



**FACULTY SENATE COUNCIL MEETING
FEBRUARY 5, 2013
APPROVED**

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

GUESTS: Susan Lamb, Mario Tejada, Andy Kivel, Obed Vazquez

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

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

2. It was MSC to approve the revised agenda of February 5, 2013 as revised. All in favor. Approved.
The minutes of January 29, 2013 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Dildine said the College Senates along with the UF and IT need to have a summit with the Chancellor about technology issues. He said he is not getting emails from Vice-Chancellors, police services, and others that he needs to do his job. He told Council his division secretary has sent out emails to the division and they have bounced back. Holt added that there are also problems with Desire2Learn.

Freytag asked why the largest college in the district is being used as a guinea pig for new technology. He said our college administration needs to advocate strongly at the district level about this.

Sporer said Desire2Learn experienced a huge outage this week which affected classes and students' progress. She said a student told her a college in Arizona had the same thing happen with Desire2Learn for a full week and they were told it was migration issues. Sporer asked if this is something that was looked at by the group that recommended this online platform.

4. ANNOUNCEMENTS

Sporer announced one of our Phi Beta Kappa students was nominated to national academic team.

Lema told Council she and Lamb have been asked to be on a panel at San Francisco City College to talk with them about being put on show cause status.

Lema said she will be attending an accreditation team training this coming Friday. She will be joining President Garcia and Jeanie Dewhurst on a visiting team at Pierce College in March.

Lema told Council the Faculty Lecturer nomination deadline has past and we did not receive any nominations. She asked Council if they agree with extending the deadline. Council agreed to extend the Faculty Lecturer nomination deadline.

5. APPOINTMENTS

None.

6. RESOLUTION FOR OBED VAZQUEZ

Lema presented the following resolution honoring Obed Vazquez doe his work as Curriculum Chair.

Diablo Valley College Faculty Senate Resolution
Curriculum Chair Extraordinaire Obed Vazquez
February 5, 2013

Whereas, Obed Vazquez has served as the Diablo Valley College Faculty Senate Curriculum Chair from Spring 2010 through Fall 2012;

Whereas, Obed Vazquez has gently but firmly ensured that we adhere to Title 5 deadlines, thus meeting our accreditation recommendation;

Whereas, Obed Vazquez thoughtfully lead the discussion and first steps to implementation of new guidelines on repeatability and prerequisites;

Whereas, Obed Vazquez brought a calmness and positive atmosphere to meetings and brought Curriculum Committee members together as a community;

Whereas, Obed Vazquez was extremely organized with every Curriculum Committee meeting and followed the agenda to perfection, facilitated and welcomed faculty input which created a sense of group cohesion;

Whereas, Obed Vazquez earned the respect of his colleagues as a Curriculum Committee Chair who worked hard, had a spirit of cooperation and spent hours discussing curriculum issues, doing technical reviews, running meetings, assisting in the development of Associate of Arts/Associate of Science Transfer Degrees and C-ID and being the liaison to Faculty Senate Council;

Whereas, as Curriculum Chair Obed Vazquez has demonstrated outstanding leadership, organizational acumen, and the ability to adroitly navigate challenging curricular issues;

Resolved, That the Diablo Valley College Faculty Senate recognize Obed Vazquez's extraordinary and distinguished service as Curriculum Chair; and

Resolved, That the Diablo Valley College Faculty Senate convey to Obed Vazquez its appreciation for his leadership, insight, skills and dedication while serving as Curriculum Chair.

It was MSC to approve the resolution honoring Obed Vazquez. All in favor. Approved.

7. BUDGET COMMITTEE REPORT

Keating informed Council the Budget Committee is still discussing funding allocations for \$3.5 million in one-time monies. She reported so far they have recommended funding equipment requests through priority 4. They have recommended funding facilities requests for HVAC units, and safety and ADA needs. They are not funding any HR requests out of one-time monies. They still need to discuss recommendations for technology requests. And they are recommending a one-time 10% increase to operational budgets. They are recommending putting aside \$250,000 to address district and state mandates, accreditation, SLOs, and other required initiatives.

Keating said Chris Leivas has proposed \$250,000 for Professional Development in response to feedback from the

Strategic Planning Flex activity.

Lema told Council they need to talk with their divisions and come back with a sense of priorities so the Council has some direction in what to advocate. She said we need to know who is making decision about these priorities. She said every budget presentation she has observed, colleges overestimate expenses and underestimate revenues. We have to decide what is a reasonable level of reserves.

Keating clarified that some of the rollover came from the reserves we had in case Proposition 30 did not pass. She added that none of the allocations are a done deal and this is on the Integration Council agenda this Friday.

Freytag said the Senate should take a strong position that we do not support spending any more money on technology without the staff to deal with it. He said we have lots of computers and printers that we cannot fix or install due to inadequate staffing.

Lema suggested some of this money be used for hourlys to catch up on current technology needs.

DeLoach said she thought Keating mentioned some money for growth. Keating said they discussed \$350,000 be put aside for growth. She said they also discussed putting aside \$250,000 for breakage fees since we can no longer charge students.

Machalinski said we need more time to decide what to recommend for funding.

Keating said she will send a summary document to Council to take to their divisions for discussion.

Freytag motioned to have an emergency motion that the Budget Committee not make any decisions until this has been vetted campus-wide.

It was MSC to make an emergency motion. All in favor. Approved.

Freytag's motion that the Budget Committee not make any decisions until this has been vetted campus-wide was seconded. The question was called to vote on Freytag's motion. All in favor. Approved.

9. FSC PRESIDENT'S REPORT AND VP OF INSTRUCTION REPORT JOINT

Lema reported that DVCs productivity ratio is currently at 17.2. Lema explained our productivity goals are set for the district as a whole and then divided up among the three colleges.

Lema said we are now looking at the need to grow, especially in the Summer and we will be adding 295 FTES equivalent to the Summer 2013 schedule. Lamb will send out a request to departments and divisions asking for a list of courses that have good fill rates or are for certificates and degrees that they can offer. Lamb added that she will also be asking the same for fall courses to look at later if they are needed to fulfill our growth target. She said we could end up borrowing FTES from the summer if needed.

Freytag asked if we add classes to summer, is there a risk we will have to cut later. Lamb said no that would not happen. He asked if we could absorb any FTES from the other two colleges. Lamb said the District needs to discuss if this is a one-time change or if we need to adjust in the long term depending on how the other colleges are doing with their growth.

Flores-Lowry asked about if our international students stay in the summer. Lamb and some Council members confirmed that the bulk of our summer students are domestic.

Keating said she is concerned if there will be enough classified staff for the summer students since that is when a lot of staff are on vacation or furloughs. Lamb said she realizes that and it will be looked at staffing levels for summer.

Lema added that departments can make their own determination on their own if they will have sufficient faculty to offer additional summer sections. Lamb said this is no higher number of summer courses than we have offered in times past.

Sporer said we should be targeting high school students. Lamb agreed and said we do need to do outreach to let them know we have these classes.

10. PETER GARCIA – STRATEGIC PLANNING

President Garcia told Council the strategic planning effort is not going as smoothly as we would like and he knows people are frustrated and ready to move forward. He said we need to decide what the format of a plan would look like. It has to be an engageable and active document for us, and we need to look at how it would vary from past documents. At this point we need to figure out how we take all the strategic planning activities from this past fall and put it into meaningful statements about college directions. He said he thinks we probably have permission of

the campus to gather some leaders, to begin the next steps. Garcia said he is meeting with Emily Stone and Tish Young today to discuss his thoughts on how to move forward. He said he realizes he probably asked more of them than they could do under their purview. He said he thinks we can get there and he will be getting a message out to the college.

Lema asked Council if they want to be part of the group to come up with the topics for the plan or vet proposals from a core group.

Machalinski said she trusts a core group to come up with a model for vetting.

Garcia said he does have some principles and directions he would like included. Those are addressing the achievement gap, and narrowing our focus as a college.

Freytag asked if we learned anything new from the Flex day activity.

Garcia said he heard there is a hunger for data on campus and we need to build a sense of how we are going to move forward from where we are now.

Holt said everyone has had adequate opportunity to have input so far and he supports a small group working on a model and then put it out to the college for input and feedback.

Garcia said the group could frame the college preference for priorities, the problems we need to solve, and the opportunities of which we can take advantage. He said the strategic plan could be the framework and we plug all of our other plans (tech, equity, etc) into it.

Machalinski suggested we look at strategic plans from other institutions.

Garcia said Valencia College has a plan that seems to resonate with what we want to do.

Lema said at Flex we had announced a writing day and Sporer had asked her what to say to entice faculty to attend.

Lema asked Council for suggestions.

Machalinski said she never thought the writing day was a good idea.

Garcia said it could be a day to go over the data and demographic information. Lema asked what Council thinks of changing the format of the writing day. DuLaney said she thinks changing the format to the one suggested would be good. She said a small group could work on a draft plan to present that day.

Lema said when she helped work on the last district strategic plan, those of us who attended the discussion and feedback sessions did not actually do the writing the document. We were asked to come up with bullet points and give feedback as the document progressed.

Council agreed to have a small group start working on a draft plan.

Lema asked Council how they think we could use the district researcher to help us. Freytag said we should have that discussion with someone in the room that knows the data.

Garcia said the day could include a presentation of the data and feedback and then time at the end for other things that did not come out of the data.

Keating said it is important to get some initial ideas out in advance to get the conversation going and give people some time to digest the information. There should also be opportunities for feedback after the activity. She suggested we could spread this activity over several weeks perhaps on Fridays. Each session would cover a particular area of data and writing. Garcia agrees we need to build time to reflect on our data into our plan.

Churchill said there are four areas to focus on and have a set of action steps for each. Then we keep using that as a guide and change the action steps and the needs as those areas change. He listed the areas of student success, broadening our reach through basic skills, distance education, etc; culture and who we want to be, and measuring our effectiveness.

11. TECHNOLOGY SURVEY

This item was postponed.

12. DISTANCE EDUCATION POLICY

Lema reminded Council that they have been discussing the Distance Education policy. She acknowledged that we need to have a policy in place to meet the ACCJC requirement. The issue of authentication as it relates to integrity needs further discussion. For the purpose of today's meeting however, the question is do we want to stay with the basic requirements from ACCJC or have a higher standard.

Churchill said we can always adopt a policy now and then raise the bar.

Mario Tejada said at the ACCJC training he just attended, this subject took up half of the afternoon session. He said when the questions about authentication came up; they were pointed towards resources to help provide answers.

Tejada and Kivel suggested the proposed policy be approved so we have one in place and assign the Distance

Education Committee with researching and developing stronger standards of authentication. He said they would work with departments to ascertain what their needs are for authentication.

Machalinski said she does not think this should be department by department and the college should require at least one in-person assignment for DE classes. She said if we approve this version of the policy, she would like to include a statement that this is approved as a minimum standard.

Kivel responded that we cannot drag out the approval of a Distance Education Policy and we should not write into the policy that this is temporary. He said we can discuss increasing standards with this policy in place.

Machalinski said she would like to take a vote in her division before the Council vote.

Lema told Council they should let their divisions know Council will be voting on the Distance Education Policy and that issue of authentication is a concern, and ask their divisions how they should vote.

Freytag suggested Council approve the proposed policy and immediately direct the Distance Education Committee to go to work on addressing the concerns expressed by Council on authentication.

Machalinski said there needs to be a process in place for how the final decision for authentication standards will be made. Lema reminded Council the Distance Education Committee is a Senate Committee and Council can direct them to do the work on authentication standards.

Holt said authentication is at the heart of distance education and has always been an issue and he thinks it is a mistake to put off the discussion about stronger standards.

Keating said she does not think this is the place for that discussion at this time and we should not hold the policy hostage for want of a conversation.

Keating said in the section of the policy that talks about faculty teaching Distance Education, she is concerned that some departments might not have bylaws that address this and asked if we need language to cover those areas.

Tejada responded that they could develop some generic bylaws for use by departments if they choose.

DeLoach moved to endorse Freytag's suggestion to direct the Distance Education Committee to work on stronger standards for authentication by the end of the semester. The motion was seconded.

Lema said she will ask Tejada and Kivel to the next Council meeting and Council will vote on the motion.

INTERNATIONAL STUDENTS

Due to time constraints, this item was postponed.

12. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*