Orta announced a DVC Excel Institute is scheduled in the Staff Development Center. There will be a series of three workshops offered twice each.

Barber announced English Articulation Day is scheduled on April 25. High School English teachers will be invited to this event.

## **6. VP OF INSTRUCTION REPORT**

Lamb told Council they need to agree on a deadline for SLOs that have not been completed. She said they have talked about April 13 and would like feedback.

Lamb reviewed with Council a form for faculty to request a double section. She reviewed some of the reasons a request can be made for a double section.

Lamb also reviewed with Council a form to request a 100% online load for teaching. She said these forms are drafts and she would like feedback but she needs enough information to make an informed decision when she receives these requests.

Machalinski said in her area they offer split sections but she does not see that option on the form. Lamb pointed out that option is listed at the top of the form.

Gerken asked if there is a problem with teaching double sections. Lamb responded that if we are saying there is no difference between a class with 25 and 50, then why do we have class maximums?

Holt said that we have said for a long time we want smaller classes and then we turn around and sabotage that. His division does not agree with his position concerning double sections.

Churchill reminded Council it's not as easy as it sounds to teach a double section. He said you would need help correcting papers and other classroom support for double sections.

Lamb said she was in LA the previous week on an Accreditation Visit. She said the college is part of a nine college district and they study three colleges at a time over a six year period.

She explained the visiting team receives the college's self-study and then the team writes their report. When the team visits the college they ask to see evidence to confirm and verify what was in the self-study.

Lamb distributed the Standard II guidelines document and an accreditation guide for distance education.

She pointed out in the first document there is a section describing the standard and a section of the questions the visiting team would ask for each of those areas within the standard.

Lamb said there are 180 questions and a visiting team often works 15 hour days.

Lamb reviewed with Council some of the standards requirements for instruction and what types of evidence would be needed.

Lamb encouraged faculty to put their name on the list to be part of a visiting team. She said it is a valuable learning experience and they are pushing to have more faculty on teams.

## **7. VOLUNTARY/LDF FUND**

Lema told Council that last year the attorney for the faculty lawsuit over the dean structure forgave the balance of his bill. However, we still have an outstanding debt to George Turner who loaned the Legal Defense Fund a large sum of money out of his own pocket. Lema informed Council we currently have about \$2500 in the Voluntary

Fund out of which we usually pay for the faculty lecture and food for the reception, wine for dinner theater, and some of the expense for the retirement dinner. She said we used to award scholarships also. She said this year so far there are two retirees that include one faculty member and one classified. She reminded Council last year people were waiting to see if there would be a retirement incentive before deciding to retire so most of them submitted their names late, consequently we did not have a retirement dinner. Instead we provided a retirement reception instead. She said she is not sure what the senate's role should be in organizing and paying for a retirement event. Lema also informed Council in the past faculty have donated to the Kennedy-King Scholarship out of the Voluntary fund. This year, we cannot donate to Kennedy King and also do a retirement dinner. She asked Council what their priorities are for this fund.

Churchill said we should support scholarships over a retirement function and he is not opposed to having the college administration involved in a retirement event.

Orta said retirees have given many years of service and she did not think last year was an appropriate send off for them. She is hoping we can do something a little more respectful.

Hess-Diestler suggested we do something at the end of the semester kind of like a convocation.

Lema posed the question who should be responsible for organizing and paying for an event? Especially considering the event is for all employees and the college has not come forward before. Lema told Council the donations to the Voluntary and Legal Defense fund have significantly diminished.

Lema reviewed with Council the Kennedy King Scholarships are awarded to students in the district who are transferring to 4 year colleges. She said traditionally we have donated \$300. There is a banquet for the winners and it is a very inspiring event.

**It was MSC to donate \$300 out of the Faculty Senate Voluntary fund to the Kennedy-King Scholarship Award. All in favor. Approved.**

## **8. WAIT LIST**

Lema told Council Beth Hauscarriague could not make it to this meeting so she will provide information on her behalf.

Lema said currently students have five days to add a class if they are on a wait list and receive an email when a space opens up. She said with the reduction in schedule, the Student Services Committee wants feedback on moving the date back to open up spaces sooner. They are proposing a three day window instead of five.

Gerken asked if it is three business days. Lema said it is three real days, not business days.

Machalinski said she is worried about the problems with the Insight email that students are still having. She said this question should go to ASDVC to see what the students think about it.

Council agreed in general to support the three days wait list time as long as the Insite issues are addressed.

## **9. STRATEGIC PLAN MEETING**

Lema told Council Juan Lopez, the consultant the college has been vetting to help with writing a Strategic Plan, came to the college and met with several individuals and groups to talk about what he could provide for the college. DeLoach said she thought the meeting was very open and she was favorably impressed by him. She said she supports hiring him for the first phase and then an evaluation should take place to determine next steps.

Churchill said he still has concerns about the money for this but we should move forward in getting a survey out to the whole college to see if there is buy-in. He added that Lopez was not selling himself but he wants to make sure what we want is in his skill set.

Hess-Diestler said it is important that there is a product at the end of each phase.

Barber agreed with Churchill and though it was good Lopez got his feet wet about what he would be facing.

Ojermak said she thought at first we could do this ourselves but left the meeting with Lopez feeling we could benefit with a neutral person at least for the pre-phase.

Orta said she needs assurance that he is going to get up to speed on the bigger picture, such as things coming from the state, our mission, etc.

Lema said she met with Lopez individually in the morning, with the faculty groups in the afternoon, and at the end of the day with Lopez and the President. She said faculty perceptions during these meetings were consistent with her perceptions in the first meeting on campus that she attended with him. She said he is genuinely assessing the readiness of the college to do the work. And he commented that as a result of his meetings today, he heard about some of the college's challenges.

## **10. PRESIDENT'S REPORT**

Lema said a request came through Consultation for each of the colleges to look at the Program Discontinuance Policy. She questioned that if we have to make severe cuts after November, how would the college if needed make decisions about discontinuing programs.

Machalinski said there are two ways to discontinue a program. One is to not schedule enough sections to keep the program viable and the other is to follow a policy to eliminate the program.

Lema asked what type of input faculty should be providing to management in this process? Where in the process should faculty be involved? And who would participate in the process?

Gerken commented that this is a lengthy and involved process and there is the simple way Machalinski mentioned. He said he can't see a way to quickly make decisions on which programs to eliminate if we need to after November.

Hess-Diestler said we should not eliminate programs based on funding.

Lema reminded Council the Scheduling Committee uses criteria for classes and we could use criteria to look at programs. She said we need to discuss this now and not wait until we are forced to make these cuts if in November the ballot measure does not pass.

Freytag reminded Council there are some colleges that are losing full-time faculty because they did not want to deal with the cuts.

Machalinski commented that there are great programs that cost a lot but that is not the only factor to consider. She asked how much money would really be saved because we may have to retrain faculty from eliminated programs.

Lamb reminded Council that faculty re-training is a contract provision.

Lema told Council this policy was written under different circumstances. It had to do more with viability, demand and need, not funding. She added that it is not about suspending programs. If the budget proposition does not pass, we can't count on that money coming back any time soon.

## **11. SCHEDULING COMMITTEE MEMBERSHIP, SURVEY RESULTS, AND VALUES CONVERSATION**

Lema reviewed for Council a survey that was sent to department chairs and area coordinators with three questions. There were 25 responses out of about 40. Lema highlighted the following key points that came out of the answers: The process stimulated thoughtful conversations in the divisions and departments about scheduling, programs and values, etc. faculty are looking ahead at scheduling for sequencing of classes long-term, to assist students to complete their degrees, certificates, and transfer requirements.

Faculty felt frustrated with the scheduling cuts impacting their programs, and were also frustrated with the short timelines.

There were unintended consequences identified issues related to staffing and innovations.

Faculty also expressed a desire to improve the process including having more time, and that that recommendations for cuts are considered and given more opportunity to be explained.

Lema reminded Council they need to continue discussing terms and membership of the Scheduling Committee. She said we also need to have value conversations to help inform the Scheduling Committee about schedule priorities.

Unfortunately, it is late in the semester and questionable whether faculty will have time to have a broad college-wide conversation about values. The college will discuss value priorities when working on the strategic plan.

Machalinski is concerned that it will be too late.

Lema asked is it possible for Council to have the discussions with their divisions and then have FSC take on the values conversation. She said the Senate Officers will bring back some ideas for the April 10 meeting.

## **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

