



FACULTY SENATE COUNCIL MEETING

APRIL 23, 2013

APPROVED

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Buzz Holt (Social Sciences), Maria Dorado (Counseling), Katrina Keating (Representative-at-Large), Milagros Ojermark (Applied and Fine Arts), Marva DeLoach (Library), Keri DuLaney-Greger (English), Craig Gerken (Physical Science/Engineering), Theresa Flores-Lowry (Physical Education), Peter Churchill (Business), 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:

GUESTS: Susan Lamb, Lupe Dannels, Andy Kivel, Lisa Orta, Scott Heiden, Julie Catalano, Marisa Greenberg

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

1. APPROVAL OF THE AGENDA OF APRIL 23, 2013, AND THE MINUTES OF APRIL 9, 2013.

It was MSC to approve the agenda of April 9, 2013. All in favor. Approved.

The approval of the minutes of April 9, 2013 was postponed to allow more time for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Council wished Buzz Holt a Happy Birthday!

4. ANNOUNCEMENTS

Dorado said she is currently enrolling students into the Puente Program for the fall. She shared flyers on the program that include information on introductory sessions coming up soon.

Lema said she and Keating attended the Plenary Session the previous week. She reported the resolution to create a new teaching discipline that excluded Early Childhood Education was voted down. Also the Health Sciences Disciplines list that our faculty had wanted approved did pass.

Lema said there were interesting discussions on the possibility of developing qualifications for faculty to teach online and also requiring mandatory orientation for students to take online classes.

Lema told Council it has been decided to hold a Retirement Dinner event on May 10 at the Concord Hilton. Tickets will be \$45 each and Jennifer Tejada will be the MC. She said there are 5 retirees who will be in attendance.

Lema reminded Council the Dinner Theater is on May 3 for the opening night of the Performing Arts production of "It's All In the Timing".

5. APPOINTMENTS

Dean of Social Science and English Hiring Committee

Tamar Baskind

District Student Success Task Force

Christie Jamshidnejad

Sabbatical Leave Committee

Laurie Lema (interim)

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

6. CLASSIFIED EXEMPLARY AWARD

Lema introduced this year's Classified Exemplary Award winners and provided some background on the reasons for their nominations. The winners are Julie Catalano, Marisa Greenberg, and Scott Heiden. Council gave them a round of applause.

7. FOUNDATIONS FOR COLLEGE SUCCESS

Lupe Dannels explained the FCS Committee wants to dovetail with the college resource allocation process to help distribute their funding and have added this to their revised charge. They are also proposing that instead of the Committee reporting to the VPs of Instruction and Student Services, those officers would be asked for tactical supervision of the committee's work. And they are proposing that the membership specify the Student Services representative be a classified employee.

Lema pointed out the majority of what the Curriculum Committee does are Academic and Professional matters and asked if it should be a college-wide committee or a committee of the Faculty Senate. She said they were originally formed as a college-wide committee because there was money allocated to it.

Keating suggested the wording about working within the DVC funding allocation is confusing because the Basic Skills funding does not come through the Budget Committee.

Dannels explained the intention is not to put the Basic Funds money in the budget allocation process but to work alongside the process and identify basic skills needs in program reviews. She said she will take Council's comments back to the FCS Committee.

8. CLASS AUDIT POLICY

Lema told Council Contra Costa College has an audit policy and we have drafted one based on theirs. She said she worked with Glenn Appell and Susan Lamb on the draft. Glenn Appell explained the rationale for proposing a procedure for auditing classes. He said in light of the new repeatability regulations this is a way to help mitigate some of the impacts in areas such as music. At DVC we have several large ensemble performance groups that need community participation to broaden the educational learning experience of the music students. Appell said there is a provision in Title 5 to have an audit policy and Chancellor Benjamin had mentioned that CCC had one. Appell further explained that the policy allows a student to audit a class if the class has the minimum number required of for-credit students to offer the class. He mentioned also the community members auditing the class have expertise and it can help the students who are still developing their skills. Letting a student audit a class is up to the discretion of the instructor. Students may opt to audit a class before they take it for credit to help them prepare, or they may audit a class they have taken but want to continue to develop their skills. However, although the audit policy may help those students, the main purpose of developing this policy for us is to preserve our ensembles. McBrien said drama does not have the same issues.

It was confirmed that there is no notation on a student's transcript that they audited a class.

Sporer asked about grading students who are auditing. Appell said it is up to the instructor how to handle assignments and grading for auditing students. He also said students do not have to pay the enrollment fee for auditing a class but they do pay \$15 per unit.

Keating clarified a student enrolled in 10 or more for-credit units do not have to pay the fee for auditing 3 or fewer units. However, many math classes are 4 units so they would have to pay a fee.

Keating added that she audited courses when she was in college and was surprised when she came here that we did not allow auditing. She would audit classes that she did not need to receive a grade in but she was interested in the material. She said also, if a student withdraws from a class they are no longer allowed to attend the class. With this policy, they could withdraw and then register to audit the class. This could help them when they try taking the class again.

Ojemark asked about classes that have labs. She said students have to be registered to access the lab material and audit students are not registered. Lema said that is something that will have to be discussed with A&R. Freytag said

this could also be the case in courses that use WebCT. Lema clarified the policy states students cannot be approved to audit a class until after the drop date. She said we have to discuss if we want to put a limit on how late in the semester a student can sign up to audit a class.

Freytag said it might be good if a student has the option to have an audit noted on their transcript. Lamb said it might be in state law that it cannot be on the student's transcript so that will need to be researched.

Gerken said he has liability (safety) issues in his classes and asked if the student who is auditing would be covered. Churchill said he does not want to take students for auditing because once they are in the class they want to be treated like all the other students and he does not want to tell them they can't ask questions or other things that may take time away from the other students. He also suggested the instructor signature be at the top of the form so the student knows first if the instructor will allow it or not.

Holt asked if he has space for one student to audit and to request it, how does he decide? Appell said the instructor should do it the same way they decide to take students over cap.

McBrien agrees this is a way to help the music ensembles fill out their groups. She said they could use an audition component to ensure they are getting the skills they want from the students that are auditing especially since they do performances and audiences pay to see them. She said the other alternative would be to not allow auditing and all these types of courses would have to become fee based. Then we would not get the participation level we want in those courses. Appell added that for music majors they are required to play in large ensembles so this would help provide that opportunity.

9. PROFESSIONAL DEVELOPMENT AND NEXUS REPORTS

Lisa Orta distributed a list of the Nexus activities for this year. She explained her reassigned time is a .2 and she works for 50 hours with the Nexus group as well as providing support to new and returning part-time faculty She said because the reassigned time and the funding have decreased, she has scaled back their activities. She said her support for Nexus includes supporting tenure track faculty until they receive tenure. Orta said this year's group has shown a lot of interest in the college governance and has requested a Senate representative to attend their meeting on May 14. Lema said she will ensure someone from the Senate attends that meeting. Orta added that not many colleges have the type of program we do for new faculty and we may want to showcase this somehow at the state level.

Andy Kivel reviewed the faculty professional development budget and expenditures for this year. The bulk of the funds were allocated to faculty conferences.

Kivel told Council, all four Professional Development Committees, Faculty, Classified, Management and College-wide, are meeting this coming Friday and again the following week to work on a Professional Development Strategic Plan. They hope to have a draft by the end of the semester and begin vetting it in the fall. He explained the plan will address the need for stable funding that includes a coordinator and money for activities, training and conferences.

Kivel said the announcement requesting workshops and activities for Fall 2013 Flex will be sent out the following day. August 13 and 14 are optional days and the 15th is the mandatory day.

Kivel said the District started a few years ago designing an online system to track Flex hours for faculty. The system has been used so far to register for workshops. It is still under development but when it is complete it will provide a summary of each faculty member's Flex hours completed that they will print out and turn in for approval. Eventually it will be used to collect data on what types and when faculty are engaging in Flex activities. It can also be used to collect workshop evaluations.

Machalinski said she is concerned that the system often crashes during busy times and that is when the faculty would be using it. Kivel said the District Office is receptive to suggestions to ensure this works and it will not be implemented until they have worked out the issues. He also said the District Office has discussed the implications of the use of this system with the UF. He said the coordinators or managers overseeing Professional Development at the three colleges will be meeting to discuss this. Lamb added that the VPs from the colleges also have some concerns and will be meeting about this. Kivel said the system will not be implemented until probably Fall 2015. At this time faculty just need to log in to register for workshops as they have been the past few years.

10. REVIEW OF PROPOSED CHANGES TO DVC PROCEDURES AND COLLEGE-WIDE COMMITTEES

Lema explained to Council that Keating had brought a draft of a revised charge and membership for the Budget

Committee a while ago. Budget Committee was not finished working on it so Council took no action. Now, the final draft has gone to College Council and they approved it but it never came back to the Senate. Lema said she had a conflict with the last College Council meeting so she was not there to postpone the vote and unfortunately, the other faculty representatives did not ask if it had been to the Senate first. Lema said the version that the Senate has seen is not that different than the final version but the expectation was the Senate would see the final draft first and have an opportunity to make recommendations. Lema said she told Rachel Westlake, College Council Chair, that she would bring it to the Senate and if they have any recommendations, she will bring it back to College Council.

Keating said the Budget Committee has been working on this for a while but she had suggested to them that they wait until the Budget Procedure was done before finalizing the charge and function of the committee.

Lema pointed out the membership includes senate representatives as well as spots for program area experts. Those expert positions can be from any constituency but they still must be approved by whichever constituency they are a part of. She said they are then a representative for their constituency that provides expertise to the committee. There are six of those positions on the committee and no more than three can be from any one constituency.

She said expertise based membership has worked well in the Scheduling Committee and the Integration Council and it is needed on other committees.

Lema said she is also concerned about the size of the committee with the recommended increase in representation from the constituencies, the proposed membership is now 15 people.

Lema pointed out another recommended change is from Program Review Expertise to Program Area expertise and she is not sure that is any different than the senate representatives. She said the Faculty and Classified Senate Presidents come to agreement with the college president about who will serve in those positions but they are ultimately constituency representatives.

Machalinski said the Strategic Planning Group has been grappling with governance issues and asked why these changes are being proposed now. Shouldn't they wait for the strategic plan?

Keating commented that budget process is a 10 +1 item and the main charge of the Budget Committee is to use the allocation procedure so she is not sure why the charge and membership of the committee is it not a 10+ 1 item.

Holt said he is concerned about requiring expertise. He said he came onto the scheduling committee knowing nothing but he learned what was needed from him as he worked on the committee.

Keating said she sees Holt's point but said the requirement was developed to ensure we don't have people on committees who have not been involved or understand the committee role just to fill a seat. It was to have committee members who have some knowledge about the college needs and can look at implications across the college. Machalinski agreed and said we want the best people for each committee no matter what constituency they are from.

Freytag said we should not approve something knowing it will need fixing later. He said our committee descriptions need to be understandable to people just coming into the college such as the accreditation visiting team and this description is not.

Lema pointed out in accreditation it states our primary focus is to support student learning and that faculty have a substantial role. She asked if Council thinks this proposed membership reflects that role. She said she will discuss the charge and other budget procedures with the Senate Officers.

It was MSC that because the College Council approved the Budget Committee charge and membership before Faculty Senate Council voted on the Budget Committee changes, the Faculty Senate Council requests the Senate President address their concerns about that process and any unresolved issues with the charge and membership FSC. All in favor. Approved.

11. VP OF INSTRUCTION REPORT

Lamb explained to Council that we have looked at our ISLOs based on our GE outcomes which are based on Title 5 and they are also linked to our mission. However, according to ACCJC GE requirements we are supposed to include ethical issues. That is addressed in our mission and ethical issues are embedded in our GE course content.

Lamb distributed the section from the annual report that includes questions about our Institutional Standards. She said the numbers we put in are the median. She said these are standards, not goals. She asked Council to get feedback and report at the next meeting. She reminded Council student achievement is what the student takes with them, and SLOs are the knowledge we expect the student to know when they graduate or transfer. These are the skills that are tracked to our course level, GE level and then institutional SLOs.

We will know if we met our standards if we track how many students met the course SLOs, Program SLOs, GELOs, the, the Institutional SLOs.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*