



**FACULTY SENATE COUNCIL MEETING  
MAY 1, 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), Katrina Keating (Math/CompSci), Buzz Holt (Social Sciences), Tom Barber (English), Marva DeLoach (Library), 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), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)  
**ABSENT:** Lisa Orta (Faculty Development Coordinator), Valerie Colber (Part-time Faculty Representative),  
**GUESTS:** Susan Lamb, Ted Wieden, John Hanecak, Patrick Leong, Mario Tejada, Leslie Risbrough, Becky Opsata, Robert Burns, Rita Delgado, Barbara Hewitt, Obed Vazquez

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

**1. APPROVAL OF THE AGENDA OF MAY 1, 2012, AND THE MINUTES OF APRIL 10, 2012.**

**It was MSC to approve the agenda of May 1, 2012. All in favor. Approved.**

**It was MSC to approve the minutes of April 17, 2011. All in favor. Approved.**

**2. PORTAL TASK FORCE**

Lema reviewed for Council that this task force was formed at the beginning of the Fall 2012 semester because of numerous problems with student emails and WebAdvisor. She introduced Robert Burns and Becky Opsata from the Portal Task Force to report on the group's work this academic year.

Burns told Council the task force has established a liaison with District IT to make them aware of problems on the campus and to communicate to the campus when the District is implementing any changes. He said individuals should contact the task force when they have issues to make sure they are aware of them and they are addressed. He said one of the issues they were able to resolve this year with District was the long wait time when using WebAdvisor which is now fixed. He said they also were able to resolve the issue with losing access to students' personal emails. They now receive a notification in their personal emails that they have an email waiting for them in their DVC email. He added that some other issues have popped up recently and they are looking at them for resolution.

Burns informed Council there is now a WebCT "lite" available for instructors who just want to post class materials and other basic functions of WebCT. However, for more advanced uses of WebCT, faculty should use the full version. Opsata said she had tested the "lite" version and it works well.

Opsata informed Council there is now a WebCT Smartphone app called MOX for students and instructors. However, the instructor app is not working yet and the task force has informed District.

Machalinski said the students personal emails worked well and said she never heard a good reason why they changed it. Burns agrees with Machalinski but said the District felt using the college emails was a way to force the students to use the portal.

Burns told Council the task force does not have any further meetings scheduled at this time and recommended they become a standing committee.

Lema said she will check to see if a time limit was placed on the group when it was approved and if so, a motion could be made for the task force to continue. She thanked the members for their work.

### 3. BUDGET COMMITTEE REPORT

John Hanecak informed Council the Budget Committee is finalizing a document outlining their role in Phase III of the implementation of the budget process. He said also as part of Phase III, the committee is looking at ways to redistribute operational funds. Hanecak said the Committee has included in their report a concept on long term planning. He said the committee does not think they should select a plan but will be looking at a draft five-year budget and will discuss what is reasonable within the scope of the college. He said the committee will be acting as sort of the college LAO (Legislative Analyst's Office).

Hanecak explained over the next 3 years DVC will have a \$4-5 million deficit even if the ballot measure passes. Hanecak reviewed with Council a spreadsheet showing a projected increase in revenues starting in 2014-2015 through 2016-2017. Part of the increase is if the state decides not to audit us further on Positive Attendance Hours, we can put the money we had set aside back into our budget. He then reviewed with Council a spreadsheet of projected expenditures through the same period of time. He pointed out step and column expenses will remain somewhat stable but health benefits for existing staff could increase by 10%.

Keating asked if the benefit figures include existing retirees. Hanecak said he is not sure but the Budget Committee can recalculate it if it is thought the predicted benefit increase is too high. Keating responded that she thinks it should be around 4%.

Hanecak then shared with Council some options they discussed that were presented to them by Chris Leivas for across-the-board reductions to address the \$3 million shortfall for DVC. He said the committee made the assumption we cannot continue to balance the budget by cutting managers and classified so they came up with three options that DVC can control. The options include furloughs, eliminating summer school, a compressed calendar, and a 4-day week. He said he realizes these options are extreme but they have started the conversations we've never had before.

Hanecak then reviewed the issues and concerns about the options. They include the impact on students of eliminating summer school, overlap with bargaining issues, recruitment of new employees, and reduction of workloads.

Hanecak said decisions about the cuts have to be made by the end of the calendar year to accommodate the scheduling process.

Keating cautioned that we should not make permanent decisions for temporary situations. She said there are other options that can be explored. For example, renting out the overflow parking lot. She said also there is a lot of activity on the legislative front that could help the budget situation for CCCs. She said we should wait until November to make any final decisions.

Freytag said he is concerned we would not be able to attract good employees with the proposed cuts to classified. He also asked if the reductions would effect benefit compensation or contributions. Hanecak said the Budget Committee are looking at those issues.

Holt said he realizes we cannot discuss bargaining issues in this body but said that is where the money is and faculty has to consider salary cuts at some point.

Lema said she will invite Hanecak back to the next meeting to continue the discussion.

### 4. APPOINTMENTS

Lema explained one of the faculty members previously approved for the Strategic Pre-Planning Committee will not be able to participate and consequently is asking for approval of a replacement. Below is the list of the whole group with the updated member (\*\*).

#### **Phase I -Preplanning Steering Committee for Strategic Planning**

(14 members- 6 F, 3 C, 3 M)

2 members from Institutional Planning Committee (Emily Stone/Tish Young)

2 members from College Council (Laurie Lema/Ann Patton)

2 members from Integration Council (Beth McBrien/Lupe Dannels)

2 members from Budget Committee (Lisa Orta/Ray Goralka)

**\*\* 1 Faculty Senate member Jamylle Carter, replacing (Paula Stanfield)**

2 Classified Senate members (Scott Heiden, Rudolph Rose)

1 Management Council representative (Ted Wieden)

2 Student representatives (TBD)

#### **Student Disciplinary Appeal**

Ed Trujillo

**It was MSC to approve all the faculty appointments listed above contingent on their confirmation of availability. All in favor. Approved.**

## **5. ANNOUNCEMENTS**

Lema announced ballots for the offices of Faculty Senate Corresponding Secretary and Representative at large will be distributed this week. They are due back on May 17.

Lema reminded Council the Faculty Lecturer is this week. It will be presented on Wednesday from 12:30-1:30 in MA 101, and again on Thursday from 7-8 pm in the Forum with a reception following.

Lema announced the 5-10-15 Year Employee Recognition event is on Thursday, May 10 from 2:30-4 in the Norseman.

Lema announced the Faculty Tenure Reception is on Tuesday, May 8 from 4-5 in the Norseman.

## **6. COUNCIL COMMENT**

Freytag commented the college needs to figure out a way to cover the Dean of Student Life position. The position is very important to ensure advocacy for our students.

Holt said we rely on particular individuals at the college to provide data for budgeting and scheduling among other things. But we will always need accurate data and we need to be careful if in the future we don't have people we trust as much in those positions.

## **7. PUBLIC COMMENT**

None.

## **8. ACCREDITATION ADVISORY GROUP**

Lema explained an Accreditation Advisory Group was formed to oversee the ongoing accreditation process in anticipation of our next Accreditation report in 2014. She met with President Garcia and the Classified Senate President and Jeanie Dewhurst and came up with a list of people with expertise in areas related to the accreditation standards. She said the group will develop a high level of expertise on accreditation standards. This group will be responsible to oversee the draft edits and review the evidence, ensure the document is vetted through the college community, and ensure the report is written in a way that describes DVC in the best light that the evidence supports. This committee will also discuss new information and requirements coming from ACCJC. The Co-chairs are the ALO and Faculty Senate President.

Following are the areas of expertise and designees from those areas:

Accreditation Liaison Officer – Susan Lamb

Faculty Senate President - Laurie Lema

Classified Senate President – Ann Patton

SLO chair – Lindsay Lang

Vice President Student Services or designee (TBD)

Past or Future ALO – Ted Wieden

President's Executive Assistant – Jeanie Dewhurst

Resource expertise – Ray Goralka (Spring12/Management Appointment/Fall faculty appointment)

Institutional Effectiveness expertise – John Freytag

Distance Education expertise – Mario Tejada

Student Services expertise - Sue Rohlicek

Information Technology expertise – (TBD Classified)

Students (2)

Lema said she has not received confirmation from all the faculty members listed but asked Council to approve them and if they cannot serve, she will bring a new selection for approval.

**Machalinski moved to make a motion to approve the faculty members listed above as an emergency item. Motions seconded. All in favor. Approved.**

**It was MSC to approve the faculty members listed above to serve on the Accreditation Advisory Work Group contingent on the faculty member's agreement. All in favor. Approved.**

## **9. VP OF INSTRUCTION**

Lamb informed Council the District has a Productivity Dashboard available through the portal to compare courses and programs across the district by TOP codes.

Lamb shared with Council the proposed new guidelines on repeatability from the Board of Governors. These especially affect PE and the arts. She explained there are guidelines for how many times an individual student can repeat a course and there are guidelines for how many times specific courses can be repeated. Clarification was needed on the guidelines for repeating specific courses.

Lamb explained there are "families" of courses defined in the guidelines. She said for example, a course may have sections for beginner, intermediate and advanced. They can also include those levels for several related courses such as jazz piano, classical piano and contemporary piano. She encouraged faculty to read it thoroughly and provide feedback as there are many little changes proposed.

Lema said this will be on the next agenda.

## **10. SCHOLARSHIP COMMITTEE REPORT**

Lema introduced Patrick Leong, Leslie Risbrough and Rita Delgado from the Scholarship Committee.

Leong informed Council the scholarship season just closed and they had 280 applications of which they awarded 117 scholarships totaling \$74,000. He explained they award internal scholarships as well as external such as the Kennedy-King Scholarship for which they had 17 applicants and 4 were awarded scholarships. Another external scholarship is the Rossmore Scholarship of which they received 20 applications and awarded 6 for a total of \$3500. He said they also awarded scholarships from the Blackhawk Women's Club and the Diablo Vista Retired Teachers Association. He said also for the first time ever, a DVC student was awarded the Jack Kent Cook scholarship for \$35,000. This scholarship only awards 60 students nationwide each year.

Leong told the Council there is a reception for scholarship winners this Friday May 4 from 2-4, and a community celebration also on the 4<sup>th</sup> from 4-5:30.

Leong told Council they are thinking about closing the application period earlier next year to allow more time to read and consider applications which have been increasing as the economy stays down.

## **11. SCHEDULING COMMITTEE**

McBrien told Council the Scheduling Committee met the previous Friday and discussed strategies for their next meeting where they will be identifying shadow sections that can be cut in case the ballot measure does not pass.

## **12. OEATF COMMITTEE REPORT**

Lema introduced Mario Tejada, Chair of the Online Education Advisory Task Force.

Tejada told Council the Task Force had agreed to what they wanted to accomplish in the spring and had agreed on a baseline of understanding because they all come from very different perspectives. He said they had just begun their work when the new Learning Management System was coming online so they were able to be a liaison with the district to alert them of any issues and keep the college informed. Tejada said the Task Force just had their last meeting of the academic year the previous Friday and they developed a list of data questions for the District Research Office to have information available in the fall. Tejada said the Task Force also gave feedback to Ted Wieden on the District Distance Education Policy. He said the committee will continue some of its work over the summer via email. Then at their first meeting of Fall 2012 they will look at the data and the policy, and model best practices. They also want to make sure training is provided for the new LMS.

Tejada told Council the Task Force feels it should become a standing committee. He said as ACCJC continues to develop more criteria for distance education, we need to stay on top of it.

**Holt moved to make the OEATF a standing committee of the Faculty Senate. Motion seconded.**

Tejada commented the group wants it to be called the Distance Ed Committee.

Council agreed to look at the Task Force charge again and make changes as necessary before voting.

### **13. ACCREDITATION**

Ted Wieden informed Council we have an SLO Accreditation Report due October 15 this year. He said ACCJC has provided an online template for the report and they are looking for a lot of evidence, not narrative.

Wieden reviewed for Council several of the sections in the standards that include SLOs. He said students are to get credit for a course if they have satisfied the SLOs. But we use the course objectives in the course outlines at this time.

Lema said the ACCJC has finally caught up with what DVC has been doing for years in using course objectives as the measurements of broad based goals. She said if we look at SLOs as the assessment of objectives, that fulfills ACCJC requirements.

Wieden explained the ACCJC wants an aggregate of how many students met SLOs on a course by course evaluation.

Vazquez asked if we can rename the course objectives in the outlines to SLOs. Wieden said he will get clarification from the State Chancellor's Office.

**Freytag moved to change the name of course objectives to SLOs in the course outlines if the State Chancellor's office says this is acceptable. Motion seconded.**

Lema said this will be back on the agenda.

### **14. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*