



**FACULTY SENATE COUNCIL MEETING
OCTOBER 8, 2013
APPROVED**

PRESENT: Laurie Lema (President), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Buzz Holt (Social Sciences), Maria Dorado (Counseling), Marva DeLoach (Library), Keri DuLaney-Greger (English), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business), Catherine Machalinski (Biology and Health Sciences), Theresa Flores-Lowry (Kinesiology), Cheryl Martucci (Math/CompSci), Rick Godinez (SRC), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Beth McBrien (Vice President), (Applied and Fine Arts)

GUESTS: Susan Lamb, Peter Garcia

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

1. APPROVAL OF THE AGENDA OF OCTOBER 8, 2013 AND THE MINUTES OF SEPTEMBER 24, 2013.

It was MSC to approve the revised agenda of October 8, 2013. All in favor. Approved.

It was MSC to approve the minutes of September 24, 2013. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Machalinski said she had a person taking an exam and doing lab work in one of her classes that was not the person registered in the class.

4. ANNOUNCEMENTS

Lema told Council she checked with Jonah Nicholas regarding faculty concerns with Business Procedure 9.24 Student Group Expense Claim Guidelines about timing of reservations and use of procurement cards. He said the purchasing department will continue to provide flexibility with travel requests and reimbursement short turn-around times with athletics. Nicholas said to contact them if there have any problems.

Lema told Council the District began its Strategic Planning process at a gathering at DVC the previous week. She said the discussions were consistent with DVC's strategic planning discussions.

5. APPOINTMENTS

None.

6. MANAGEMENT CHANGES

Peter Garcia said he is starting the process to hire a Vice-President of Finance and Administration since Chris Leivas is retiring at the end of December. He said he is also fast-tracking the process to hire an Interim Vice-President of Instruction and an ALO.

Garcia explained the search for a VP of Finance and Administration will go out nationally as soon as possible and will probably close in February. He said if anyone knows someone who would be a good candidate to encourage them to apply. Holt asked how much will it cost to advertise the position. Garcia said he thinks it will be about \$30,000 and the position pays about \$120,000 so it is a good investment to get a qualified person. He said the candidates need to have knowledge of all the areas they would be administering as well as being able to work in a community college and a shared governance institution. He said we need to determine how to fill the position between the end of December when Leivas retires and when we get a permanent hire. He said we could possibly go through an agency and bring in a retired administrator for the interim.

Garcia explained that Susan Lamb will be taking a position at SF City College starting November 1, to help them get off show cause. He said this shows what kind of talent we have here and sometimes we will lose talent but that helps build the system statewide. He said this search will be within the district and he would like it to be filled by November 1. Lamb will be on a one year leave of absence so the position will be filled with an interim. Also, since Lamb is currently our acting ALO, we need to fill that position and the search will be simultaneous with the VPI search. Applicants can apply for one or both of the positions. However, the ALO will be selected from candidates within the college. The job announcement should be out by the beginning of next week and applicants will have a week to respond.

Lema asked about the timing for program review data and the Box 2A process. Lamb said we are on track to complete those before she leaves.

7. SCHEDULE MARKETING

Chrisanne Knox shared with Council a flyer about the six-week classes. She said they are going up all over campus and she is starting to target the broader community. She reviewed the strong responses we have been getting to announcements on our web page and Twitter, and we are doing a pop-up campaign also. Some classes have already filled and others have barely any registrations. She will be researching the trend to help with marketing strategies.

Knox said we need to decide if we promote the spring short term classes along with the full term classes or promote them separately as there is a cost factor.

Freytag asked if we know the most cost effective way to reach our students and do we have enough data to quickly offer a short term class. Knox said anything digital is cost effective and added that they have found they get more clicks when emails go to students personal accounts instead of their DVC emails.

Lamb added that we are trying to get new students so we are not yet clear who to target.

Knox said there is a lot of discussion going on about improving communication at the college and she would like to talk with the appropriate people to develop a communication plan. She asked Council to think about it and she will come back for further discussion.

8. ENROLLMENT PRIORITIES

Beth Hauscarriague told Council under the Student Success Act we are required to attach certain requirements to our enrollment priorities. She has been going to committees and departments to share those requirements. She shared a chart of student groups for enrollment priority. She said groups 1 and 2 are mandated at the state level but there is some movement to merge them into one group. She also explained in group 4, there is an chronological order to when enrollment will be opened to the sub-groups.

Hauscarriague said the unit limit for the non-priority group only counts units earned within the district. And there is a category for students who do not participate in the matriculation requirements.

Hauscarriague reviewed the appeal form with Council. Keating expressed concern with the 100 unit threshold for students who earned a degree years ago and have come back to retrain after an injury. Hauscarriague pointed out there is place on the form to address that sort of situation.

DuLaney-Greger said she has had students say they signed up to be note takers just to get priority enrollment.

Hauscarriague said they are researching in what classes students are enrolling who signed up to be note takers.

Machalinski said she thinks it's unfair to give note-takers priority. She reminded Council we used to pay for this service.

Freytag said he is getting students who have signed up to be note-takers and not adequately complete the process.

Lema suggested Council invite DSS to get more information on what note-takers have to do to complete the process.

Lema said this will come back as an action item because Admissions and Records have deadlines to meet to

implement this.

Flores-Lowry asked if we have numbers for how many students are in these groups.

Gerken said his division is concerned with students with over 71 units being at the bottom of the priority list when many of their students are in unit heavy majors. Hauscarriague said they now do not count non-degree applicable units. Lamb added that they have found the students with 71-99 units are more in the arts.

Dorado asked if this has to be approved district-wide. Hauscarriague said the final decision is to be agreed upon by the VPIs.

9. DEPARTMENT/DIVISION REALIGNMENT

Machalinski reported she sent out an email for feedback on this process and got one reply regarding the question of a council member recusing themselves from a vote. The respondent suggested the council member not only not vote, but cannot speak to the item either.

Lamb asked how this process lines up with the UF contract. Lema clarified that this is not for an college-wide changes in organizational structure. She said although we have not looked at the UF contract, she does not think it's the same conditions as what this process addresses. Keating confirmed the contract covers management initiated realignment changes. This process covers faculty initiated change from within divisions, departments or disciplines. Lema asked Council to review the process.

After further discussion, Lema asked Council if they support the idea that when there is disagreement from the affected parties Council representatives from the affected divisions may not speak to the issue when Council is voting on a proposed realignment. Council agreed they do not support that idea. Lema then asked Council if they support the idea that when there disagreement Council representatives from the affected divisions recuse themselves from voting on a proposed realignment.

Holt moved that the statement in the process about recusement be struck. The motion was seconded.

Lema clarified this motion will come back as an action item and then Council can vote on the process.

10. VICE PRESIDENT OF INSTRUCTION

Lamb said they are looking at faculty hiring and retirements since the last Program Reviews and will then have discussions about faculty hiring over the next 5-10 years. She reminded Council with the change in the budget model, the process has gone from a district process to a college process.

Lamb said the Institutional Learning Outcomes will be implemented in the 2014-2015 catalog. She said we are working to close out our old ILOs. She explained in the past we took our ILOs from the ACT survey but this year we did not do one. The District is now looking at the Community College Student Survey Evaluation. Our new ILOs will tie into our mission and strategic directions. Lamb said she talked with the SLO Committee about laying out a timeline for some of our processes so they are not all being done at the same time.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:53p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

