
**FACULTY SENATE COUNCIL MEETING
AUGUST 28, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Milagros Ojermark (Applied and Fine Arts), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Cheryl Martucci (Math/CompSci), Buzz Holt (Social Sciences), Keri DuLaney-Greger (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), Renee Sporer (SRC), Doug Dildine (Part-time Faculty Representative) Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: None

GUESTS: Susan Lamb, Scott MacDougall, Beth Hauscarriague, Cheryl LeMay

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

1. APPROVAL OF THE AGENDA OF AUGUST 28, 2012, AND THE MINUTES OF AUGUST 14, 2012.

It was MSC to approve the agenda of August 28, 2012. All in favor. Approved.

It was MSC to approve the minutes of August 14, 2011 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

DuLaney-Gregor said she hopes the college when looking at enrollment figures, takes into account the technology issues that came up in WebAdvisor the previous week that caused problems for students trying to register.

DuLaney-Gregor said the Journalism Department Chair informed the English Division Council there are ten journalism programs at community colleges across the state that are being decimated. The Journalism Chair expressed the desire to start a momentum here to address this issue, and requests it be placed on a Faculty Senate Council agenda.

Flores-Lowry said there have been changes in the form to give incompletes and the PE Division had not been informed. She wants to know when and how did these changes get made.

Holt said the Scheduling Committee is sensitive to issues such as technology problems that may affect enrollment when they are making their decisions.

Churchill said there has been progress with the movement to make DVC a smoke free campus. He said we have signs that designate where the smoke free areas are now but the amount of people smoking on campus is increasing. He recommended the smoke free environment include the parking lots which would mean all DVC property. He commented that it is not just a health issue but a maintenance issue also. He said to contact him if anyone wants to help support this effort.

4. ANNOUNCEMENTS

Dorado announced a Transfer Admissions Guarantee workshop and drop-in times will be offered on several days in the Counseling Center starting on September 5. She distributed a handout with the dates and times. Flores-Lowry announced the Diablo Classic Volleyball Tournament will take place on the following evening in the DVC gym.

5. APPOINTMENTS

Governance Committees

Budget Committee

Reappoint

John Hanecak - Faculty Senate Rep -2nd term

Ray Goralka-Instructional Program Review from Manager to Faculty 2nd term

Vacancies

Katrina Keating - Administrative Program Review

College Council

Vacancies

Danni Vilas Faculty from Student Services

Integration Council

Reappoint-2nd term

Beth McBrien - Applied and Fine Arts

Lupe Dannels – Counseling/Student Support Services

Andy Barlow - Social Sciences

Appoint

James Hoffmann - Biological and Health Sciences

Ruth Sison - Library and Learning Resources

Jason Mayfield – Physical Science and Engineering

Claudia Eckelmann - Business Education

College Work Groups

Accreditation Advisory Group

Appoint

Ted Wieden – change from management to faculty

Strategic Planning Taskforce

Appoint

Ray Goralka – change from management to faculty

Hiring Committee

Senior Dean Curriculum, Instruction and Career Development

Paper Screening/Interview

Ted Wieden

Obed Vazquez

Mark Steidel

Faculty Senate Committee

Scheduling Committee

Julie Walters - SRVC

Machalinski said she received a request via email from Barbara Hewitt asking to postpone approving the appointment for the Integration Council from Biological and Health Sciences today because she is concerned with the process and the appointment of James Hoffman. Machalinski said it has been unfortunate that the selection process was not understood. She stated she has not received any other emails from her division about this issue. Gerken asked if there is dissension or agreement in her division regarding the appointment. Machalinski replied other than a request to postpone the vote, she had not received any emails from her division. Faculty from her division have requested clarification of the selection process for all faculty.

Holt said he is concerned with the idea of talking about the candidates for committees as it is not an election. He said for this particular committee the members from the divisions are not to be advocating for their own areas, but

looking at what is good for the whole college, especially the students. He said it's just the way it is that sometimes we have to make hard judgments and then we need to move on.

Council agreed to go ahead with the vote on appointments.

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

6. PROGRAM REVIEW/RESOURCE ALLOCATION PROCESS

McBrien reported that the Integration Council was originally going to divide into groups to read the Program Reviews and then come back together to rank all of them. She said after discussion, they agreed to not rank them all as one group but to sort them into categories. She explained they realized they were comparing apples and oranges such as new equipment vs. operational funding. She said they are also going to be looking at ways to simplify, clarify, and improve the Program Review process.

Machalinski commented that we have come a long way in the last three years with this process and we need to acknowledge we are making progress on improvements to the process.

Lema said College Council is starting to have significant discussions about our college committees and how they support the process, including if a committee needs to exist or if the work could be done elsewhere and if committees have the right expertise in their membership.

7. FACULTY HIRING

Lema told Council she is scheduled to meet with President Garcia to discuss forming a debriefing group on the faculty hiring process. She will report back to Council at the next meeting. She said it would be a debriefing on the general process but not on specific hires.

Lamb suggested the group should include James Hoffmann and Lupe Dannels since they conduct the training for faculty hiring workshops.

8. STUDY ABROAD FACULTY APPLICATION – Appendix A

Scott MacDougall, Chair of the Study Abroad Faculty Selection Committee, said the program has become more of a District program and some issues have arisen about the selection process. The committee has been working on improving the process. He explained, in the previous year, the semester assigned to the Barcelona location was cancelled due to a lack of students. He said the committee has discussed the importance of the recruitment process and the participation of the faculty member in recruitment.

MacDougall shared with Council the faculty application packet and recommended changes. He said the changes are mostly linguistic and increase emphasis on what is being asked of the applicant. He also said the faculty selection date has been moved back to allow for more recruitment time. He said the committee has said they need to know more about the faculty applying and would like to interview the applicants. The committee wants to select faculty who in addition to teaching the class have the skills to recruit students.

Holt said he is concerned that being an effective recruiter, teacher, and chaperone are very different skills.

MacDougall agrees and said there has been a lot of emphasis on the academic skills, but they want to emphasize the recruiting aspect more when making their selections.

Lema added the participating faculty get a 2.0 for the assignment so they have a reduced load during the study abroad teaching semester because part of the work is recruitment.

Machalinski shares Holt's concern but said the faculty member shouldn't necessarily have to be the one to recruit, as long as they are ensuring recruiting being done.

MacDougall said one problem is no one is actually running the overall program. He agrees the faculty member does not have to be the recruiter but we don't have the funding to have separate recruiters so currently we need to rely on the faculty member.

It was MSC to approve the recommended changes to the Study Abroad Faculty Application Packet. All in favor. Approved

Freytag asked about setting a goal for recruiting X amount of students per month. MacDougall said when developing a program, you don't ever want to stop recruiting.

Lema thanked MacDougall for his work and support for the program. MacDougall said he will come back to Senate as the committee works on more recommendations to the process.

9. FACULTY SENATE COUNCIL TRAINING

Lema informed Council the Brown Act is designed to create transparency in decisions made by legislative bodies. She said the Faculty Senate Council is a Brown Act body because they are recognized by the Governing Board. She said not all college committees are Brown Act but the college strives to operate under the principles of the Brown Act to maintain transparency in our institution.

Lema reviewed some key rules in the Brown Act including the following: Agendas must be out 72 hours in advance of the meeting; there needs to be a brief description of the agenda items; and time must be provided for public comment. She explained items can be placed on the agenda for action the first time it is brought before the body, however we usually don't take action until an item has been disseminated for feedback. An item must be noted as an action item on an agenda in order to vote on a motion. In certain cases, action can be taken as an emergency item if it is determined there is a critical need for action prior to the next meeting.

Lema asked Council to read through the document on Academic and Professional Matters under Title 5 that was emailed to them prior to this meeting. It will be on the next agenda.

10. MEETING DATES

Council reviewed the following meeting dates for the Fall 2012 semester:

August 14

August 28

September 11

September 18

September 25

October 9

October 23

October 30

November 13

November 27

December 11

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

11. VP OF INSTRUCTION REPORT

Lamb informed Council she is working on the timeline for the accreditation process. She told Council our SLO report is due in mid October. This report should show we are at the proficiency level for SLOs at this time. All the state community colleges must submit this report in October.

She reminded Council we also have to do substantive change reports for new programs, distance education updates and several other items as required by the ACCJC.

Our Accreditation Self-study (comprehensive) visit will take place in October 2014. We will get a committee structure developed this Fall and a draft report in the Spring. In addition, we may have to do another substantive change report. Lamb said these are fairly large reports and include a lot of evidence. She explained reports for ACCJC used to be more narrative but now we must provide proof that we are doing what we say we are doing. Lamb reviewed the timeline for the work we have done over the last three years for the show cause sanctions. She said we now need to evaluate where we are in the process of that work.

Freytag asked if that is what the Integration Council is evaluating. Lamb responded that they are looking at a large piece of it but we need to evaluate it on an even broader scale.

Lema reminded Council processes for program review is an academic and professional matter so the Faculty Senate needs to take the lead in evaluating the process.

Lamb told Council in the SLO report we need to show there is a consequence for programs and areas that did not complete their SLOs or Title 5 updates. She distributed a list to Council of those that have not been completed.

Cheryl LeMay said her division has a couple courses they have not been able to offer for the last four years, so how do we assess their SLOs. Lamb said there needs to be a discussion on whether courses such as those should be included in the catalog.

Lamb continued explaining some of the consequences of not completing SLOs or Title 5 updates. They include not getting faculty hires, and funding.

Colber asked if we have determined why those on the list have not completed their SLOs and Title 5 updates. Lamb said there is assistance to help them complete their requirements. The old Research Office is now the SLO Office where they will provide that assistance.

Freitag commented that funding needs are different from department to department, such as one that needs a lot of materials as opposed to one that does not, so the consequences are uneven. Lamb clarified that the consequences apply to additional resources, from one-time funds.

Holt said his area is on the list to complete SLOs and they were just told in April they had to do SLOs. He said his area does not need any supplies, and they bring in a lot of money. Can they just not do them?

Lamb said if they don't do their SLOs, they put the college at risk of being put on sanctions. She reiterated there is help available to complete their SLOs.

Lamb told Council the new requirements on course repeatability will go into effect in Fall 2013 and our catalog needs to be updated to reflect the changes. She explained the new requirement does not allow any repeats except for certain "families" of courses such as beginning, intermediate and advanced piano. However, the course "families" need to be consistent across the district. She said we need to resolve how we want to address this before we talk district wide.

Lamb told Council the Department of Education is looking closely at colleges' units to hours standards. She said we need to be consistent in our standards.

Machalinski said in the sciences it is three units for one hour of class and one unit for three hours of lab. She said we need to look at what qualifies as labs. She said the Curriculum Committee is discussing this and will probably make some recommendations.

Lamb reminded Council we are being audited on several things right now including hours by arrangement and daily attendance classes, so we need to keep moving on making sure we are compliant with regulations in those areas.

Lamb told Council we need to pull together the Scheduling Committee before November.

12. STUDENT SUCCESS TASK FORCE

Beth Hauscarriague explained to Council, Counseling and Student Services want to plan an all college day for January 2013 and address implementation of the Student Success Act recommendations. She said there are many implications across the college and they want to be sure to have participation and input from all areas. They propose the following task force membership: 2 Matriculation representatives, 2 counselors, 2 members of the Faculty Senate Student Services Committee, and 2 at-large student services representatives. The members will include faculty, staff, and managers.

Machalinski commented that we need to address what the college can do and also what the individual can do to address the recommendations.

Hauscarriague said it's not the composition of the Task Force that is so important, but to engage people and areas. Hauscarriague said she and Cheryl LeMay will facilitate the formation of the Task Force.

Lema said the College Council has begun having conversations about the overall committee structure including perhaps putting all the committees that address student services under one umbrella.

Council agreed they support the idea but want to see a task force charge and membership in writing before a formal vote.

Lema advised Hauscarriague and LeMay discuss the proposal with President Garcia, and keep the Strategic Planning Body in the loop.

13. EQUIVALENCY

Freytag explained that the motion on the floor essentially says Lema is requesting the Council direct her to defer to the State Senate guide for Equivalencies when she is asked to sign off on an equivalency.

The question was called to vote on the motion support the continued use of the ASCCC Minimum Qualifications Handbook for 2012-14. All in favor. Approved.

14. ENDORSE GOALS – Appendix B

Lema reviewed a list of the Senate goals for 2012-2013 Council developed at the previous meeting. Machalinski said the academic integrity item is not just about monitoring but also about having a defined college standard.

Keating said she would like to see something about ethics in our goals. She said for example, regarding the issue of unearned grades.

Freytag said we need to work on a program discontinuance process.

It was MSC to approve the Senate goals for 2012-2013 as revised. All in favor. Approved.

Lema told Council to get feedback on prioritizing the goals.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

Appendix A

Study Abroad Program Faculty Responsibilities

Selected Faculty will do the following in preparation for their assignment abroad. Any person not willing and able to fulfill these obligations may be removed from the assignment. **.2 of the Instructor's load while abroad is contingent upon successfully meeting these expectations.**

Maintain an active recruiting schedule, presenting in not fewer than fifteen classes each month and a minimum of four classes at each of the district's campuses (DVC, LMC, CCC & SRVC).

Attend all information meetings, approximately six to ten, for recruitment of students at DVC as well as other District campuses, even if these meetings conflict with one's own classes (Administrative leave will be given.)

Attend CCCCDCD Study Abroad Committee meetings the semester before going abroad.

Faculty selected should expect to put in a minimum of two-five hours weekly in the recruitment process. These recruitment activities are coordinated through the District Study Abroad Office.

Attend required Consortium/AIFS meetings, including AIFS orientation program before leaving. (Approximately two-three per program.)

Attend an orientation session before departure.

Participate in a program evaluation on site at conclusion of term.

Attend a student/faculty "debriefing" event on return from program.

Attend a CCCCDCD Study Abroad committee meeting on return to discuss the experience of the program for the Committee.

Attend FLEX workshop on Study Abroad to share experiences with prospective participants.

Approved by:

Study Abroad Programs Committee (10/24/95)

Faculty Senates Coordinating Council (2/15/96)

**Contra Costa Community College District
Faculty Application For Teaching Abroad**

Fall 2013 – Paris

Spring 2014 – Florence

Fall 2014 – London

Application Deadline is Monday, September 24, 2012

Name: _____ E-mail: _____

Home Address: _____

City, State, Zip: : _____

College / Office Address: : _____

Division: _____ Work Phone: : _____

Teaching Field/Discipline: : _____

FSA(s): _____

Please consider me an applicant for the 2012-2013 Semester Abroad Programs.

{Check the program(s) you are applying for. If applying for both, please submit a separate application for each.}

Fall 2013 – Paris Spring 2014 – Florence Fall 2014 - London

If circumstances require, would you accept a .80 assignment? (See 14b below)

Yes No

For the benefit of future applicants, we would like to share the applications of selected faculty. Should you be selected, would we have your permission to share this application? Yes No

Signature: _____ Date: _____
Faculty

Signature: _____ Date: _____
Department Chair

Signature: _____ Date: _____
Division Dean

Comments:

Note: There is selection priority to faculty that have not participated in the program in the past

Program information and guidelines:

The CCCC Study Abroad program along with its partner colleges (San Mateo, Santa Rosa and Consumnes River) sends approximately 120 - 50 local students and four faculty abroad for a 13 week semester program. Qualifying students must have satisfactorily completed 12 units of college level work. During the semester abroad, each student must maintain a minimum academic load of 12 units.

A typical full time assignment in the Study Abroad program involves three courses and a “Life and Culture” course, which is required for all students. Lecturers from the host country will provide a considerable amount of the content for this course. Faculty is expected to serve as instructors of record, provide supplemental lectures, issue grades and handle course coordination.

An instructor selected for the program has the opportunity to work in cooperation with faculty from other participating colleges. The proposed courses must be lower division transfer courses with appeal to a broad spectrum of students. Faculty is encouraged to select courses which are particularly suited to being offered in a foreign setting. Full-time, tenured Faculty as of program start are eligible to participate in the semester study abroad programs. **Priority will be given to faculty who have not recently participated in a Study Abroad Program.**

Supplemental information to attach to your application:

Identify the three CCC, DVC, or LMC courses you propose to teach in addition to the Life & Culture course. If you are recommending to teach courses outside your normal departmental teaching assignments, please consult with the Study Abroad Office and relevant department chair(s) prior to submitting your application.

Identify three alternate courses that you are qualified to teach and would find appropriate under the previously mentioned guidelines. Alternate courses may be offered in order to avoid curriculum conflicts between selected faculty.

Organizing, coordinating and developing course, programs and other learning experiences will be required. What have you done that demonstrates your ability to organize or initiate programs or activities?

On a separate page, write a description of each course and describe how you will incorporate the foreign locale in your instruction. Describe any special approaches, directions or goals that the foreign locale stimulates you to envision. Provide examples of field trips and other supplemental educational activities you would provide for students during the semester abroad. This aspect of the application is the most important because the committee would like applicants to demonstrate their understanding of the potential for cultural enrichment of the curriculum.

Please list all subject areas (FSA) which you are qualified to teach.

Recruitment

Our experience indicates that the more active you are as a recruiter, at your own College, at other colleges within the District, the more successful you will be in attracting students to the foreign study program. Our experience also indicates that, if you don't actively recruit, there is a high probability that your portion of the program will be cancelled due to low enrollment.

Faculty selected for Study Abroad Programs must attend all information sessions, plan and implement recruitment activities, participate in other recruitment efforts, including program promotion, student recruitment and student orientation.

What experiences do you have with regards to these activities, and what specific activities would you propose and execute for successful student recruitment?

Approximately 35 students may apply locally for the program. Are you prepared and willing to provide informal educational and personal advising and support services for these students? Please explain.

Other Details

Describe any experience you have supporting or participating in our District's Study Abroad program during the last ten (10) years? If you have taught Abroad, please list program and date.

What individual or group travel experiences have you had?

While foreign language proficiency is not a requirement, please indicate the foreign languages you speak, write and/or read.

Write a personal statement expressing why you desire to participate in the Study Abroad Program.

What special qualifications do you have that make you well suited to serve as a semester abroad faculty member?

Will you be able to make the necessary personal and financial arrangements in order for you to participate in the program?

Faculty will earn their regular salary during the semester abroad program. Selected faculty will be provided with a \$3,000 housing stipend and a complimentary round trip airfare or pro rata share thereof based on a 20:1 student ratio. Additional personal expenses can be expected such as rent, meals, surface travel, etc.

In the event that the program is unable to recruit enough students to assure the viability of all of your classes, would you be willing to accept the cancellation of one of those classes and the reduction of your load to a .80 assignment for the Study Abroad semester? (Should this become necessary, you could supplement the .80 assignment with banked load in order to receive your full salary.)

Please feel free to add further information that will assist both the local faculty selection committee and the college consortium committee in making a final decision on the faculty/curriculum for the upcoming programs.

Submit this application (email or hardcopy) to **Shemila Johnson** at DVC Instruction Office by 5:00 p.m., **Monday, September 24, 2012.**

The pool of applicants will be reviewed by the District Study Abroad Faculty Selection Committee. That committee will select and interview Finalists before making its recommendation to the District Director of International Education. Interviews will be conducted October 5, 2012. Please keep that date open, should you be selected for an interview.

FACULTY SENATE GOALS
2012/13

1. Continue refining and improving our college processes and committee structures.
 - Work on perfecting program reviews - how to most effectively write and use them.
 - Review committee structure, program review process and how program review process integrates with governance committees. (PR/RAP)
 - Lead conversations about budget, budget processes and efficiencies and how these will impact the future of the college, it's mission and strategic planning.

2. Continue refining committees and processes to ensure work is both meaningful and sustainable.
 - Work should help us educate students and be institutionally effective.
 - Review and recommend number and types of committees, number of faculty serving on committees...etc.
 - Advocate for enough full-time faculty to effectively manage the increased workloads due to accreditation, SLO and the Student Success Act mandates.
 - Create a culture of support for each others' efforts.

3. Examine educational programs and student services.
 - Support collaborative efforts to address the Student Success Task Force Act recommendations. (possibilities include counseling faculty and matriculation committee working together, college flex day activity...)
 - Expand transfer degree offerings.
 - Study our international students. Learn more about:
 - Teaching strategies
 - Student services needs
 - Budget implications
 - Where they fit in our mission
 - Continue to monitor and set high standards for Academic Integrity.
 - Address ACCJC mandates Distance (Online) Education and review policies to ensure alignment.
 - Make progress to closing the achievement gap.

4. Be proactive in planning.
 - Develop accreditation expertise on the standards, provide oversight to submitted documents/reports, begin preparing for the (comprehensive) self evaluation and begin to address current weakness or deficiencies.
 - Take leadership in shaping the college strategic plan.