



**FACULTY SENATE COUNCIL MEETING
SEPTEMBER 18, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Katrina Keating (Representative-at-Large), John Freytag (Corresponding Secretary), Milagros Ojermark (Applied and Fine Arts), 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, John Hanecak, Newin Orante, Jason Mayfield

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

1. APPROVAL OF THE AGENDA OF SEPTEMBER 18, 2012, AND THE MINUTES OF SEPTEMBER 11, 2012.

It was MSC to approve the agenda of September 18, 2012. All in favor. Approved.

It was MSC to approve the minutes of September 11, 2011. All in favor. Approved.

2. PUBLIC COMMENT

Glenn Appell told Council about an editorial that was just published in the SF Chronicle attacking shared governance in community colleges in reaction to the situation at San Francisco City College. He said he distributed copies at the Board of Governors meeting he had just attended. Appell encouraged all faculty to join FACCC since they are front line advocates for community college faculty. He said in addition, FACCC is lobbying to defeat proposition 32 and approve proposition 30. FACCC helps faculty have a united front for political lobbying. Appell said he will come back to the next senate meeting with more information.

Jason Mayfield said there is a need for more transparency in how college committee faculty representatives are selected.

3. COUNCIL COMMENT

Gerken commented that as a member of the Grade Appeal Committee, they have had a number of cases where it has been very difficult to make an objective decision because the records no longer exist. He said the rule is to keep records for one year but if a student has indicated a concern with their grade, it would be wise to hang onto those records longer than a year.

Gerken distributed the Ed Code on Standards and Criteria for courses. He said he would like a discussion about issues around this regulation to be on a future Senate agenda.

Machalinski requested an agenda item to discuss how the Council could share notes to communicate immediately with their divisions about Senate Council.

4. ANNOUNCEMENTS

Lema announced the call for nominations for a part-time Senate Council representative has gone out. They are due on October 2 and the election will take place from October 5-19.

Lema announced the call for a technical writer for the accreditation report has been publicized. She said any constituency can apply. How they will be paid depends on whether they are classified or faculty. The amount of compensation will vary semester by semester depending on the workload at that time. Lamb added that she has had some people ask if anyone outside of DVC can apply. Lamb said they need to be from DVC.

5. APPOINTMENTS

College Council

Vacancy

Danni Vilas (Student Services Expertise)

Institutional Planning Council

Vacancy

Toni Fannin

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

6. VICE-PRESIDENT OF STUDENT SERVICES

Lema introduced Newin Orante, the new VP of Student Services.

Orante said he is glad to be here and has been fully engaged for the last two weeks since he started. He said he was at LMC for eight years so he is familiar with the District organization. He is looking forward to working with us.

7. BUDGET

Hanecak, Co-chair of the Budget Committee explained the membership of the Budget Committee. He said there are eleven members. They include one from each constituency for a total of 3, 2 from ASDVC. There are also 6 representatives that are listed with program review expertise in instruction, student services and administration. These may be from faculty, managers or staff. These committee members are selected by consensus between the college president and the two senate presidents. Lema said there is obviously confusion concerning the student services, instructional and administrative program review reps. She explained you can't represent a program review. These individuals are required to have program review expertise. They are still appointed constituency representatives because they are appointed through their constituency bodies. Hanecak added that the charge stipulates that no more than three program review members can be from any one constituency and at least one representative must be from SRC.

Hanecak said the Budget Committee has discussed adding one more classified and one more faculty but they have not made any recommendations.

Keating suggested the term program review be struck from the membership list and just say an administration, instruction, or student services representative. Lamb responded that colleges are being put on sanctions for not showing a connection to program reviews in their resource allocation process, so we should probably keep the term program review in the membership list.

Lema said it has been a challenge regarding how we define expertise.

Keating said it would be useful to add an explanation in the charge about how those areas are selected.

Hanecak said the committee's challenge has been getting new members up to speed.

It was moved and seconded to approve the proposed revisions to the Budget Committee charge and membership including the recommendation that the selection process be included in the description.

Lema said this will come back next meeting for a vote.

8. FSC 2012-2013 GOALS

It was MSC to approve the recommended FSC Goals for the 2012-2013 year. All in favor. Approved.

Lema told Council we need to discuss the prioritization of the goals.

Machalinski said we cannot prioritize the goals because they are all inter-related. Council agreed. Keating said she would like the Senate to start discussions about a program discontinuance policy now so we can be ready if proposition 30 does not pass. Freytag said some of the goals we can accomplish very simply such as a statement about academic integrity and clarification on how appointments are made.

9. STUDENT SUCCESS TASK FORCE

Council reviewed a proposed charge and membership for a Student Success Task Force. Lema said she has met with Hauscarriague, LeMay, Orante, and Garcia to discuss this proposal. She said reviewed the proposed charge and membership and requested the proposed task force be supported by the Matriculation Committee. Lema explained the original proposal for this task force was for them to work on the January Flex activity. The Senate could then decide to extend their charge as an advisory group to the implement the Student Success act. Orante asked if there is another group that is looking at the mandates from the state beyond planning for flex. Lema said the results of the Flex activity will funnel into strategic planning which will be needed to implement the mandates. Orante said he just does not want to lose site of the mandates as some of them are supposed to be implemented this year. Lema said the Senate can discuss later if they want this body to extend beyond flex planning. Lema agreed the college needs to address the mandates and suggested the Senate can discuss later if they want this task force to extend beyond the flex planning. DeLoach recommended the charge of this task force be extended to February 2013 to help move any recommendations from the flex activity forward. Lema told Council Hauscarriague requested the reporting status of the task force should be the Faculty Senate and the Matriculation Committee. Orante commented the proposed membership is at least 50% faculty and he would like to see clarity on classified participation especially from Student Services. Council agreed. Council also agreed to add the Classified Senate President to the process for selecting cross-constituency members. Lema commented that since the planning for the flex activity is not charged to the Professional Development Committee, there does not need to be a Professional Development member on the task force to plan the flex activity although we will keep them in the loop.

It was MSC to approve the recommended charge and membership with revisions of the Student Success Task Force.

All in favor. Approved.

10. STRATEGIC PLANNING

Lema explained there have been questions about how we will select people for the strategic planning focus groups and interviews. She reviewed that there will be a college-wide survey, focus groups of about 20 each and about 16 individual interviews. The Strategic Planning Task Force decided that the College, Faculty Senate and Classified Senate presidents would ask people to each forward 20 names for the interviews and focus groups. Then the Task Force will review the names and take them under advisement for consideration of individuals to be interviewed and participate in the focus groups. Lema read a statement prepared by the Strategic Planning Task Force explaining the criteria describing the request for the names and factors to consider for name submissions. Lema asked Council members to each submit 20 names and indicate if they would be for an interview, a focus group or both by Thursday of this week.

11. SCHEDULING COMMITTEE

Lamb told Council the Scheduling Committee will have their first meeting of the semester this coming Friday. She said they will be looking at a 7.5% cut in case Proposition 30 does not pass. She said we need to start the discussion now because after the election, we don't have much time to make decisions for the upcoming schedules. She said they also will need to discuss how the cuts will be spread out since we need to balance our summer, spring and fall schedules to maximize FTES. Machalinski said they need to keep in mind the paths for transfer students so they can get the classes they need to transfer in two years. Lamb agreed and added we need to rethink how we look at programs. Lema said this is why we need to talk about criteria for cuts. She said some of the criteria will not be possible to consider anymore.

Machalinski asked if some sort of sub-group could re-write the criteria and bring them back to Council. Lema said she will have the Senate Officers review the criteria and bring back their recommendation to Council.

12. ACCREDITATION REPORT

Lema explained the Accreditation Advisory Group decided the SLO Accreditation report would be vetted through the SLO Committee and then brought to the Senate.

Lindsay Lang, Co-chair of the SLO Committee, explains the report is due by October 15. At this point, we are supposed to be at proficiency level in our SLOs. She distributed the rubric for the reports and explained there are seven parts to the report, and each part correlates with each bullet in the rubric. She told Council Ellen Kruse has been hired as a tech writer for the report. She said at this time, all of the evidence is identified but it needs to be gathered into one place. She said also the summaries are supposed to be no more than 250 words so there is some editing to do. She will come back to the next Council meeting with the most updated draft report.

Lamb told Council to be the jury when reading the report and see if it proves what we are saying.

Machalinski said as we put more courses or programs on hiatus, we need to have a way to identify courses that have not been taught in a few years and exempt them from SLOs. Lang said that would be useful for us but we will not get dinged by ACCJC for that type of situation. Lamb cautioned ACCJC and the State Chancellor's Office have slightly different slants on the guidelines, so we need to be cautious about this.

13. VP OF INSTRUCTION REPORT

Lema told Council we had three grade appeals last year and we average about two a year out of about 70,000 grades that are issued so those appeals are not the usual. She clarified for the purpose of grade appeals; we need to keep records for one year. But for legal appeals or apportionment, we need to keep them for three years.

Lema suggested faculty have a checklist each year for what is required from them for record keeping that includes this information. Lamb said it is on the syllabi checklist that is sent to division deans. Lema asked Lamb to bring the checklist to a Senate meeting for Council review.

14. FACULTY SENATE PRESIDENT'S REPORT

Lema told Council last year the Senate endorsed the Senate President to assess which policies and procedures to bring to Council. The Council agreed those that are not AP matters, the Senate President will have the authority to make a determination on whether or not to pass them and report those decisions back to Council. She said she will report to Council updates on policies and procedures.

Lema shared with Council the Program Review Task Force report from last spring which listed strengths, challenges and improvements needed in the Program Review Process as it relates to resource allocation and planning processes.

Lema also shared a proposal for the Program Review Task Force to work on continuous improvement in program review content and process.

Lema noted that she read through our college procedure for Program Review which was written when we were developing our processes during our show cause accreditation period, and stated the procedure does not accurately reflect our current processes. President Garcia has called a meeting with Schenk, Westlake, Orante, Lamb and Lema to discuss our common understanding about Program Review forms, timelines the process etc. One of the issues is who owns program review, where should it be housed, who should have the responsibility for its review, what is no longer working in the procedure, and should the process and procedure be revised. Lema asked the Council to review the Task Force recommendations for the proposed purpose and the FSC's role in Program Review. It will be back on the next Senate agenda.

15. FACULTY DEVELOPMENT

Lema told Council we have staff development funds this year. The college is currently is without a professional development coordinator. Andy Kivel is the manager assigned to oversee Staff Development, She explained, historically we had a formula that was used for distribution of the funds to college-wide, faculty, classified and management professional development activities. She asked Council if they want to consider changing the formula to allow for increased allocation of professional development funds to college-wide activities.

It was MSC to use the formula that we have in place, for this year. All in favor. Approved.

16. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*