



**FACULTY SENATE COUNCIL MEETING
NOVEMBER 19, 2013
APPROVED**

PRESENT: John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Beth McBrien (Vice President), Cheryl Martucci (Math/CompSci), Rick Godinez (SRC)Hopi Breton (Applied and Fine Arts), 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), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Laurie Lema (President)

GUESTS: Mike Chisar

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

1. APPROVAL OF THE AGENDA OF NOVEMBER 19, 2013 AND THE MINUTES OF NOVEMBER 12, 2013.

It was MSC to approve the agenda of November 19, 2013 as revised. All in favor. Approved.

The minutes of November 12, 2013 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Freytag told Council Jeanie Dewhurst has requested the Senates review the Standard 4 Draft Accreditation Report and provide feedback before it goes out to the whole college.

Dorado said Counseling feels the Program Review writing process is always rushed. She said they discussed setting a series of deadlines for each step of the process to help pace it better.

Keating said her division Program Review writers suggested the writing begin the previous year from the year they are to be done at least for the narrative section.

Keating said CCC is having their sabbatical workshop this Thursday but she has not heard anything about DVC.

4. ANNOUNCEMENTS

Dorado said 648 students submitted applications for Transfer Agreement Guarantees (TAG). Of those students, 404 were approved to move forward. She asked faculty to remind students the deadline for TAG applications is November 30. She said students who applied to UC Davis and UC Santa Cruz received their notifications last week. She does not yet know the numbers that were accepted.

Flores-Lowry said the last home game for DVC Volleyball is this Wednesday afternoon. She also said the DVC Football Team will be playing in a ball game at Laney this Saturday.

5. APPOINTMENTS

None.

6. GE PHILOSOPHY STATEMENT

Chisar reminded Council tomorrow is the deadline to get feedback to the Curriculum Committee on the proposed GE Philosophy statements. The Curriculum Committee will meet Monday to consider the feedback and he will report back to Senate.

Chisar said also, we need to make sure the hours we have listed in our course outlines match the Carnegie units. He said we have a few hundred courses out of compliance. The Curriculum Committee has been working with areas to fix the discrepancies. Some were easy fixes and are already done but we still have many more that need to be aligned. He said there are many implications for non-compliance including apportionment and transfers. He explained there is some leeway for the Carnegie unit standard but only if it decreases homework time. He gave the example in architecture where there is certain software for the students to do their homework but it is very expensive. So the students can access the software in a lab with active instruction to complete their homework. Chisar said another issue is about embedded lecture hours within labs. He said this is a UF issue because it impacts load.

Freytag said he is concerned that what has been loaded as 2 hours of lab and one hour of lecture will not be able to continue that way.

Chisar said the Curriculum Committee is not dealing with this issue at all. But he said we will probably be ok with accreditation if we align as many courses as we can and have a plan and process to address any that are still out of compliance.

Freytag suggested the Senate invite someone from the UF to clarify how this issue is to be addressed.

Keating explained in Math, they had 5 contact hours per week but the classes were 4 units. They had to align with how the rest of the college is doing it but if the whole college was doing it the way Math had been, they would not have had to change.

Machalinski agrees with Freytag in that this could impact all the science classes.

Chisar will report back on the progress of the Curriculum Committee on this issue. McBrien said she will talk to Lema about inviting the UF to explain the embedded lecture hours issue.

7. PROGRAM REVIEW

McBrien said the Integration Council has held many training sessions for Program Review writing and this time they are also doing validation training. She said the purpose of validation is to improve program reviews so that programs will be in a better position for resources which makes the programs better which ultimately serves students better. They have one more scheduled for this Friday from 9-noon.

McBrien said she sent a long checklist to the Program Review writing teams on practical things they need to know or remember to do. The IUPR deadline is November 27.

Gerken said he thought we had eliminated the requirement for Division Council to sign off on the Program Reviews. McBrien said she will double check on that and report back.

McBrien explained people don't have to attend the whole workshop if they need information on just a particular section or they only want writing or validation training.

McBrien reminded Council that Program Reviews need to be consistent from one section to the next when making resource requests.

Freytag asked if all validators have to be trained. McBrien said they do not but the checklist she sent is at least the basic information. Validation is to help areas look at their programs with a fresh set of eyes

Dorado said Program Review is not done every other year. She asked if that will change. McBrien said there has been conversation about moving it to a four year cycle with annual updates but CTE programs are required to do them every two years. She said one thing that will help make it a little more streamlined is that Lema is putting together a task force to revise and improve the forms.

Dorado said she asked because Counseling is trying to anticipate what their needs will be for the next several years because they have a lot of counselors that will be retiring over that period of time. McBrien said some areas do their section for requesting faculty hires first to be ready for Box 2A.

McBrien said IC did a training for themselves in November on how to rank requests in Program Reviews. She said they had used Art DM as an example and they ended up having a great discussion about the program itself and how the Program Review process has helped it improve.

Godinez asked if when reading Program Reviews, do IC members look at the overview and the summary and then look at the details if something does not align. McBrien said it depends on the person doing the reading. She said last year, since it was an off year, the IC went back and read the narratives for qualitative things to see if there was anything besides resource requests that could help the program grow and improve.

Breton told Council she has been having discussions with Lema about bringing back the Arts and Lectures series. She said this program is not just about the arts but for all disciplines so if everyone included a need for it in their Program Review that would help support it.

Keating confirmed that the Budget Committee looks at comments in the IC report so if it is mentioned across the board in Program Reviews, IC will include it in their report.

8. BUDGET COMMITTEE RECOMMENDATIONS

Machalinski has a motion on the floor that the FSC urge the Budget Committee to make its number one priority for ongoing funds (\$313,000) the human resource needs of the college with specific emphasis placed on the hiring of full time faculty.

Gerken said his area likes the idea of emphasizing human resources but wants to mention classified time also.

Freytag said he heard something similar and that a lot of student support comes from non-faculty positions too.

Keating said the Budget Committee will look at the resolution and say they have no control over human resources.

So maybe the motion should say “emphasis placed on human resources that directly affect student success”.

McBrien reminded Council in working on the strategic plan work we kept in mind inclusiveness of all employees because we all are about student success.

Council discussed revising the motion to leave out the statement about emphasis on hiring of full-time faculty.

Keating said the Budget Committee could recommend allocating funds to human resources but not to specific positions. She said Leivas expressed a concern that faculty on the Budget Committee would be obligated to vote to include this recommendation.

Machalinski pointed out the motion does not say it directs but rather it urges the Budget Committee.

Keating reminded Council the recommendations and report also go to the College Council and the president so the message would be heard.

Council agreed to leave the motion as is. The question was called. All in favor. Approved.

9. STRATEGIC PLAN

Machalinski said faculty has been busy with Program Reviews so they have not given much feedback on the draft Strategic Plan.

Churchill said his area feels it’s a done deal.

Machalinski said the Strategic Plan now ties into Program Reviews so we need more data about when the students are coming in to the college from the time we implement the plan and upon completion of the plan.

DeLoach said her area has begun discussing it and they feel the section on staff development needs some fine tuning.

Freytag reminded Council we have not decided on the approval process but we need to continue the inclusiveness of the process.

Machalinski said she has asked for feedback several times and has not received anything, but know faculty they are overwhelmed at this time. She added that if people were upset we would have heard from them.

Breton said she feels like her division is indifferent to the importance of the Strategic Plan. She thinks they need some education to show them the role the plan will play in moving the college forward. Machalinski said the evaluation piece needs to be emphasized so people will know this plan will not just sit on a shelf.

McBrien said this is a culture shift for the college. She said it could be arranged for someone to talk to areas who don’t see that it matters. She said Lema will provide more clarification next time on the approval process.

10. INSTRUCTION REPORT

Postponed due to the absence of the VP of Instruction.

11. TASK FORCE PROPOSAL

DuLaney-Greger said Toni Fannin asked her to communicate to the Council in response to the situation in the English division about the Resource Allocation Process, that it is important to the college to know that minor mistakes won't derail faculty in the future.

McBrien reminded Council that English faculty had come to the Senate Council and expressed concern over some of the practices and consequences for the Title 5 and SLOs being turned in late. She said she, Freytag, Machalinski, Merv Maruyama, Lema and Mike Chisar met with Keith Mikolavich and Toni Fannin from the English department to talk about the policies and procedures for Title 5, SLOs and the RAP and discussed if they are workable and how they could be improved. At the meeting it was suggested a task force be formed to address the issues and make recommendations for improvement. McBrien said it was a good conversation and it was agreed we have to find a way to make sure we are serving students well and the processes are clear to everyone.

Freytag added that the issues are about more than just deadlines, it is the consequences of areas being left out of RAP and hiring.

McBrien said the group reviewed the list of all the areas that had been excluded from the RAP and discussed how to consider a variety of situations. She said one area had their SLO person out sick for an extended period and so their SLOs were late.

McBrien said it is also important we talk about the communication piece so everyone understands the process and the consequences of not completing the processes. She thanked the English faculty for coming to the table to discuss the issue and acknowledged it was a difficult discussion.

12. SCHEDULING COMMITTEE

McBrien reported the Scheduling Committee reviewed the outcomes from the last minute additions to the fall class schedule. She said we garnered an additional 30 FTES. The Scheduling Committee is now looking at adding classes to the first 3 week summer session. They have found the three week classes do very well. Last year we added another 400 FTES with the additional classes. She said she is not sure if we will add classes to the more traditional summer sessions.

Freytag asked if they are looking at productivity for the additional summer classes. McBrien said they are not.

Churchill told Council if a department is adding in classes they have not offered for a while, they need to be offered at least two semesters to see if they should stay because the first semester a lot of students may not be aware the class is being offered.

Dorado said she is concerned because counselors are writing students Ed plans for at least 4 semesters and some for 6 so if a class was not offered when they wrote their Ed plan, they may not know about future scheduling changes.

13. ADJOURNMENT

There being no further business it was MSC to adjourn the meeting early. All in favor. Approved.

The meeting was adjourned at 3:34p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

