

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

**FACULTY SENATE COUNCIL MEETING
FEBRUARY 26, 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), Athletics and Dance), Renee Sporer (SRC), Doug Dildine (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)
ABSENT: Theresa Flores-Lowry (Physical Education)
GUESTS: Susan Lamb, Mario Tejada, Mark Isham

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 26, 2013 as revised. All in favor. Approved.
It was MSC to approve the minutes of January 29, 2013; February 5, 2013; and February 12, 2013. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Dorado shared that in Fall 2012 DVC had 165 AA graduates, 165 AS graduates. Of those 330 graduates, 39 received transfer degrees.

Keating said block scheduling has impacted the discipline imposed on disruptive students. She described a situation where a student was disruptive in class on a Thursday and was sent to the dean. The student was suspended for five days but only missed one class because the suspension went from Friday through Tuesday. The same student came back and was disruptive again and that time it was eight days before the student had an appointment with the dean. She said she would like the Faculty Senate to review the policy for dealing with disruptive students. She said she would also like a discussion on the impact the elimination of the Dean of Student Life position has had.

4. ANNOUNCEMENTS

Keating announced a rally is planned to support City College of San Francisco at 4:00 pm on March 14, at San Francisco City Hall.

The San Francisco City College Governing Board meeting is at 5:00 pm this Thursday and they are encouraging students, faculty, staff and the public to join a march from CCSF to the Board meeting location.

Keating informed Council the Faculty Association of California Community Colleges and the California Community College Independent Union have successfully lobbied to have the new ARC scorecard to include Full-

time/Part-time faculty ratios, and student/counselor ratios. The student/counselor ratios will not include counselors dedicated to specific programs.

Keating said at the most recent meeting of the ACCJC, Barbara Beno said they will be focusing more on college finances because the state chancellor’s office is not doing it so someone should. And the State Chancellor’s Office has formed an accreditation advisory group.

Lema told Council Lindsay Kong, the Student Life Coordinator, is asking faculty to forward any recommendations they may have for a student representative on the Faculty Senate Council.

Lema reminded Council the Student Services Building Grand Opening Ceremony is the following day, February 2 at 2pm.

5. APPOINTMENTS

Director of Workforce Development Hiring

- Carter Hilton – Paper Screening
- Shelley Pierson – Paper Screening
- Mark Steidel – Interview
- Daniel Abbott – Interview

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

Parts of Self-Evaluation Report	Standard	List of Recommendations for Faculty Co-Leaders	Committee Comments	
Cover Sheet		ALO and Technical Writer		
Certification Pages		ALO and Technical Writer		
Table of Contents		ALO and Technical Writer		
Introduction (general history of college)		ALO and Technical Writer		
Organization of Self-Eval Process		ALO and Technical Writer, Governance Leadership		
Organizational info (org charts, multi-college,etc)		President's Office and Chancellor		
Compliance with Eligibility Requirements		ALO and Technical Writer, Governance Leadership		
Compliance with Commission Policies (Overall)		ALO, Ted Wieden, Tech Writer, President		
Responses to Previous Recommendations		TBA - AAG will review and assign		
		EXPERTISE BASED APPOINTMENTS/FACULTY CHAIRS		
Standard I - A	One leader	Mission	Peter Churchill	1 Chair
Standard I - B	F/M/C tri-leaders	Improving Institutional Effectiveness (data analysis and use)	Renee Sporer	Mario Barno, Beth Hauscarriague
Standard II -A	F/M co-leaders	Instructional Programs	Mike Chisar	Kim Schenk
Standard II - B	C/F/M co-leaders	Student Support Services	Raine Dougan	Newin Orante, Sonja Nilsen
Standard II - C	F/M co-leaders	Library and Learning Support Services	Florence Espiritu	Andy Kivel
Standard III - A	F/M co-leaders	Human Resources	Jennifer Tejada	Julie Catalano

Standard III - B	F/M co-leaders	Physical Resources	Claudia Ecklemann	TBD
Standard III - C	F/M co-leaders	Technology Resources	Robert Burns	Michael Almaguer
Standard III - D leaders	F/F/M co-	Financial Resources	John Hanecak, Katrina Keating	Chris Leivas
Standard IV - A leaders	C/F/M tri-	Decision-Making Roles and Processes	Beth McBrien	Ann Patton, Jeanie Dewhurst
Standard IV - B		Board and Administrative Organization		Mehdizadeh or Livingston, 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		includes catalogue, advertising, international ed recruitment and outreach		
Policy on Institutional Degrees and Credits		covered in II A	Mike Chisar	Kim Schenk
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 distributed and reviewed with Council the new Annual Report form from ACCJC. She pointed out questions 14b, 15b, 16b, 17b and 18b ask for the standards we set for those areas. She said we need to discuss where do we start in deciding where to set our standards. She said we could look back at the trends over the last five years. She said we already have the data for several of the areas that we need to review and set standards. She explained we have to show the reasons we selected the standards we have set. For those areas that we don't have the data yet, she has requested it from the District. Lamb said our timeline for setting our standards is by the end of March. Council expressed concerns with the timeline and Lema said we could have it by the end of the semester. Lamb said in that case it would not be part of our annual report. Lamb explained some areas will not meet the standards but the college as a whole should meet them.

Lamb told Council the templates for SLOs are on the "U" drive but they are not accessible to students as required. She said Mario Tejada will upload them to a place where they will be accessible to students.

Lamb said we need to add more sections to our summer schedule. Keating asked if the same criteria will be used for these additional sections. Lamb said they will and we need to grow productively. She added that the college is starting to aggressively market our summer classes.

Freytag asked about how quickly we can respond if we need to add or subtract to the schedule when more information comes from the state. Lamb said we can make changes in a day. Lema said the question is what process we would use to make decisions on which sections would be added or cut.

Lamb requested Council vote on the motion on the floor to create a task force for SLOs based on GEs.

The question was called. All in favor. Approved.

Lema said she and Lamb will work on the composition of the task force.

7. DISTANCE EDUCATION POLICY

Lema asked Council if they are ready to make a motion to vote on the proposed Distance Education Policy. She said they could have two motions. She said they could have one motion to approve the policy as it is written and a second motion directing the Distance Education Committee to develop language to address concerns about authentication in online classes.

It was MSC to approve the Distance Education policy as written. All in favor. Approved.

Lema reminded Council there is already a motion on the floor from the last meeting directing the Distance Education Committee to work on language addressing authentication. Freytag asked if the wording of the motion prevented the Distance Education Committee from bringing in other parties to work on the language. Lema said any of the Senate committees can seek assistance for their work.

The question was called on the motion directing the Distance Education Committee to develop stronger language addressing authentication in online instruction. All in favor. Approved.

Lema thanked Tejada for his work on developing this policy.

8. TECHNOLOGY SURVEY

Freytag told Council he added a few additional questions to the Technology Survey based on Council feedback. He added questions about the need for additional IT support staff. Gerken asked why this is addressed in two questions. Freytag explained the difference between hourly/part-time employees and full-time permanent employees. He said hourly/part-time could be temporary employees to help catch up on the backlog of work and could be funded out of one-time monies. Permanent employees would be long term and come out of the ongoing budget.

Council discussed whether or not this issue should be addressed in one or two questions. Gerken suggested it be one question with the explanation on the difference in employee classifications posted with the question. Council agreed.

Lema said a couple questions in the survey refer to the phrase a timely response and a couple refer to a reasonable response. She asked what is meant by reasonable. Freytag said he was thinking about if they received an adequate response to their technology problems. Council agreed to change the wording from “reasonable response” to “appropriate assistance”.

Lema asked Council how much time they think it will take people to complete the survey. Lema said she likes to include that information when she sends out a survey. It was agreed that could be determined when the survey is formatted into Survey Monkey.

Lema suggested the introduction to the survey include listing who will review the results. Council agreed the results should go to this Council, Percy Roper, Chris Leivas, Peter Garcia and Mojdeh Mehdizadeh.

It was MSC to approve the technology survey with the changes agreed to by Council. All in favor. Approved

Lema asked Council when the survey should go out. Council agreed to send the survey out just after spring break.

9. BUDGET COMMITTEE REPORT

Lema pointed out two minor changes to the Budget Committee report since the last Council meeting. The first change is \$250,000 will be allocated to implementation of the Strategic Plan instead of all of the funding going Professional Development. Professional Development will be included in the Strategic Plan. The second change is the addition of the Student Success act to the list of state mandates that will need to be implemented.

Lema explained the Budget Report will go to the College Council for endorsement before being forwarded on to the President. The College Council will include any additional recommendations they may have. She said the Senate Council can forward additional recommendations to College Council if they want.

Lema explained the operational budgets will get a 10% increase that will go to the divisions or the VPs over non-instructional areas and the divisions and VPs will decide how to allocate the increased money to the departments or sub-areas. She reminded Council this is a two-year budget plan.

There was a question about Counseling because they are a division but they are also Student Services. Keating pointed out Counseling is listed under Student Services in the Budget Committee recommendations.

Freytag said in areas such as DSS that has had drastic cuts, their current operating budget is \$6000. A 10% augmentation would be only \$600. Keating said the Governor’s budget proposal includes a discussion of taking some of the augmentation funds and funding some categorical areas.

Lema said the College Council could add DSS as a recommendation for consideration when they forward the Budget Committee recommendations to the college president.

Lema told Council they could endorse instead of approved the Budget Committee Report and forward their concerns to the College Council for further discussion.

**It was MSC to endorse the Budget Committee Report and Recommendations for 2012-2013. All in favor.
Approved**

Lema thanked the faculty representatives on the Budget Committee for their work.

10. FSC PRESIDENT' S REPORT

Lema informed Council the college is forming a work group to develop a framework for the strategic plan which will then go out to the college for vetting. The workgroup has two meetings scheduled the first week of March. Lema shared with Council that she is on the accreditation visiting team for Pierce College and in reading their report, she has seen some ideas that might work for us. She explained for their planning process, they have two clear lines of groups that make decisions. She said one of their senate committees is responsible for the development and monitoring of the College's Educational Master Plan uses it as their foundation for planning. Their strategic plan operationalizes the Educational Master Plan. The Strategic Plan is approved by their college council

Lema reported at District-Wide Consultation they will be discussing the Student Success Act, an update on repeatability issues, updates on accreditation, and a software program to help detect plagiarism called "Turn It In" that the District is considering purchasing. Sporer noted that program is also due to be phased in as part of the Desire2Learn program.

11. INTERNATIONAL STUDENTS

Lema told Council she and McBrien brought up some of the issues that have come out around our international students. She said there is a need to discuss how to address these issues and President Garcia recommended pulling information together for those discussions.

Lema introduced Mark Isham, our International Student Counselor. Isham presented a PowerPoint outlining international student numbers, where they are coming from, what qualifications they must meet, and what they bring to the college and the economy.

Freytag asked about what types of orientation they are offered and if they are informed about our academic integrity standards. Isham said they receive a broad orientation to the institution and the services available as well as student policies and responsibilities. He told Council to contact him if they have any questions, issues or concerns regarding international students. Lema invited Isham to the next Senate Council meeting when President Garcia is scheduled to come and talk about other aspects related to international students. She told Council to forward their questions to the Faculty Senate Office where they will compile them and forward them to Isham.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

