

**FACULTY SENATE COUNCIL MEETING
SEPTEMBER 10, 2013
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), 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), Theresa Flores-Lowry (Kinesiology), 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: Katrina Keating (Representative-at-Large)

GUESTS: Andy Barlow, Susan Lamb, John Hanecak, Ellen Kruse, Katy Agnost, Lupe Dannels, Rachel Westlake

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

1. APPROVAL OF THE AGENDA OF SEPTEMBER 10, 2013 AND THE MINUTES OF AUGUST 27, 2013.

It was MSC to approve the revised agenda of September 10, 2013. All in favor. Approved.

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

2. PUBLIC COMMENT

John Hanecak shared some background information about the college budget. He said one FTES in budget terms is equal to \$4,500 at the district level and \$3,600 to the colleges. We need an average of 35 students per class to break even. Hanecak said our productivity goal has been adjusted to 16.6 which is the mid-point of our weighted average over the last ten years. He also told Council the cost of adding new classes with part-time instructors is costing \$966,000 in the 13-14 budget. He said we are looking at a 4% reserve for DVC. Our budget is about \$68 million. A detailed report will be out soon. Parity pay used to be paid at the district level. Starting this year it will be paid monthly at the college level so we have placed \$550,000 in the 13-14 budget to cover it. We expect about \$300,000 to be reimbursed from the state for parity pay.

Lema said the budget will come back as an agenda item.

3. COUNCIL COMMENT

Flores-Lowry said with the decrease in pass time between classes is impacting kinesiology because students feel they will not have enough time to get ready before class or will be late to their next class. She has heard this from students and instructors. She will be sharing this information with her department chair and division dean. Lema told Council members to let her know if they are having this issue in their areas.

Dorado commented that students were having trouble getting into Insight for emails the previous Wednesday and Thursday. Lema asked Council to consider what to do with this feedback.

Lema read a statement on behalf of Katrina Keating. In her statement Keating said that at a previous FSC meeting she had said the Budget Committee is skipping phase 3 of the budget process. However, she said she had not been aware the Committee did do some work on this before she was a member. Keating said a full explanation of the process should go out to the college community. The Budget Committee will be discussing this at their next meeting.

Gerken said a couple people working on accreditation have given him feedback that the work is being done without the clarity and efficiency they were hoping for and they are concerned if we are on pace.

Gerken said he heard last Friday the scheduling committee ended without a firm resolution. He said the consequence is his department chair wants to put in for schedule augmentation and they do not know how they are going to staff it. Or, if they don't get the augmentation, what do they do with that staff. He explained the classes they are looking at for augmentation would need to be full-time instructor.

Freytag said Happy Birthday to Catherine Machalinski! Council sang Happy Birthday!

4. ANNOUNCEMENTS

Flores-Lowry announced the DVC Women's Volleyball team will be playing this Friday at DVC. And the DVC Football team will be playing Saturday in Santa Rosa.

5. APPOINTMENTS

Institutional Planning Committee

Karl McDade

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

6. STRATEGIC PLAN 2013-2017

Council viewed the Strategic Plan Directive, Values and Goals with additional comments from Lema that further defined them. However, Lema reminded Council what they are voting on today is just the directive, values and goals. Those will then become the framework for the rest of the plan.

It was MS to approve the proposed directive, values and goals of the 13-17 DVC Strategic Plan.

Machalinski said people will get how serious it is when we start designing activities and objectives said Machalinski who referred to herself as St. Catherine of Equity!

Flores-Lowry said her division wants to know the how these will be implemented and evaluated. Barlow reminded Council that the objectives and activities will not be written in stone. There will be opportunity to have input as they are being written and they can be adjusted if needed as we move forward. He said what is new and different in this document from the last strategic plan is this one is meant to be operational to align programs and procedures and have real outcomes we can actually measure. The goals are particular to where DVC is at this moment.

The question was called. All in favor. Approved.

7. POLICIES AND PROCEDURES AND BYLAWS

Lema told Council she is working with Lamb and McBrien to update at the Program review procedure. They do not have a draft ready for viewing yet. One of the goals is to synthesize a more seamless process for instruction, administration, and student services.

Gerken asked why program review work is at the same time as accreditation work. After this year we can examine a time to avoid this type of work overlap

Lema said in looking at the Program cycle timeline, we have to build in time to be thoughtful and reflective.

Lamb added that now much of the Program Review data and info will be pre-filled, it should not be as much work.

Lema explained any changes to the FSC Constitution have to go out to a vote of the whole Senate. Changes to the bylaws go to a vote of the Council. She is working on making recommendations for the bylaws and later Council will review the constitution for consistency with the bylaws.

Lema reviewed with Council recommended changes to the bylaws through article II. She said some of our processes have evolved and bylaw changes need to reflect that.

In addition to changes to the bylaws, Lema recommended the Senate consider changing its name from Faculty Senate to Academic Senate. That is what the other two colleges in the district go by as well as most senates in the state.

Lema pointed out the bylaws include having regular meetings of the agenda committee but that has been difficult

since the Council now meets three times a month. The agenda committee typically meets after the Council meetings. She said also if a part-time rep is on the agenda committee, it needs to consistently be the same one. Holt said there are opportunities to bring items forward during public and council comment. Gerken suggested adding language that clarifies that. Council agreed.

Council discussed Article II section 3 that covers disagreement between Council and senate committees. It was agreed to change the word “will” to “may” about voting.

Lema reviewed the proposed changes to section 5 on the Voluntary and Legal Defense funds and explained why the Senate has a Legal Defense fund.

Budget Allocation Process 5018.01 and 5018.06 Procedure for Tentative and Adopted Budget will come back to Council for discussion.

8. ONLINE TUTOR TRAINING COURSE

Ellen Kruse and Katy Agnost of the Faculty Senate Tutoring Advisory Committee explained that Math and English have tutor programs and training for the tutors. However, other areas do not have formal tutoring programs that include training. They are proposing a training course for all tutors that would cover best practices for all disciplines. They initially had thought of an online course but they have taken that out of the proposal so they can have the flexibility to offer it online or face-to-face. In their proposal, no division would own the course so it would not go through any division council for approval of the course before going to the curriculum committee. So they are asking Senate Council to approve the course for submission to the curriculum committee. The course would be a .5 to 1.0 unit class. Each discipline could add content for their tutors.

Council members had concerns over the wording in the proposal that specify the Pleasant Hill campus only, and mentioned Math and English but no other disciplines. Kruse said anyone could take the class. It would be up to the discipline if they want to require it.

Council members asked who will decide who will teach it, who will make sure it gets in the schedule and agreed these are operational components need to be determined.

Agnost and Kruse suggested it could be under the purview of the TAC.

Machalinski suggested the course be scheduled at one set time, and be a late start class.

Lupe Dannels commented that tutors need to be trained and there needs to be consistency and a standard of practice. Kruse said many students are putting their tutoring experience on their resumes and we want that to mean something.

Lema told Council to get feedback and it will come back for a vote. She suggested the TAC talk to management about the operational issues.

McBrien suggested we also consider as an option each discipline offering this tutoring training course.

9. FOUNDATIONS FOR COLLEGE SUCCESS COMMITTEE REPORT

Ellen Kruse, Lupe Dannels and Rachel Westlake of the Foundations for College Success Committee shared a form they will be submitting to the state on the FCS budget. They explained they get an allocation each year and they have three years to spend that allocation which started in 2010. They have two years to spend this year's allocation. Lema asked about status of this funding continuing from the state. Lamb said she is not sure if it might be rolled into funding for the student success initiatives.

Council agreed to direct Lema to sign off on the report.

10. VICE PRESIDENT OF INSTRUCTION

Lamb reported that enrollment for this semester is down 125 FTES from what was reported two weeks ago. She said this is the point that students drop so they don't get a “W”, and some faculty are still cleaning up their rosters.

Lamb reported the Accreditation Substantive Change Report will be sent tomorrow for feedback from ACCJC so we can make recommended changes to our final report. We are also sending an official letter to request our report be placed on the November ACCJC agenda.

Lamb said we are up and running on the work of our self-study. She said we have nine committees to address the standards and other areas of the report. She and Becky Opsata are meeting with each group to discuss their progress and make recommendations on their work. She said the groups are at various stages and are taking different

approaches. She said she and Opsata are trying to make sure all the committees are all on the same path, writing to the standards, telling the story, and using evidence to support it.

Lamb reviewed the timeline for accreditation work. The visiting team will come in October 2014. We will mail the report in September 2014. The Governing Board will need to accept it over summer 2014. It needs to go through our governance process during spring 2014. Which means the initial final draft needs to be completed by December 13, 2013. She and Opsata will work on it over the winter break to have it ready for vetting in the spring.

She is concerned that starting about Thanksgiving, we get distracted and busy with other reports and work that is due and the holidays so the accreditation committees are being advised to get as much done as possible by the end of October. She said we need to encourage the broad college community to review the documents that are being produced. Lema added that this Council will probably be asked to meet with the visiting team so they will be expected to be very familiar with the document. She suggested Council begin reviewing the drafts at their meetings. Lamb said she could do that with Council and point out highlights. She said also there is a little training that should take place so it is understood how we now are to write to the standards and provide evidence to support what we say.

Freytag said this needs to happen college-wide.

Gerken said he just wants to know where to find the information. It was suggested the Senate Office send out the link to the portal.

11. ADJOURNMENT

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

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*