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**FACULTY SENATE COUNCIL MEETING  
JANUARY 29, 2013  
APPROVED**

**PRESENT:** Beth McBrien (Vice President), Katrina Keating (Representative-at-Large), John Freytag (Corresponding Secretary), Milagros Ojermark (Applied and Fine Arts), Marva DeLoach (Library), Keri DuLaney-Greger (English), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Cheryl Martucci (Math/CompSci), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Renee Sporer (SRC), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** Laurie Lema (President), Buzz Holt (Social Sciences), Maria Dorado (Counseling)

**GUESTS:** Susan Lamb, Sarah Boland

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

**1. APPROVAL OF THE AGENDA OF JANUARY 29, 2013, AND THE MINUTES OF JANUARY 22, 2013.**

**It was MSC to approve the revised agenda of January 29, 2013. All in favor. Approved.**

**It was MSC to approve the minutes of January 22, 2013 with corrections. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

None.

**4. ANNOUNCEMENTS**

Keating shared with Council a brief update on the work of the Budget Committee. She said the Committee is working on recommendations for \$3.5 million in one-time funds. She said they have not finished recommendations on technology requests from Program Reviews. They funded \$1.2 million for all the rankings from the Integration Council for facilities. They funded \$275,000 for the top four rankings from the Integration Council for equipment. They agreed to a 10% increase to each division's operational budgets for a total of \$380,000. She said they are not funding any Human Resource requests out of one-time funds. They will meet again this coming Friday and discuss technology and Professional Development. Keating also informed Council the Governing Board announced the external auditors uncovered \$1.2 million in District Funds.

Freytag announced a nearby Montessori School is having an open house on February 6 and would like to invite the DVC community.

**5. APPOINTMENTS**

None.

## 6. VP OF INSTRUCTION REPORT

Lamb said she had no report but would answer questions from Council. Freytag asked if there is any new information regarding the new repeatability rules. Lamb said she received notice just that morning from Barry Russell from the State Chancellor's Office who said there is concern the families of courses being developed for PE are taking existing courses and re-grouping them into families. He said that is not the intent of this reform and if colleges continue on that path it will probably be recommended PE be defunded. The Chancellor used the example indentifying categories for Golf into beginning, intermediate and advanced. He explained families of courses should not exist except in areas where there is a degree requirement, not a skill requirement. Lamb has asked for further clarification on this issue from the State Chancellor's Office.

Freytag asked if there will be any growth classes for summer or fall. Lamb said we could get 2-3% growth this year. She said we will probably grow the summer schedule possibly up to 500 FTES. The Scheduling Committee will discuss this at their meeting this week. Lamb said she and Lema will be sending out a request to departments for recommendations for additional summer classes. McBrien added the Scheduling Committee has previously discussed involving division deans or department chairs in their conversations about growth. She said the communication to the deans and chairs will ask for classes they would add if they had to do so on a short timeline and they want classes that they know will fill. Lamb said we can target UC and CSU students who want summer courses. Lamb explained we can borrow from summer, go on stability, or make our cap. However, since we probably won't know our final budget from the state until the end of June. If we do most of our growth over the summer, it gives us more flexibility. Keating added that the budget Committee is recommending putting aside \$350,000 for growth. She also said LMC and CCC together are short about 600 FTES from their goals.

Freytag said we keep talking about one-time money that does not allow us to do hiring or restorations of positions. Lamb said if we get growth funds and possibly a COLA, those would be ongoing funds and we could look at hiring some positions.

Machalinski asked how the money for growth recommended by the Budget Committee would be used. Keating said because there is concern that with the economy picking up, classes might not fill so the funds would be used to entice students to take classes.

Freytag reminded Council the sciences will need ongoing funds to make up for the loss of fees for lost and broken lab equipment. Keating said the Budget Committee is recommending a reserve of \$50,000 for next year at least to cover those costs.

## 7. DISTANCE EDUCATION POLICY

Andy Kivel and Mario Tejada, Distance Education Committee Co-chairs were present to receive feedback on the proposed Distance Education Policy.

Tejada told Council he will be part of an Accreditation visiting team and will be going through training next Monday. He said it will be an opportunity to get answers to questions this Council may have.

Machalinski said standards for authentication is the main concern she has in the proposed Distance Education Policy and the language does not address what we are currently doing. Tejada said he is planning on getting clarification about that section of the policy at the accreditation training.

Keating agreed with Machalinski and said we should require face-to-face exams with ID checks in distance education courses.

Freytag said we need to consider who is DVC's target for distance education. In the past it has been students in our service area and if that is determined to be our mission, it is not unreasonable to require checking IDs.

Machalinski said the proposed policy states a minimum requirement for authentication but we should set a higher standard.

Neal Skapura said he agrees checking IDs at a face-to face class at the beginning of the semester but it is difficult to do for final exams.

Churchill said a hybrid distance education course that requires some face-to-face classes are good for courses in math and science but the policy could be different for other disciplines. He said we could lose online students if they have to come to campus for distance education courses. He said most of his assignments are writing and he can see if there are differences from their syntax in online chats and their writing syntax if they have had someone else do the assignment.

Kivel said the purpose of this policy is to establish a baseline to satisfy accreditation standards at this time. The Distance Education Task Force group can then consider Faculty Senate proposals to create stronger standards. Dildine suggested every department and division look at how this policy could apply to their specific courses. Freytag agrees that department's and divisions should discuss this policy, but that does not address Machalinski's concern with the language.

Sporer said academic integrity is not a divided discussion, it is college-wide, and there is no other way than to see touch and feel who is taking the tests or the class at least once a semester. Once a student has been authenticated, passing the final exam should be the final determination of passing the course. The college has to decide as a whole what is academic integrity whether it is online or in person.

Machalinski added that students can hire someone to take the whole class and we could reach a point where online classes will not be accepted if there is not a guarantee of authentication.

Tejada said the DETF wrote this policy to satisfy ACCJC and he recognizes it includes minimum standards. However, we can't debate this for two years before we approve something. This body can pass this now and come back for discussion on revisions to make it stronger. He added that we need to be careful about instructor's academic freedom in how they teach their classes. He said another factor is the instructor and their qualifications to teach an online course. He will be asking at the accreditation training if we can require online instructors go through mandated training. He will report back to Council.

## **8. CAREER AND EMPLOYMENT SERVICES**

Sarah Boland Career and Employment Services specialist told Council in Spring 2012 the dean that oversees this area was eliminated. The program then secured Perkins funding to help to develop a plan. She said one of the goals in developing the plan was to make it flexible so it will fit in with the college strategic plan. In developing their plan they collaborated with a company called HPA they have used before.

Boland reviewed with Council an outline of their work and the plan they have developed. She explained they looked at resources through classes that integrate with what they do. She said they also have expanded on goals. Boland said there are several pages of charts behind this outline that explain how this plan will be implemented and accomplished.

Sporer asked about the inclusion of San Ramon in the implementation. Boland said she has been working with Ann Uwithiya on this and helps coordinate for employers to recruit at both DVC locations

She also has worked with the SRC Transfer Coordinator to provide information to students and she understands there needs to be a stronger connection to the San Ramon campus.

## **9. IC RECOMMENDATIONS ON PROGRAM REVIEW**

McBrien said the IC is exploring the possibility of staggering when they will be reviewing the various areas of funding. For example, technology in the fall and facilities in the spring. At this time, they are looking more closely at the narratives so they make sure they are not missing qualitative statements. They are also discussing how the current timeline for their work is impacting what they need to accomplish. They are making a recommendation to have more training on how to write Program Reviews so they include all the information the IC needs. And, they have asked for a standard list of prices for computers, and other items that are commonly requested in the Program Reviews.

Keating commented that with being so focused on accreditation issues, she wonders if we are missing something. She said we have set a rule that they will not fund things that are not included in the Program Reviews but accreditation says we are just required to connect PR to resource allocation. We have neglected accreditation standards such as the need for more IT staff yet we are addressing the RAP integration.

Martucci said anything that effects instruction in the classroom should be included in the Program Review.

## **10. TECHNOLOGY SURVEY**

Freytag said based on Council feedback, he re-wrote the technology survey questions with a more objective tone. He also tried to write them to help ascertain what is under the college purview and what is under the District's purview. He pointed out the wording in question one would allow the survey to go to faculty and staff. He said he thinks the responses will reveal if the college or the district has responsibility for the issues.

Dildine said the survey should include questions about the frequency and duration of the problems that are experienced.

Gerken suggested asking for more specifics on which systems are having problems, WebAdvisor, phone system, email, etc.

McBrien asked what specifically do we want to get out of this?

Freytag said at first we wanted to know the problems, but now we are looking at collecting data.

Machalinski added that we will be deciding how much of our funding will be put in technology and we will need data to make those decisions. She said she can assist Freytag in developing the questions.

Martucci suggested involving IT. Sporer agreed and said IT would not be blindsided by criticism if they are involved in developing the survey.

McBrien said she will report Council's discussion to Lema.

## **11. FSC PRESIDENT'S REPORT**

This item was postponed due to the absence of the Faculty Senate President.

## **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*