

DVC
DIABLO VALLEY COLLEGE
321 Golf Club Road
Pleasant Hill, CA 94523

**FACULTY SENATE COUNCIL MEETING
NOVEMBER 26, 2013
APPROVED**

PRESENT: Laurie Lema (President) Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), 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:

GUESTS:

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

1. APPROVAL OF THE AGENDA OF NOVEMBER 26, 2013 AND THE MINUTES OF NOVEMBER 12, 2013 AND NOVEMBER 19, 2013.

It was MSC to approve the agenda of November 26, 2013. All in favor. Approved.

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

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

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Colber said she would like the Council to discuss nominating a faculty member for the ASCCC Hayward Award.

Freytag said once again the finals schedule is problematic because it starts on Thursday and wraps into the following week. Because of the Thanksgiving holiday and finals starting on Thursday, we lose a Thursday instruction day. Lema said the Senate could have a discussion with the UF. She reminded Council the calendar is also negotiated with Local 1. Keating reminded Council the calendar is negotiated in the Fall and the 14-15 calendar is already done.

4. ANNOUNCEMENTS

None

5. APPOINTMENTS

Study Abroad Selection Committee

Marybeth Hartshorn

Kris Koblik

Associate Vice Chancellor, Educational Services

Laurie Lema

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

6. PROGRAM REVIEW

McBrien reminded Council Program Reviews are due by 5pm the following day (November 27). She said if anyone has questions they can contact her. She said there is also a lot of information she posted on the U drive. Council discussed what cost to use for requesting a full-time faculty hire. McBrien said they are using a figure of \$100,000 that includes benefits.

7. BUDGET COMMITTEE REPORT

Keating said the Budget Committee agreed to continue the 10% augmentation (about \$75,000) of operational funds out of the \$314,000 in ongoing funds. However, as is outlined in phase 3 of the budget procedure, the Budget Committee will begin looking into individual area budgets and depending on the size and needs of the areas; the operational budgets may be increased or decreased. She said the Budget Committee also agreed to continue funding areas for breakage since they can no longer charge students a breakage fee. She said the Budget Committee also agreed the remaining ongoing funds (about \$218,000) are to be allocated for Human Resources.

8. STRATEGIC PLAN

Gerken told Council he did not receive a lot of feedback on the strategic plan but one person sent him an email that included the following comments; “Any chance you could discuss transfer to prestigious universities that may lead to graduate study in the excellence section? I see this as a key piece of excellence that is lacking from our core values statement in section III of the strategic plan. I know when I run into folks in the general community and they mention the excellence of DVC, they are almost always talking about how the level of instruction at DVC actually prepares students to flourish in prestigious institutions after transfer”

“Quite honestly, most of the measures of success touted in the current draft are not related to community perception of excellence as noted by me: a 35 year resident of central contra costa county and graduate of one of our feeder high schools. I do understand that these measures are “excellence” as defined by accreditation agencies, but they are not at the core of our reputation for excellence that causes students from Napa to drive past two other community colleges on their way to study at DVC. “

“If we shift our strategic plan away from the definition of excellence that has been at the core of our college’s relationship to our community for the past four decades, I believe we will lose this reputation and that would be quite sad.”

Holt added that we have a lot of emphasis on our best practices for students to succeed here but not about succeeding in upper division courses at four year colleges.

Lema is hearing that we need a statement in the Strategic Plan about how successful we are at transferring. She will share this feedback with the writing group.

Council reviewed the goals and objectives and provided the following feedback:

Goal 1 and objectives – Council had no comments or concerns

Goal 2, objective 1, strategy a. – Council is concerned about accuracy of data that is used to make decisions for the college. Machalinski said we need a process for challenging the data that we believe is wrong.

Goal 3 – Keating commented that we don’t actually have a complete budget process yet.

Goal 4, objective 3 – Machalinski said she received feedback that the objectives of the professional development program should include conferences.

Orta said she is concerned about just focusing on innovations.

Freytag said the strategies for objective 3 seem a little weak.

Keating said in strategy a. it should say “...beginning in 2014-2015”

Holt agreed with Orta and said we need to value and continue to support things we have been doing that are working.

Lema explained the strategic plan task force, the focus groups and the writing groups all heard the frustration with the sense of a lack of institutional support for innovations.

McBrien commented that innovation does not necessarily mean not doing the things we’ve been doing, its finding ways to continue to do those things.

9. INSTRUCTION REPORT

Westlake distributed a document on the Instructional Program Review Process. She explained the process says a

hard copy with signatures must be submitted to the VP of Instruction by 5pm on November 27. She said it has been discussed to allow the IUPR to be submitted electronically and just submit a hard copy of the signature page. Lema said Council needs to decide this at this meeting since the deadline is the following day. Council discussed the necessity of ensuring a hard copy of the full IUPR is kept on file along with the signature page. McBrien said if Westlake is willing to have the Instruction Office work out the logistics, we should approve this. Lema said Westlake could send a reminder to instructional areas to be sure to keep a hard copy for back up.

Machalinski moved to allow instructional areas to submit the body of their IUPRs electronically and turn in a hard copy of the signature page only. The motion was seconded.

It was MSC to make Machalinski's motion an emergency item. All in favor. Approved.

The question was called to vote on Machalinski's motion on submission of IUPRs. All in favor. Approved.

Westlake distributed information on 13-14 enrollment figures for DVC. She said we are pretty close to our goal for fall. And the spring we will meet our spring goal as long as we meet our productivity goal of 16.6. However, we are still about 198 below our goal but that figure does not include our positive attendance hours for fall and spring. To help us reach our goal the Scheduling Committee is recommending we reinstitute our three-week summer intersession that would take place in between the end of the spring semester and the six-week sessions. Westlake said there are some issues for some classes that make it difficult to offer short term classes such as a lack of time for A&R to check for pre-requisites, and turnaround time for computer labs.

Westlake said an email went out informing the college about the areas that will be given new full-time faculty hires for a total of 10. She said there is still a great need to hire more full-time faculty with retirements coming up over the next several years and we are currently out of compliance in our part-time full-time ratio.

10. TASK FORCE PROPOSAL

Lema explained in light of the situation that came up over a discipline being excluded from the RAP because of missing deadlines for Title 5 updates and SLOs, it was suggested a task force be formed to discuss the process and time lines.

Machalinski said this conversation should take place along with the discussions about the Program Review process. Lema said the Program Review Task Force has not been pulled together yet but this could be added to their charge.

Machalinski moved to task our IUPR Task Force with the additional focus of looking at deadlines and how they impact resource allocation. Motion seconded.

11. ACCREDITATION STANDARD 4

Lema explained the Standard 4 writing group requested the senates review their draft and provide feedback from this governance body. She said this is a preview and the draft will come back as part of the whole accreditation report for review, discussion and vetting by the senates and the college. She said Standard 4 would like feedback on the content and if there is anything missing or cannot be supported with evidence. They do not want feedback at this time about grammar, typos, punctuation, etc.

Opsata explained there are 11 accreditation writing committees. She and Wieden have read 8 of them so far and then the AAG members will be assigned individual standards to read. The entire draft of the report will be available online over the winter break. There are two flex days scheduled to provide opportunities for feedback.

Freytag said this initial feedback is to help the writing group finish their work for the whole report draft. He said they would like the feedback by the end of the semester so they can incorporate any changes before the Flex activities.

Lema suggested Council read it before the next meeting and be ready to provide feedback, or send comments to her and she will forward them to the Standard 4 committee.

12. RESOURCE ALLOCATION PROCESS

Lema shared a diagram of the Resource Allocation Process that was developed but has not been officially endorsed. She said we need to have one for accreditation and asked Council if they had any concerns with using the one shown.

Keating said the different types of arrows are not clear if they are showing different types of processes. And that there are four standards that apply to resources and this diagram only covers one and a half of those. It also does not show how Faculty senate is involved in the process.

Lema then shared a diagram of our governance process that was included in our Show Cause report. She pointed out this one shows more of the connection to Faculty Senate.

Council suggested all the Senate committees should be included.

Lema said this will come back for further review and discussion.

13. ADJOURNMENT

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

