

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

FACULTY SENATE COUNCIL MEETING**APRIL 29, 2014****APPROVED**

In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Faculty Senate Council record the votes of all committee members as follows: Members in attendance will have their votes recorded including names of members voting in the minority or abstaining is recorded.

PRESENT: Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Peter Churchill (Business), Hopi Breton (Applied and Fine Arts), Maria Dorado (Counseling), Marva DeLoach (Library), Keri DuLaney-Greger (English), Cheryl Martucci (Math/CompSci), Craig Gerken (Physical Science/Engineering), Theresa Flores-Lowry (Kinesiology), Buzz Holt (Social Sciences), Rick Godinez (SRC), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: Laurie Lema (President), Katrina Keating (Representative-at-Large), Catherine Machalinski (Biology and Health Sciences),

GUESTS: Rachel Westlake, Mario Tejada, Leslie Agostino, Ellen Kruse, Ted Wieden, Katy Agnost, Chris Knox, Ted Walker

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

1. APPROVAL OF THE AGENDA OF APRIL 29, 2014 AND THE MINUTES OF APRIL 8, 2014.

It was MSC to approve the agenda of April 29, 2014 as amended to include an action item on online voting for the Faculty Senate election. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Dorado, DeLoach, DuLaney-Greger, Martucci, Gerken, Flores-Lowry, Godinez, Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of April 8, 2014.

The following members all voted aye: McBrien, Freytag, Churchill, Breton, Dorado, DeLoach, DuLaney-Greger, Martucci, Gerken, Flores-Lowry, Godinez, Colber. No nays. No abstentions. Approved.

2. STUDENT LEARNING OUTCOMES ADVISORY COMMITTEE AND GELOS

Mario Tejada updated Council on the work of the SLO Committee that includes the end of the 5 year boot up calendar for SLO completions and assessments and the completion of the first full-three year cycle. They have also been making sure the SLO work required for the accreditation standards is up to date. They are now beginning to shift their focus from just getting the SLOs completed to improving the quality of the submissions. Tejada explained there needs to be specific information in the SLO assessments and not just a statement that everything is going well and they will keep doing what they are doing. He said they will be doing some workshops and drop-ins to help with this.

Tejada said when they reported out in Fall 2012, 53% of courses had been assessed. Currently 74% of courses have been assessed and more are being completed which puts us slightly above the average.

Tejada reminded Council the ACCJC visiting team comes in October so they want to make sure the Fall 2013, Spring 2014 and Summer 2014 data is entered by October 1, 2014. He said they will present a workshop in September on entering course SLO data and actions plans. He said departments should use their Fall Flex meetings to review and analyze their SLO data.

Tejada said during Fall Flex in August, the SLOAC will be presenting a workshop on piloting the process for GELO assessments. They are soliciting content experts to review and discuss the data. Then an action plan will be created. Feedback will be gathered and the process will be reviewed and revised as needed. They will also offer the workshop during Spring Flex that will include any revisions to the process.

Tejada said the committee is supposed to have two faculty from each division. Currently they need representatives from Applied and Fine Arts, Physical Science, and SRC.

McBrien thanked Tejada and Lindsey Lang for their work on this committee.

3. DISTANCE EDUCATION COMMITTEE

Mario Tejada did a PowerPoint presentation on the work of the Distance eEducation Committee that included topics and training opportunities to be offered next year. They would like to establish regular and effective contact, and build an online community. Tejada told Council about a new online teaching initiative from the state that will allow California community colleges to form consortiums for online classes. Instructors teaching in the consortium will have to be certified to teach online. He has talked to the UF about departments including expectations for online teaching in their bylaws. Also next year, the committee will write a Distance Education Strategic Plan that will be aligned with the district and our sister colleges' strategic directions regarding distance education. The committee also wants to work on strengthening student authentication. And they will work on developing a resource site for both faculty and students.

Freytag commented that we have defined our online students as students mainly from our service area. He said this would change the way we teach our online classes where we have at least one face-to-face session. He said also it may increase our cost to offer online classes if we have to acquire a student verification program.

McBrien thanked Tejada and Andy Kivel for their work on this committee.

3. INTERIM VICE PRESIDENT OF INSTRUCTION REPORT

Westlake updated Council on the current hiring process. She said that for the original 10 positions in the Nov 2013 Box 2A, we have one voluntary transfer from SRC and are recruiting for 9 other positions. She said we are now working through the positions that will be hired based on the Spring 2014 Box 2A allocation. We have Ted Munoz coming to the Pleasant Hill campus from SRC in the Fall and then there will be three more positions to start in Spring 2015. Still from the SSpring 2014 Box 2A there will be three more positions to start in Fall 2015. Westlake said the next Box 2A will probably be in the fall to give departments plenty of time for the hiring process. She said we also have 12 faculty going on sabbatical next year so we will be hiring replacements for those positions and we still need to hire more part-time faculty. She said we have had problems recently with part-timers not getting their email accounts. She said she is talking to the appropriate people to make sure things go more smoothly for new part-time hires.

Westlake said she also wants to make sure department chairs understand the minimum qualifications and equivalencies.

Westlake said the Scheduling Committee is meeting this Friday and will be looking at Spring 2015.

4. PUBLIC COMMENT

None.

6. COUNCIL COMMENT

DuLaney-Greger said the English division had their first creative writing contest today and it went very well. It was organized by Jessica Barksdale Inclan, Judy Myers, Marcia Goodman, and Susan Brown.

Freytag said we need to have discussions about identifying students who should be in DSS but are not. We also need to talk about how to support faculty who have those students in their classes. Freytag said we could also be better serving our veterans that are students.

7. ANNOUNCEMENTS

Dorado said the Puente program had their year-end celebration the previous Thursday. There were over 120 students with their families and friends in attendance. She said 15 of the Puente students received scholarships.

8. APPOINTMENTS

Faculty Senate Student Services Committee

Rob Peters-Counseling

It was MSC to approve the appointments listed above. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Dorado, DeLoach, DuLaney-Greger, Martucci, Gerken, Flores-Lowry, Godinez, Colber. No nays. No abstentions. Approved.

8A. FACULTY SENATE ELECTION

McBrien told Council ballots for the Faculty Senate officer election are supposed to go out this week. However, the UF has gone to online voting and she asked Council if they would approve of this election being conducted online. It would save a lot of time and money.

It was MSC to approve the Spring 2014 Faculty Senate election to be conducted online. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Dorado, DeLoach, DuLaney-Greger, Martucci, Gerken, Flores-Lowry, Godinez, Colber. No nays. No abstentions. Approved.

Patton said this election is uncontested but if we have a vote on things like the GE pattern, or a contested election, we would probably do paper ballots.

9. AB86 EDUCATION FINANCE

Ellen Kruse said Todd Farr will be taking over the leadership team of our AB 86 consortium when she retires. Kruse explained a couple years ago the state was going to have community colleges take over adult schools but there was pushback. AB 86 was passed and tasks the community college districts and their feeder schools to come up with plans to coordinate what community colleges and adult schools offer that do not overlap or duplicate each other. She said we don't have any non-credit ESL classes but a lot of community colleges do and there is a big overlap in this area. Kruse said the consortium has been working on agreements and MOUs covering participation of the schools in the consortium. Kruse said they are now starting to gather faculty input on how the schools can work together to improve what they offer. She said this impacts ESL, basic skills, DSS, and apprenticeships.

Kruse said a kick-off event on May 1 is scheduled and we have a lot of faculty from various areas that will be attending. Kruse said the timeline includes having a draft of the key objectives by July, by October another draft is due addressing the rest of the objectives, and the final plan is due March 1.

She said the consortium has \$432,000 in funding of which a large amount will go to WestEd to do the research and data analysis. Faculty can be compensated for their work especially over the summer. Kruse stated that community colleges don't want to take over adult schools so we are trying to make the relationship go smoothly. However, in this district we have a good relationship with the adult schools so there probably won't be too many changes. She said they are not sure if the state will say we all adopt one plan from among those that were submitted or allow each area to have their own plan.

Holt asked if adult education teachers have different credentials than community college instructors. Kruse said they do and it would have to be addressed in the union contracts.

Gerken said he gets adult education schedules for Mt Diablo and Acalanes districts and they each offer a different emphasis in their course schedules. Kruse said we work well with our adult education schools and like the diversity but we don't know what the state will decide.

Dorado asked what the plan is supposed to include. Kruse said it is supposed to cover the needs of our adult education population. At this point they are looking at the gaps and overlaps.

10. ACCREDITATION

Ted Wieden presented the final draft of the Accreditation Self-Study report for a first reading by the Faculty Senate Council. He informed Council 78 employees have been involved in the work of writing the report. Of those, XX are faculty. The report is 495 pages excluding the title page, certification page and the table of contents. The report is supported by 1,903 evidence citations. At this time the links to the evidence are being finalized and checked for accuracy. Wieden said he will be paying people over the summer to click on the hyperlinks to make sure they all

work and lead to the right documents. He said for the body of the report he is asking people to look for errors of fact or omission, typos and grammar errors.

Wieden said the chancellor has been reading the report 63 and so far and has not had any substantial changes.

Wieden reviewed the timeline for submission of the report to the Governing Board and then the ACCJC up to the accreditation visit in October.

Wieden explained the college has identified 7 action plans and they have been tied to standards and goals in our Strategic Plan. He said we are already moving forward on several of the action plans and they will all have to be addressed in our mid-term report.

Freytag wants to make sure Council members let their divisions know the timeline for feedback and the types of feedback we are looking for.

McBrien said this will be on the next agenda as an action item.

11. TUTORING ADVISORY COMMITTEE

Katy Agnost reviewed a report on the accomplishments and goals for next year of the Tutoring Advisory. Accomplishments include getting the Tutor Training course approved, working on Standard 2C, working with IUPRs to help divisions and departments include activities and requests about tutoring, and conducted an annual survey of the college tutoring centers. Goals include developing a certificate program for tutoring, developing online tutoring, do a data-driven assessment of tutoring programs, evaluate the content of the annual survey, and share best practices between college tutoring centers and outside the college too.

Agnost said the committee needs some new members as some have termed out or stepped down. She added that it is difficult for classified in the tutoring labs to get away to attend meetings but said Heather Lee attends often.

Agnost said the recommendations to the Faculty Senate Council for the Faculty Senate Tutoring Advisory Committee to work on are to develop and coordinate a tutoring program, and to conduct an annual student survey on tutoring.

Ted Walker asked also if the Program Review Task Force would recommend that tutoring survey data be included in program reviews.

McBrien thanked Agnost and Walker and the committee for their work on the tutoring program.

12. COMMUNICATION TASK FORCE

Chris Knox shared a proposed function for a Communication Task Force. She said we often have people working on things that overlap but those doing the work don't know that. She said we need to look at the things being done at the college and ask "Who should know this?"

Freytag said he likes the idea. He asked what does "become a culture of communication" mean? He asked how do we know when we have achieved it and disband the task force.

Knox said this proposal is a draft. Freytag said we would be voting on the idea to create a task force. Knox said the task force would define their charge and membership. She said it could be a Faculty Senate task force or a college task force, but she does want faculty participation.

DeLoach said Council needs to get a sense of what is happening in their areas. Freytag agreed and suggested Council gather feedback on if this is an issue in their areas, if they think a task force is needed, and if they have ideas for a task force charge and membership. McBrien said she and Lema can talk with Knox about next steps.

13. ADJOURNMENT

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*