



FACULTY SENATE COUNCIL MEETING

March 6, 2012

APPROVED

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Rick Godinez (San Ramon Campus), John Freytag (Corresponding Secretary), Nicole Hess-Diestler (Representative-at-Large), Buzz Holt (Social Sciences), 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), Maria Dorado (Counseling), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Lisa Orta (Faculty Development Coordinator)

GUESTS: Susan Lamb, Peter Garcia, Emily Stone, Despina Prapavessi, John Hanecak, Mario Tejada

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

1. APPROVAL OF THE AGENDA OF MARCH 6, 2012, AND THE MINUTES OF FEBRUARY 28, 2012.

It was MSC to approve the revised agenda of March 6, 2012 as revised. All in favor. Approved.

It was MSC to approve the minutes of February 28, 2011 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Ojermark commented that in her division, Applied and Fine Arts, there are many classes that give exams that require multi-media. She said the time period for administering make-up exams is not enough for the multi-media to get set up. She said they need at least a week to do those types of make-up exams.

Keating said her department was concerned about the District spending money on a Faculty Teaching Excellence Internship Program at the same time schedules are being cut. She found out the this program is paid for by a categorical grant and the classes for them will be additional classes to the schedule, so will not take classes away from other faculty.

4. APPOINTMENTS

Faculty Lecturer Selection Committee

Cheryl Wilcox

Danni Vilas

Patrick Leong

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

5. ANNOUNCEMENTS

Lema announced the State Chancellor Jack Scott has announced his retirement.

Keating said she went to the March in March and about 13,000 faculty and students were there as well as Occupy people participating. She said she was able to visit with legislators. Although the legislators heard what they had to say, Keating said there have been no major changes in the way things are going. But, the UF stays in contact with legislators throughout the year and there have been small movements of change.

Hess-Diestler announced there are two matinees of “The Crucible” scheduled for students on February 23 and February 28 both at 10:30 a.m. She reminded Council instructors must make arrangements through her for students to attend. Students cannot individually make arrangements to attend.

6. BUDGET COMMITTEE REPORT

Hanecak reported that the Budget Committee recently completed their recommendations for allocation of one time monies for 2011-2012, that have since gone through College Council and have been forwarded to the President. He distributed and reviewed with Council a document from the BC on where cuts have been made over the last three years. He explained the BC wants to know what budget categories the BC should be making recommendations on, since we are moving into phase three of the budget process.

Lema said this is such an important topic, she would like to open it up for discussion at this time.

Freytag said in reference to the revenue figures for international students, that the budget changes are changing the mission of the college but we are not changing our schedule to accommodate the international students.

Hanecak said in looking at salary categories, he needs to confirm who decides on staffing levels for classified and managers.

Lema said the college needs a staffing plan for these decisions and it should be part of our strategic planning.

Hess-Diestler pointed out this is really good information but it does not show that the same amount of work has to be done even after the staffing cuts have been made, and a lot of that work is trickling down to faculty.

Machalinski pointed out faculty are increasing the productivity by taking students over the class limits. However, to fill every seat does not give students flexibility in their schedules.

Lamb reminded Council although faculty have been trying to increase productivity, we still have the lowest productivity in the District. Keating commented that the three colleges use different FTEF goals and the other two colleges are higher than ours.

Lema thanked Hanecak for presenting this information so clearly. She reminded Council the District budget presentation at DVC is on April 17 from 3-5. She said this is at the same time as our Council meeting and said Council needs to think about ending their meeting early to be able to attend the budget presentation.

Hanecak said he will come back to get feedback on the budget categories.

7. PROFESSIONAL DEVELOPMENT

Council reviewed the changes made to the charge and membership recommended by Council at the last meeting.

Freytag said he is concerned that in the charge there is no potential for Senate input on the Flex schedule. Keating added that she would like the Senate to be able to approve, not just provide input on the Flex schedule when a dedicated focus has been decided, and when and how those focused workshops will be scheduled.

Lema asked Council if they support these concerns and the consensus was yes they do.

Machalinski said these discussions have usually come to the Senate but last year there was some miscommunication and she does not think we need to add it to the charge.

Lema commented that we would expect any Senate committee to come back to Council with any major efforts they are undertaking.

Keating said the way the last Flex was scheduled is not just her concern but many people were not happy they were told they could not schedule any workshops conflicting with the Flex Focus workshop after they had already scheduled them. Keating said she remembers the announcement about a Keynote speaker but nothing about blocking the day off for other workshops. She said the issue is that it did happen and she does not think it should have been allowed to happen.

DeLoach moved to table the motion and bring updated language back before voting. All in favor. Approved.

8. VP OF INSTRUCTION

Lamb distributed to Council accreditation Standard II.A.2. She reviewed with Council what types of evidence visiting teams would be looking for in that standard. She gave examples of SLOs, committee minutes, and program reviews. She said we need to provide evidence that justifies how we are working to meet those measurements.

Hess-Diestler said she is concerned if we keep raising the bar, students will forever be trying to reach it and never get there. Lamb said we should not focus on every SLO at once, but at one or two per course at a time. Once students have reached proficiency on one SLO, then we start focusing on another.

Lamb reviewed with Council the Accreditation Eligibility Requirements which are the minimum we must have met to be considered for accreditation. The eligibility requirements must be met or ACCJC will not even look at how we meet the broad standards.

Barber asked Lamb what they are supposed to do with this information she is providing them. Lamb said we want every person at the college to understand why we do SLOs, what does accreditation need from us, and to help people to understand the bigger picture. Lema added that this is educating the Senate Council to help articulate it to others.

9. PRESIDENT'S REPORT/ TEACHING EXCELLENCE INTERNSHIP PROGRAM

This item was postponed due to time constraints.

10. GOVERNING BOARD DISTANCE EDUCATION POLICY 4014

Lema told Council they do not need to vote on this item today if they are not ready but she will take their feedback to consultation.

Mario Tejada, Chair of the Faculty Senate Distance Education Task Force, explained the proposed policy was created by Ted Wieden based on the ACCJC and the State Chancellor's Distance Education Policy.

Tejada explained the policy is broken into three sections. Part 1 is the opening paragraph discussing how CCCCDD will authenticate DE and Correspondence students through the use of CCCCDD provided student IDs and passwords. Part 2 defines the difference between Distance Education and Correspondence Education. And Part 3 details Course Review and Approval for DE courses. He said the main points are separate approval for the distance education portion of a course and that Review and Approval must also follow the Curriculum & Instruction Procedure 4008 process that includes course quality standards, course quality determinations, Instructor Contact, and duration of approval. Tejada said in short, DE courses are based on approved courses with a separate vote; DE courses need to be taught to the same standards in quality as in a classroom course; and DE courses are considered active based on the same criteria as a face-to-face course.

Holt asked if we will be able to verify with certainty who is taking the course. Tejada responded that until we have technology such as fingerprint id, we won't be able to know definitively who is taking the course

Machalinski said the minimum required verification standard should not be the minimum standard for our college.

Tejada said our local committee will be discussing having more strict standards but this is the district policy.

Lema told Council she discussed this with FSCC and they have not received feedback yet from their faculty.

Freytag said if the college has higher standards than the other two colleges in the district, what about a student from those colleges that take an online class through DVC. He said there is a need for this concern to be addressed district-wide.

Lema said she will take to consultation DVC's desire to have a stronger policy.

Machalinski moved to support Board Policy 4014 with the added stipulation that the initial log-in of students for any distance delivered education course through the district/college approved learning management system; as well as directing the Senate president to strongly advocate for stronger student identification procedures. Majority of Council in favor. Approved.

11. STRATEGIC PLANNING

Emily Stone presented a PowerPoint to Council on the reasons and vision for the Institutional Planning Committee's proposal to hire a consultant to help the college with the process of developing a strategic plan. She said this process would create a collective culture for how we will move forward and help us unify our efforts. She said a consultant would facilitate an inquiry, and establish a strategic planning team to guide it. She said we don't know exactly what the process will look like but we need a process to inform the strategic planning process. Stone said Juan Lopez comes highly regarding and he is also a DVC alumnus. She added that he has already given 20-30 hours pro bono. She said the IPC is seeking endorsement to pursue the use of a facilitator and will bring a proposal back for final approval. She said as they are working on a final proposal, they will set up some meetings with Lopez and invite the Faculty Senate Council to participate. Stone distributed to Council a FAQ sheet on their proposal.

Hess-Diestler moved that the FSC vote on the IPC proposal to pursue Amistad Associates to work on a strategic planning plan. Motion seconded.

Dildine said he is concerned about the cost. He said if we are indentifying the inside resources to write the plan, then we will be writing the plan and do not need an outside consultant. He also would like to know more details about the process and what we would be paying for.

Prapavessi said the initial cost would be about \$10,000-\$15,000. She said we would be spending more than that for the time required if we were to do it ourselves. She added that we also have more and more demands from the state and this would help us maximize what we can do to help our students. In addition, we need an impartial facilitator to help ensure no one is swaying the plan to their agenda.

McBrien is concerned the IPC is not representative of the whole college and would not provide a broad vision. Stone clarified the IPC are working to coordinate the efforts and would ensure there is broad input. Prapavessi added that the IPC wants campus-wide discussion. She said for three years we have had a culture that has not addressed the need for planning, and now we need to educate ourselves to learn to plan together.

Garcia said the IPC did a lot of hard work on how to convince the college that planning is important and develop a benign process. He said plans are meant to address concerns and we have an obligation to plan. We have a group that has been tasked with that within our governance structure. People could put forward another process if they want and get the buy-in.

Barber said he supports the proposal because the IPC are the experts and he trusts that. He said they have considered options and come up with a plan.

It was MSC to extend the meeting 10 minutes. All in favor. Approved.

Hess-Diestler said one reason she supports the proposal is because it shows accreditation we are willing to take action to meet our needs.

Dorado said she supports the proposal and added that we are on a timeline and can't stall this process.

Machalinski said the IPC document was written for the college we were three years ago. She believes we have done a lot of "mini" planning in the last three years and we now have the beginning of a good planning process. She suggests we use the members from committees that can do this.

Holt said he supports it but the problem is the uncertainty about the cost. He said it's not the amount, but wanting to know what we are paying for.

Garcia said he expects the total cost for the whole process will be in the \$35,000 range. He added that the timeframe is to have delivery of the plan in about nine months.

Colber said she agrees with Machalinski and we need to learn to do these things ourselves.

Keating asked where is the money coming from? She said she thought the Council would hear the consultant's vision of the process.

Lema said she realizes that the college is improving but we have a long ways to go. She asked who is going to take on this job? She wants the Council to consider the realities of how the development of a strategic plan is going to happen.

Despina reminded Council this is a two phase approach. She said we are only talking about the \$10,000-\$15000 for pre-planning the first phase at this time. After the first phase we can decide if we want to continue on our own.

McBrien commented that she does not know of anyone at the college who can take on more work.

Godinez said no group on this college wants to cede the final decision on issues to another so at that point, we would need an outside consultant.

Stone told Council they are bringing Lopez to the campus to have a college-wide forum to discuss the proposal. He will also come to the Senate Council to address their questions and concerns.

The question was called to vote on an Institutional Planning Committee proposal to pursue the use of a facilitator in stages to assist the college with strategic planning. All in favor with four abstentions. Approved.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Ann Langelier-Patton

Administrative Secretary