



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

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

GUESTS: Susan Lamb, Mario Tejada, Andy Kivel, Jackie Jones-Castellano

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

1. APPROVAL OF THE AGENDA OF FEBRUARY 12, 2013, AND THE MINUTES OF JANUARY 29, 2013, AND FEBRUARY 5, 2013. .

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

The minutes of January 29, 2013 and February 5, 2013 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Dildine said he would like to discuss the conference reimbursement levels from Faculty Professional Development. He said he thought at one time, faculty were reimbursed for the full amount of their conference expenditures and now they are only reimbursed up to a certain dollar amount. He said that excludes part-time faculty since they cannot afford the full cost of most conferences.

Lema said she will invite someone to an FSC meeting in the near future to discuss this.

Holt added that Keating had informed this Council that the Budget Committee had recommended \$250,000 be allocated to Professional Development and now we are told it is not.

Machalinski commented that CDs for instructional programs had been considered AV expenses. However, now we purchase streaming rights instead of CDs and Chris Leivas has said streaming rights are not AV expenses. She asked how they are supposed to be funded.

4. ANNOUNCEMENTS

Lema said she attended training for Accreditation Team members. The District has three people from DVC going to Pierce College, one going to another college in Los Angeles, and two others in the district going on visiting teams.

5. APPOINTMENTS

Lema explained the list below includes the Accreditation Committees Faculty Chairs. The names in red have not been confirmed. Lema asked Council to approve them, and if they cannot serve, she will let Council know and find another candidate.

Parts of Self-Evaluation Report		Standard	List of Recommendations for Faculty Co-Leaders
			EXPERTISE BASED APPOINTMENTS/FACULTY CHAIRS
Standard I - A	One leader	Mission	Peter Churchill
Standard I - B	F/M/C tri-leaders	Improving Institutional Effectiveness (data analysis and use)	Mark Akiyama
Standard II - A	F/M co-leaders	Instructional Programs	TBD
Standard II - B	C/F/M co-leaders	Student Support Services	Raine Dougan
Standard II - C	F/M co-leaders	Library and Learning Support Services	Florence Espiritu
Standard III - A	F/M co-leaders	Human Resources	Peter Churchill
Standard III - B	F/M co-leaders	Physical Resources	Claudia Ecklemann
Standard III - C	F/M co-leaders	Technology Resources	Daniel Kiely
Standard III - D	F/M co-leaders	Financial Resources	John Hanecak, Katrina Keating
Standard IV - A	C/F/M tri-leaders	Decision-Making Roles and Processes	Beth McBrien
Standard IV - B		Board and Administrative Organization	Mehdizadeh or Livingston, Peter Garcia
Commission Policies			
Policy on Distance Education and on Correspondence Education			Mario Tejada
Policy on Institutional Compliance with Title IV			Paula Stanfield
Policy on Institutional Advertising, Student Recruitment, and Representation of Accreditation Status			
Policy on Institutional Degrees and Credits		covered in II A	
Policy on Institutional Integrity and Ethics			John Freytag
Policy on Contractual Relationships with Non-Regionally Accredited Organizations			no committee needed

It was MSC to approve all the faculty members listed above as Accreditation Committee Chairs/Leads. All in favor. Approved.

6. VP OF INSTRUCTION REPORT

Lamb said she just received the form for our annual report from ACCJC and they are looking for numbers for our benchmarks for areas including how many SLOs we have assessed.

Lamb reviewed with Council a spreadsheet of our FTES goals and actual numbers and discussed strategies for building the summer and fall schedules to maximize our FTES. **See Appendix A**
She said she just found out between last fall and this Spring our non-resident FTES jumped up by 1166 but she wants to double check because this is a big number and non-residents do not usually start in Spring. She said our resident FTES is down about equivalent to \$1 million. She said the state looks at the numbers by the district and our college numbers are CCC is down by 457 FTES, LMC is down by 413 FTES and we are down by 243 FTES. The options we have are going on stability or borrowing for this year and trying to get growth for next year. She said this trend seems to be happening in Northern California but not so much in Southern California. Lamb reminded Council the state is talking about changing the funding basis from census dates to completions. Machalinski asked why sometimes we are treated as a college and sometimes we are treated as district. It seems DVC would have to make up the difference for the other two. Lamb said that comes up when we set our goals Lema said this will be discussed further in the Scheduling Committee and come back to Senate Council.

Lamb reminded Council we need to work on our Institutional SLOS. She asked Council if they would endorse forming a Task Force to work on this.

It was moved and seconded to endorse the request from Lamb to form an ISLO Task Force.

7. EDUCATIONAL TALENT SEARCH

Jackie Jones-Castellano, Educational Talent Search Grant Coordinator, told Council the program is funded through the US Department of Education and we get federal dollars to work specifically with students who are low income, and who are first-generation college students. Two-thirds of the students the program works with must meet these criteria. The program is funded to work with 661 students a year and that the students must be in grades 6 through 12. They have target schools in the Mount Diablo Unified School District and we have staff that goes to those schools on a regular basis. The types of services provided are academic advising and tutoring. We have a five week academic advising summer program that takes place here on campus. We also have college field trips and have gone to several UC and CSU campuses and other four year colleges. We help them with their admissions applications to all types of college and with financial aid applications. This year we were awarded a grant for \$171,000 to give out and \$40,000 of that is for scholarships for 45 students to be selected. It is a two year retention program. The schools targeted are El Dorado Middle, Oak Grove Middle, River View Middle, Gateway High, Mt Diablo High, and Ygancio Valley High. The program has an 80% college placement rate and 50% of those come to DVC. The scholarship program has existed for about six years. In 2011 out of a \$98,000 grant \$81,000 in scholarships were awarded. In 2012 \$108,000 was awarded scholarships and this year we have \$140,000 to award. Scholarship students are worked with while they are in college. The students must attend meetings, have monthly contact with ETS, and attend awards programs where congressional representatives are invited to give out congratulatory certificates. The students are informed about support services available on our campus and encouraged to attend college success workshops. Students are required to see a counselor and get an educational plan.

Jones-Castellano said the newest program under ETS is Upward Bound which is in the first year of a five year grant cycle. The program has been awarded \$250,000 a year. This program works with about 60 students at a time. Students are required to attend meetings for academic support and instruction but it is more intense than the basic ETS program. The students should be high school graduates who are ready for college level courses. They are provided with tutoring at their campuses and come to DVC for Saturday Academies. Bus or Bart tickets are provided to the students if needed. These students are selected from low income, first generation students and must show a motivation to attend college. The program targets specific schools based on demographic information and the students must have at least a 2.0 GPA. The schools help identify students that are eligible for the program and the program also does some recruiting. The application process is rigorous. Gerken asked about success rates for Upward Bound students. Jones-Castellano said the program is too new to have that data yet but it has been successful nationally. She added that all of the ETS programs are self-sustaining and do not get any college funding.

Lema thanked Jones-Castellano for her presentation and her work in ETS.

8. BUDGET COMMITTEE REPORT

Keating sent the updated recommendations from the Budget Committee to Council prior to this meeting and asked Council for feedback.

DuLaney said the Journalism Department expressed the need for computers and an update to their lab.

Machalinski asked where the allocation for Professional Development went. Keating explained it had come out of the feedback from the Flex activity on Strategic Planning and after discussion, the Budget Committee agreed to allocate the money towards work to implement the Strategic Plan of which Professional Development would be a part.

Gerken asked about funding for smart classrooms and if there is in institutional plan for these. Keating said currently there is not an institutional plan for smart classrooms, but the Budget Committee recommendation provides funding to develop a technology plan.

Gerken clarified a statement made at the last Council meeting that San Ramon has a chemistry hire and no lab. He said actually they have a lab but it is not up to the standard needed for classes more advanced than are currently offered. Keating commented that Sporer had sent that clarification to her, and apologized for not forwarding the information to the Council.

Flores-Lowry said PE is concerned about the gym and the pool. She said the items listed in the recommendations were not what were listed in their program reviews.

Dildine said the current Professional Development budget is not enough to fully train faculty on Desire2Learn. He said this is not a strategic plan, but reality. Keating said there is \$95,000 allocated for technology in the budget proposal, of which some can be used for that training and implementation.

Freytag said he hopes the description for smart classrooms is expanded beyond LCD projectors.

Churchill said the Budget Committee did discuss the need for more personnel to install new equip, etc. Council agreed they can live with the draft Budget Committee recommendations.

9. DISTANCE EDUCATION POLICY

Postponed due to time constraints.

10. FSC PRESIDENT' S REPORT

Postponed due to time constraints.

11. TECHNOLOGY

Mojdeh Mehdizadeh presented a PowerPoint outlining the previous and current delineation of responsibilities for the various technology areas in the district. She reviewed all the projects and upgrades happening in the district and acknowledged there have been problems that have impacted faculty, staff and students. She explained why there is a need to make all these upgrades. The District is doing everything they can to address them and they are working to communicate how all of the work is being implemented.

Freytag said it feels like instruction is being sacrificed in the name of technology improvements.

Council shared several situations with the email migration, and other technology problems they have experienced.

Lema asked why they started the email migration with the largest college in the district. Mehdizadeh explained they did the DO first and DVC next because of the new Student Services building.

Freytag said the email migration and the new phone system has been affecting student access and student success and staffs ability to do their jobs. He said there has not been a week where there has not been a problem.

Mehdizadeh said she understands but we had not upgraded in so long it was all going to implode if we did not do it soon. She said she wants to hear from us about how the upgrades are going, good and bad, and said she will come to other meetings if we want. She added that Satish Warriar has been meeting with Percy Roper and all the division deans so faculty should be sure to give their issues to their deans.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

Appendix A

Contra Costa Community College District
Resident FTEs Estimate for 2012-13
 February 11, 2013

Summer 2012*	Credit	Non-Credit	Total Summer
CCC	472.77	0.21	472.98
DVC	1,184.19	-	1,184.19
LMC	644.61	3.51	648.12
Total	2,301.57	3.72	2,305.29

Fall 2012**	Weekly	Daily	Positive Att. Credit	Positive Att. Non-Credit	Ind. Study Weekly	Ind. Study Daily	Total Fall
CCC	2,043.28	57.73	123.13	26.39	87.08	41.26	2,378.87
DVC	4,912.01	246.78	97.20	-	1,116.32	369.08	6,741.42
LMC	2,827.03	84.21	149.93	18.82	194.43	14.44	3,288.86
Total	9,782.35	388.72	370.26	45.21	1,397.83	424.78	12,409.15

Spring 2013**	Weekly	Daily	Positive Att. Credit***	Positive Att. Non-Credit***	Ind. Study Weekly	Ind. Study Daily	Total Spring
CCC	1,969.76	75.44	110.82	23.75	72.62	33.36	2,309.75
DVC	4,672.26	341.91	87.48	-	1,118.35	354.40	6,574.40
LMC	2,714.16	122.19	134.94	15.94	216.96	43.62	3,248.81
Total	9,376.18	543.54	333.23	40.69	1,407.93	431.38	12,132.95

Overall	Projected Resident FTEs	Target Resident FTEs	Excess or (Shortfall)
CCC	5,161.60	5,619.22	(457.62)
DVC	14,500.01	14,743.12	(243.11)
LMC	7,185.79	7,599.74	(413.96)
Total	26,847.39	27,962.08	(1,114.69)

* Summer 2012 data taken from First Period 320 Report
 ** Fall 2012 and Spring 2013 data taken from 320 District Summary Report run on February 10, 2013
 *** Spring 2013 Positive Attendance data estimated at 90% of Fall 2012 Positive Attendance data