



**FACULTY SENATE COUNCIL MEETING
AUGUST 27, 2013
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Bruce Cook (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), Cheryl Martucci (Math/CompSci), Rick Godinez (SRC), Doug Dildine (Part-time Faculty Representative), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Theresa Flores-Lowry (Kinesiology)

GUESTS: Laury Fischer, Susan Lamb, Andy Barlow

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

1. APPROVAL OF THE AGENDA OF AUGUST 27, 2013 AND THE MINUTES OF AUGUST 14, 2013.

It was MSC to approve the agenda of August 27, 2013. All in favor. Approved.

It was MSC to approve the minutes of August 14, 2013. All in favor. Approved.

2. PUBLIC COMMENT

Mary Ann Irwin announced the American Association of University Professors (AAUP) is organizing a chapter at DVC. She distributed cards to Council and encouraged them to contact her if they would like to learn more. Lema told Irwin she is welcome to request this subject be agendized for further discussion.

3. COUNCIL COMMENT

Machalinski related a comment from Rick Gelinas that he thinks it is ridiculous we have to pay for new business cards when the District decided to change the phone system. He also told Machalinski that we can order business cards from Staples for less than the discounted price the college is offering

Machalinski said she had a student that lost their keys and when she tried to help him contact Police Services, she could not find the new phone number. The old one was still posted on the website. She reminded people to be sure to change the number they have programmed in their phone for Police Services. She said some sort of communication should go out to everyone letting them know the new numbers for Police Services.

Gerken said Adult Ed was mentioned at convocation but he would like more information about its status. Lema said we will put this on as a future agenda item.

Lema welcomed Rick Godinez back to the Council as the SRC representative. She then welcomed Bruce Cook as the new Applied and Fine Arts representative.

4. ANNOUNCEMENTS

Lema announced the Fall Dinner Theater is scheduled on October 25 for the opening night of Zombie Prom. She said we are going to advertise it a little differently this year to help encourage classified to attend.

Lema said May 5, 2014 has been scheduled for a retirement event. It will be planned and sponsored by several areas including the Faculty Senate, the Classified Senate, the President's Office and the Foundation.

Lema said the position of a Part-time Faculty representative that has been held by Doug Dildine is up for election.

5. APPOINTMENTS

Hiring Workshop Trainer

Joe Gorga SRC Biology

Accreditation Standard IIB Student Support Services

Joe Gorga SRC Biology

Barbara Hewitt Health Sciences

Tom Mowry Math

Ted Wieden Geography

Curriculum Committee Chair

Mike Chisar Kinesiology

Faculty Development Committee

Janet Mason Family Life

Integration Committee

Paul Sasse Physical Science and Engineering Division

Nancy Malone English

Tutoring Advisory

Ia Carbonell SRC English

Foundations for College Success

Paula Stanfield Counseling

Chuck Shackett SRC English

Information Technology

Mario Tejada SRC Computer Information Systems

Daniel Kiely Library

Cheryl Martucci Computer Science

Student Equity Committee

Dorian Eidhin English

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

Lema reviewed the following vacant positions for faculty on College Committees.

College Council – 2 year term (former/current department chair – willing to be co-chair/chair of College Council)

Integration Council

Unfilled Social Sciences

Unfilled Kinesiology

Integrated Planning Committee

Unfilled (1)

Student Equity Committee

Unfilled (1)

Workforce Development Committee

Unfilled CTE faculty (5)

Unfilled (at large)

Information Technology Committee

Unfilled (1)

District Committee Vacancies:

65th Anniversary Committee

Unfilled (1)

6. STRATEGIC PLANNING

Lema reviewed with Council the proposed values, goals and directive for the 2013-2017 DVC Strategic Plan. She explained it is necessary to decide on the values, goals and directives before moving forward on the plan. Consequently, Council needs to first vote on the proposed values, goals and directive since they are the overarching principles for the Strategic Plan. She said these will direct the objectives, activities and evaluation processes. A decision about the values, goals and directive should take place before deciding on objectives, activities and evaluation processes.

McBrien explained the writing group looked at other college's strategic plans and many of them were very streamlined. She said the writing group was trying to be inclusive of all functions of the college in student success.

Andy Barlow reiterated that this document is the foundation for the plan. The actual plan will include the objectives and activities.

Gerken said his division felt the values and goals were statements of the obvious but it is good to have them written down.

Holt suggested and Council agreed that Lema send the document out to all faculty after the three-day weekend and tell them to contact their reps with any feedback. Lema said this will be up for a vote at the next Council meeting.

DuLaney said the way it was framed on opening day was very clear so she thinks everyone got it. She said she has not received any comments from her division.

7. PRESIDENT'S REPORT

Council reviewed their meeting dates for Fall 2013-2014.

It was MSC to approve the following meeting dates for Fall 2013:

August 27

September 10

September 17

September 24

October 8

October 22

October 29

November 12

November 19

November 26

December 10

December 17

All in favor. Approved.

Lema asked Council for feedback on the opening day convocation.

Keating said the math faculty were disappointed when President Garcia put up spreadsheets showing either budget information or enrollment information and said we did not need to look at them. Many math faculty feel that the as educators, if we project an attitude of "math is something we need to get through", it does a disservice to our students. Everyone struggles with math, including those that teach it. Keating said the Math Division is on a campaign to change the culture around math at DVC. Overall, though, she thought the day was a success.

Freytag said he liked the numbers being glossed over as he finds them distracting in a venue like that. As many have said before –don't torment us with data.

DeLoach said she felt it was a positive day.

Godinez said having someone from FACCC speak was helpful.

Lema reviewed the Faculty Senate Operational budget and projected expenditures for 13-14. She pointed out the projected required expenditures exceed our budget allotment.

Freytag said he'd like to figure out a way to get more faculty to conferences. Lema responded that we may have professional development funds this year but those funds do not fall under Senate's purview. She said LMC and CCC Academic Senates have even smaller budgets.

Machalinski said it is not right the curriculum chair comes out of the Senate budget and she has been saying this for several years. Lema agreed. She told Council reassigned time was discussed in consultation with the college president and he shared a list of all the reassigned time at DVC. DVC currently has just under 3.830 FTEF of reassigned time. This is far less than LMC and CCC has. Lema said President Garcia understands we need to increase our reassigned time and that we should have a formal process to do so.

Lema told Council the legal defense fund currently has a balance of about \$1322 and brings in about \$300 a month. She reminded Council that our lawyer for the lawsuit, Robert Bezemek, forgave the balance owed him a couple years ago. However, we still owe George Turner about \$50,000. We have an obligation to pay him back. In addition, we should rebuild this fund in the event the senate has any legal issues in the future.

Lema reported the Voluntary Fund currently has a balance of about \$1478 and brings in about \$171 a month. Typically this fund covers the wine for two dinner theaters for about \$200 each; a stipend for the faculty lecturer of \$1000 plus food for a reception for about \$300; it has covered gifts, dinners and other miscellaneous expenses for the retirement dinner; and usually about \$300 for the Kennedy King Scholarship. Historically there was also enough money to fund other scholarships. Lema would like to see the voluntary fund increase in order to provide some funds for the Arts and Lectures committee. She said if each faculty member could donate just a few dollars a month that would make a difference. She distributed forms to authorize payroll deductions for the funds. She asked Council members to talk to other faculty and report back how many people they got to contribute.

Lema informed Council she discussed the Audit policy with President Garcia and there are a few things that need to be cleared up before it is implemented so for now, the auditing policy is not in effect and is not allowed.

8. VP OF INSTRUCTION

Lamb distributed information on data used for enrollment management. She explained the goals are set by the District and the state pays us based on those goals. She said we set separate goals for resident and non-resident students. She pointed out we tend to get more students when the economy is down and the state money shrinks. So under those conditions productivity is up. However when state money is up and the economy is good we typically get less students and as a result productivity goes down. The data also includes variable teaching costs based on productivity goals.

Lamb reviewed last year's goal and enrollment numbers to help Council understand how they set this year's goal. She said we have to hit the goal as a district and when we didn't reach the goal, we went on stability so we would not have to borrow FTES. We are also down some this semester and that may be due in part because of the new rules on repeatability. She said we have to meet our goals this year and although the trend for Northern California is down, DVC does draw more students from out of our service area than other colleges.

Lamb reported that we have a substantive change report due to ACCJC on November 15 regarding online courses and new degrees and programs. The report needs to be ready by October 15 to have it submitted on time. Our regular self-study visit is scheduled in October 2014 so that report needs to be done by the end of this fall semester so we have time to vet it through our governance bodies and submit it to the board for them to approve over a report or have a visit. She has learned the State will be conducting an audit of all costs to colleges associated with accreditation.

9. DEVELOPMENTAL READING AND WRITING ACROSS THE CURRICULUM

Laury Fischer told Council around 90-95% of our students don't have the skills they need to do college level work. He said he has been given some release time to get a program started to help these students that would be across the curriculum. He explained we have 400 courses that say students need to be eligible for English 122 but there is lack of clarity of what that means. Another issue is that a lot of instructors have lowered the bar in their courses to allow those students to succeed. An across curriculum steering committee has been formed to develop this project with the goal of getting the college to better address the needs of those students. He said math and English teachers get a lot of training to deal with under-prepared students but other disciplines really don't and that is where he wants to focus. He is starting by going to governance bodies to stimulate "water cooler" conversations around this effort. He is also asking to be invited to department meetings to discuss this. And he is beginning to have conversation about what the college is going to do to support these efforts.

He said these efforts need to show up in Program Reviews to show a theme across the college of this need.

He said he would like to come back to another Council meeting and he can bring some models.

Lema suggested this would be a good focus for Flex and Professional Development.

Freytag suggested the Council formally endorse the work group.

10. POLICIES AND PROCEDURES

Lema updated Council on the current status of college procedures that need to be updated.

1018.01 Student Learning Outcomes and Achievement –The SLO Committee will review this procedure.

1016.01 Program Review – Lema will work with VP McBrien and VPI Lamb to develop a draft document that reflects our current practices in Program Review. Both the Student Learning Outcomes and Program Review procedures are academic and professional matters and will go through collegial consultation to reach mutual agreement.

1010.01 Integrated Planning will come back to a future meeting to be examined more closely for review.

5018.01 Budget Allocation Process and 5018.06 Procedure for Tentative and Adopted Budget -Lema reminded Council of its recommendations from the spring semester about proposed changes to integrate the budget process into planning and changes recommended to Budget Committee membership and charge. The proposed budget allocation process added a flow chart to help clarify the process. Phase III of the budget process stated in the Accreditation Show Cause report is not included as part of the budget allocation process in the currently proposed description. Budget allocation process is also an AP matter.

11. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*