



**FACULTY SENATE COUNCIL MEETING
NOVEMBER 12, 2013
APPROVED**

PRESENT: Laurie Lema (President), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Beth McBrien (Vice President), Hopi Breton (Applied and Fine Arts), Maria Dorado (Counseling), Marva DeLoach (Library), Keri DuLaney-Greger (English), Peter Churchill (Business), Catherine Machalinski (Biology and Health Sciences), Theresa Flores-Lowry (Kinesiology), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Cheryl Martucci (Math/CompSci), Rick Godinez (SRC), Craig Gerken (Physical Science/Engineering), Buzz Holt (Social Sciences)

GUESTS: Susan Lamb

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

1. APPROVAL OF THE AGENDA OF NOVEMBER 12, 2013 AND THE MINUTES OF OCTOBER 22, 2013 AND OCTOBER 29, 2013

It was MSC to approve the agenda of November 12, 2013. All in favor. Approved.

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

It was MSC to approve the minutes of October 29, 2013. All in favor. Approved.

2. PUBLIC COMMENT

Toni Fannin, English Department Chair read the following statement:

Topic: English department 2014/2015 IUPR allocation in the context of the Strategic Plan and its focus on increasing student success.

Background: During 2012/13, the English department completed all of its SLOs and all of its Title 5 revisions plus 2. Two of those T5 revisions were turned in late; they went through Tech Review on December 3, 2012. Technically, we missed a deadline, but that miss was based on miscommunication, and misunderstanding, not on willful disregard. At this time, none of the reps were aware of the consequences.

Process Concerns: In the wake of Show Cause, Senate created mechanisms like this one to encourage departments to keep current with Title 5 revisions and SLOs. The language in the program review minutes states "Validation will be tied to resource allocation according to meeting the minimum standards. If the Program Review does not meet the minimum standards (title 5 updates and complete forms) it will not have priority for resource allocation." But the sign off sheet for the IUPRs which is supposed to trigger this punishment has a place for "is current with SLOs" and "is current with Title 5s." We are current.

Because the department got an email from Rachel, I know that her office believes we are supposed to be out of the process for Box 2A. This was our first official notification.

Sanctioning the English Department in 2014/15 for a minor infraction in 2012 does not seem to fit the purpose of the accountability mechanism which is to insure we meet our obligations in a timely manner.

Concerns About the Scope of the Sanctions:

This sanction (no Box 2a; no prioritization for IUPR) feels disproportionate to the offence. Had the department done none of the work, the same consequence would be levied.

Moreover, this policy of withdrawing funds for departments who are not in compliance with SLOs and T5 is in direct conflict with the Strategic Plan goals of increasing student success.

Looking deeper, there is a real problem with this policy and the aim of the third Strategic Plan goal, improved shared governance.

Remedy: We need for a more nuanced policy.

- a. Create a delayed system of implementation while Senate works out this process. For example, put a check mark next to the English department and sanction us in some clear way if we don't do everything we are supposed to do for the next year or two years.
- b. Create a two-tiered system of sanctions—one level for departments who don't do any of the work, and another level for departments who do most of the work. Create an approach which offers some distinction between the two.

Conclusion: I hope this issue is on the agenda next week and we can work together to come up with a fair and reasonable resolution which respects the Senate need for ensuring Title 5s and SLOs are completed while recognizing the hard work of the departments and the Strategic Plan commitment to student success.

Lema said this will be on the next agenda and she will be in touch to guide the conversation

3. COUNCIL COMMENT

Lema welcomed Rachel Westlake the new Interim Vice President of Instruction.

4. ANNOUNCEMENTS

Patton announced a gathering this Friday prior to the DVC final home football game. Food will be provided and admission is free to the game.

5. APPOINTMENTS

Accreditation Standard 11.A

Toni Fannin – English

Interim Dean of Math and Computer Science Division and Business Division

Tom Mowry - Math and Computer Science Division

Carolyn Seefer – Business Division

Sabbatical Leave

Cheryl Wilcox

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

6. TECHNOLOGY SURVEY

Tejada explained he would like to run the Faculty Use of Technology survey again. This will provide data to compare to the survey results from last year and show any improvements. He said this will be useful for the accreditation report as well as other committees that address technology use. He recommended it contain the same questions as the last time and change the introductory paragraph.

Keating commented that it is a long survey and less people will probably take it because they are satisfied with the technology access at this time.

Tejada said he understands that we will probably get less responses and that will show that people don't have as many issues with the technology.

Keating suggested we ask on the survey if they took it the last time. Tejada said he recommends we not change the survey so we can do a one on one comparison. Machalinski said we could include that question on the information page where you ask questions about the survey taker. She said also it should not take that long because if people are satisfied with the technology now, they won't be writing as many comments.

Tejada said he would like to send it out on December 2 and leave it open the same amount of time as the last one.

It was MSC to do the survey as discussed. All in favor. Approved.

7. GE PHILOSOPHY STATEMENT

Mike Chisar told Council when we changed our GE pattern, we took our GE philosophy statement out of the catalog but we have never put it back in. He said it is an accreditation requirement and we need to approve it by the end of the semester to meet catalog deadlines. Chisar handed out the old GE philosophy statements for the various areas of study and a draft document of the proposed philosophy statements. He said the Curriculum Committee did not make any changes to the basic statements but reformatted them and clarified some language so they are consistent. He said he has sent this information to the division deans and department chairs.

Lema said at Plenary, the LEAP (Liberal Education and America's Promise) outcomes were approved and it was recommended those be used for colleges GE programs or institutional outcomes. She asked how those line up with the proposed philosophy statements. Chisar said he has not seen the LEAP outcomes.

Chisar said although we need to put a statement in the catalog, we can continue to discuss it knowing that it is a living document and subject to change. Machalinski suggested Chisar gather feedback, take it to Curriculum, bring it back to Senate and get it in the catalog. Council agreed.

8. INSTRUCTION REPORT

Rachel Westlake said she started her position on the previous Friday and one of the first things to do is the Box 2A process needs to move forward and the timelines are very tight. She knows departments need some time to update information to make Box 2A decisions. Also, notifications need to be sent out to departments and programs about the IUPR requirements for SLOs and Title 5 updates. She said there has been some discussion about setting an earlier deadline for departments that want to get the process going soon but also allow some flexibility for departments that want more time to have discussions first.

Westlake said her assistant Sue Rohlicek has put in her retirement notice. She will be leaving at the end of the calendar year. The position has been supporting both the VP of Instruction and the VP of Students Services. The positions will now be split in two. They will fill the positions temporarily until they can go through the hiring process for permanent hires.

Westlake said she has been meeting with deans to discuss issues across campus that she needs to address. She said there is a need to look at enrollments and where we need to be in the spring. She said the Box 2A meeting is this coming Friday and she recommended areas get the needed information into their program reviews by this Wednesday at noon.

Freytag asked if there is any sense of the number of hires we will get. He said also the timeline for recruitment is crucial to be competitive.

Westlake explained how the colleges have not really codified the decision process for hiring faculty since it moved from the district to the colleges.

Machalinski asked what will happen with English in the Box 2A meeting if the Senate decides to exclude them from the process.

Westlake said the information for Box 2A will be pulled from all areas and they will look at it then a final decision will be made about English after further discussions.

DuLaney-Greger said that ESL does a separate IUPR from English but they are concerned they could suffer the same consequences.

McBrien said the Integration Council has a policy about not disaggregating program reviews but they could look at how the work is done between the disciplines in the division. Is one person responsible for curriculum in both or are they done separately?

Keating said the IC ranked the last round of PRs whether or not an area was eligible. The Budget Committee just did not fund the areas that were not eligible.

Westlake said we ran the process and then took a two year break and now we realize we need to do some things differently. But we need to keep in mind the consequences of late SLOs and Title 5 updates were to motivate areas to get them done as a response to show cause.

Machalinski is concerned that the email about English being ineligible went out on Tuesday and English has not had a chance to bring their issue to Senate.

McBrien agreed the email just went out but it has been common knowledge for a while. She said we need to look at the communication gaps that occurred to avoid this again.

9. BUDGET COMMITTEE RECOMMENDATIONS

Keating said she missed the previous week's Budget Committee meeting so she does not know what was discussed. However, she told Council the allocations have to go through the Resource Allocation Process, so she can bring Council's feedback to the BC but they are not obligated to act on it. She said if this year's surplus is not allocated it will be one time money next year. She said the discussion that was scheduled for the BC was whether they should use the rankings from the last Program Reviews or wait until they are done this year.

Machalinski said she thought Council was supposed to get feedback on this and also the four recommended areas for funding. She said what she heard from her division about which Program Reviews to use was that if nothing has really changed; it's ok to use the last one. She said she did not receive any feedback about the budget categories.

McBrien said the IC is waiting to see if we will continue with the every other year cycle before commenting but she is hoping after they get through this year's ranking process, there will be conversations about how Program Reviews will be updated. She said in the last round they ranked everything but this time they will be banding the ranking into top priority, second and third priority and do not fund. But if the Budget Committee uses the unbanded rankings from the last round, they may fund things that would maybe have been banded as do not fund.

Freytag asked if we will we get an opportunity next year to have input on the surplus funds that will become onetime funds next year?

Keating said yes, there will be an opportunity to have input on those funds as well as the ongoing funds we will get next year. Keating reminded Council they will not be making recommendations on positions to be funded but they can recommend a certain amount of funds go to Human Resources.

Machalinski reminded Council we need to finish the Budget Procedure before we allocate ongoing funds.

Freytag said we should not wait to take this opportunity to hire people since we have some money that will be ongoing even if we allocate one-time funds for it right now.

Lema said the number of retirements that will be coming up over the next several years has been looked at and there are quite a lot so we need to plan ahead for our hiring needs.

Keating commented that to hire a full-time faculty is only \$40,000 more than a part-time faculty. She said Budget Committee was also told that there are still classified positions that have been reduced and the cost to restore them is only \$50,000.

Machalinski said her sense is that most people are interested in funding Human Resources for full-time faculty hires and classified restoration.

McBrien reminded Council to put hiring positions in their program reviews wherever they can.

Freytag commented that since the technology survey last year, we have only hired one half of a position in IT. He said we could spend the \$50,000 and still have enough funds for several full-time positions.

Keating reminded Council accreditation says budget allocation has to follow program review and the strategic plan. The strategic plan will contain a human resource plan but we don't have it yet.

Keating said another issue is that there is not district-wide understanding about uses of their reserves. She said DVC has 11% reserves of which 5% is unallocated, and 4% is allocated but not yet spent. She said we are keeping ours high because we don't know where the district is going to step up. Keating said both the Faculty and Classified Senates need to make statements about this as it would give the Budget Committee traction.

Machalinski moved FSC urge the Budget Committee to make its number one priority for ongoing funds (\$313,000) the human resource needs of the college. After discussion the following wording was added: with specific emphasis placed on the hiring of full time faculty. The motion was seconded.

Lema said she will bring the discussion about district reserves to FSCC to make a recommendation to the district.

Katrina said she will write up a motion for FSCC to consider.

10. FSC PRESIDENT'S REPORT

Lema said she, Keating and three colleagues from our sister colleges attended the Plenary Session the previous week. She said almost half the resolutions were accreditation related. Some were about the situation at CCSF and others were broader.

Lema said Federal Under Secretary of Education Martha Kanter was one of the speakers at Plenary Session. Lema

stated that comments from Kanter and other presenters focused on upcoming federal policies, and state and nationwide directions that will require faculty monitoring.

Lema told Council the resolutions that were approved at the Plenary session will be up on the state Academic Senate website soon. She gave a brief overview of some of the resolutions. She said she also attended several breakout sessions at the Plenary that focused on student success. She said the PowerPoints from the breakouts will also be available on the state website. She said also there were a lot of new creative ideas that came out in the breakouts and discussions. She can bring more information back to Council at future meetings.

11. STRATEGIC PLAN

Council discussed briefly how they would like to work through reviewing and endorsing the proposed strategic plan.

Machalinski said she would like feedback on the objectives and strategies. She has not heard anything yet but she knows people are very busy with so many other things at this time. She said also not getting a lot of feedback can be a good thing because it could mean everyone is ok with them.

Lema would like to start the feedback conversation here and go through them one by one.

Machalinski said we also need to have discussions about what happens if we don't meet our strategic goals.

Lema said we have until the end of the semester to complete this process.

Holt suggested Council bring back areas of concern for discussion.

Lema said this will be back on the next agenda and we will start with general observations and feedback and then discuss areas of concerns.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*