



**FACULTY SENATE COUNCIL MEETING
AUGUST 13, 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: Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Maria Dorado (Counseling), Catherine Machalinski (Biology and Health Sciences), Peter Churchill (Business), Marva DeLoach (Library), Marcia Goodman (English), James Magee (Math/CompSci), Craig Gerken (Physical Science/Engineering), Theresa Flores-Lowry (Kinesiology), Hopi Breton (Applied and Fine Arts), Buzz Holt (Social Sciences), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: SRC

GUESTS: Ted Wieden, Becky Opsata

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

1. APPROVAL OF AGENDA OF AUGUST 13, 2014 AND THE MINUTES OF APRIL 29, 2014, MAY 6, 2014, and May 13, 2014.

It was MSC to approve the agenda of August 13, 2014. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Holt, Godinez, DeLoach, Machalinski, Goodman, Magee, Gerken, Flores-Lowry, Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of April 29, 2014. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Holt, Godinez, DeLoach, Machalinski, Goodman, Magee, Gerken, Flores-Lowry, Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of May 6, 2014. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Holt, Godinez, DeLoach, Machalinski, Goodman, Magee, Gerken, Flores-Lowry, Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of May 13, 2014. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Holt, Godinez, DeLoach, Machalinski, Goodman, Magee, Gerken, Flores-Lowry, Colber. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Dorado commented that Counseling has had to turn away students the last couple of days because of the problem with AT&T and not being able to access students' records in WebAdvisor.

4. ANNOUNCEMENTS

Lema announced and introduced two new Council representatives – James Magee for Math and Computer Science and Marcia Goodman for English.

5. APPOINTMENTS

There were no appointments. However, Lema told Council there are several spots to fill on college and Senate committees. She told Council to forward any names of faculty they feel would be good for a particular committee or if they have shown interest in serving.

6. COUNCIL MEETING SCHEDULE FOR 2014-2015

Council reviewed proposed Council meeting dates for the 14-15 academic year.

2014-2015 Faculty Senate Council Meeting Dates

Fall 2014	Spring 2015
August 13	January 27
August 26	February 3
September 9	February 10
September 16	February 24
September 30	March 3
October 7	March 10
October 14	March 24
October 28	April 7
November 11	April 21
November 18	April 28
November 25	May 5
December 9	May 12

It was MSC to approve the proposed Council meeting dates for the 2014-2015 academic year. The following members all voted aye: McBrien, Freytag, Churchill, Breton, Holt, Godinez, DeLoach, Machalinski, Goodman, Magee, Gerken, Flores-Lowry, Colber. No nays. No abstentions. Approved.

7. REVIEW OF SENATE PROTOCOL FOR MEETINGS AND COUNCIL RESPONSIBILITIES

Council members each introduced themselves. Lema reviewed with Council a list of expected meeting protocol.

Faculty Senate Meeting Protocol

General Guidelines

- Be on time
- Come prepared for agenda items
- Be mindful of agenda
- Follow the basic Roberts Rules
- Stay on topic
- Public Comment
- Council Comment
- Announcements
- Comments are part of public document
- Listen rather than just record

Presenters

- VP of Instructional Services -time on the agenda is her opportunity to bring issues to the Council.
- **Guest presenters** – Council should be civil in the meetings and respectful of presenters Lema recommended Council members:

- listen to whole presentation before responding
- stay on the issue
- don't make criticisms or judgments personal
- acknowledge the strengths/agreements
- agree to disagree
- be aware of others communication styles
- thank them for their work
- begin with something positive

Representatives Responsibilities Include:

- Advocate and vote on behalf of your division
- Keep in mind it is the representative's responsibility to communicate with his/her constituency
- Reps need to be on their division council meeting agendas

Freytag suggested a senate officer contact guest presenters prior to the meeting to discuss and clarify how the Senate be of assistance in response to their proposal or request.

Holt said he understands we should not interrupt a presentation but stated that we should be able to stop them to ask a clarifying question if needed.

Machalinski said documents need to be sent as far in advance of the meetings as possible.

Lema reminded Council faculty need to start thinking about their next senate president since this is her last year. She said she'd like to be able to have them shadow her in the spring semester to help them transition.

8. SENATE GOALS FOR THE YEAR

Council reviewed last year's goals that had been rolled over from the year before. She said most of them we are still working on.

FACULTY SENATE GOALS
2013/2014

1. Continue refining and improving our college processes and committee structures.
 - Work on perfecting program reviews - how to most effectively write and use them.
 - Review committee structure, program review process and how program review process integrates with governance committees. (PR/RAP)
 - Lead conversations about budget, budget processes and efficiencies and how these will impact the future of the college, its mission and strategic planning.
2. Continue refining committees and processes to ensure work is both meaningful and sustainable.
 - Work should help us educate students and be institutionally effective.
 - Review and recommend number and types of committees, number of faculty serving on committees...etc.
 - Advocate for enough full-time faculty to effectively manage the increased workloads due to accreditation, SLO and the Student Success Act mandates.
 - Create a culture of support for each others' efforts.
3. Examine educational programs and student services.

- Support collaborative efforts to address the Student Success Task Force Act recommendations. (possibilities include counseling faculty and matriculation committee working together, college flex day activity...)
- Expand transfer degree offerings.
- Study our international students. Learn more about:
 - Teaching strategies
 - Student services needs
 - Budget implications
 - Where they fit in our mission
- Encourage the implementation and maintenance of high standards for Academic Integrity and institutional/instructional ethics.
- Address ACCJC mandates Distance (Online) Education and review policies to ensure alignment.
- Make progress to closing the achievement gap.

4. Be proactive in planning.

- Develop accreditation expertise on the standards, provide oversight to submitted documents/reports, begin preparing for the (comprehensive) self-evaluation and begin to address current weakness or deficiencies.
- Take leadership in shaping the college strategic plan.
- Review Program Discontinuance policy.

Council discussed Goal 1. Machalinski said we should specify which committees we should focus on. For example, the Institutional Planning Committee and the Budget Committee. Lema said we should also include the Integration Council. She said the Integration Council is charged to be the main dialog body for the campus but as their work on program review has increased the dialog has decreased. Lema is also concerned because some members don't attend on a regular basis or some areas don't send representatives. She said some divisions/areas of the college are getting resources but they are not filling their membership slots on the committee.

McBrien said with so many changes taking place in curriculum we need to invite them to report more often.

Machalinski said we need more release time for those who serve on several committees. She said also, some representatives don't communicate as much with their areas as others. She said all meeting dates should be published so faculty are aware of them and hold their representatives accountable.

Colber would like to have discussions about part-timers serving on committees.

Breton said her area would like to have a facilities committee. Lema said we will be looking at our facilities master plan. But she can invite Nahlen to a meeting to discuss facilities issues.

Council agreed to change the third bullet under Goal 1 to "Provide leadership in conversations about budget,"

Council agreed to add to Goal 2 as a fifth bullet: "Begin conversations to get more reassigned time"

Council discussed Goal 3 and the issue of academic integrity. They agreed it is not just an issue in online classes and that we need some leadership in this area. Freytag suggested a set of recommendations be developed and endorsed by Faculty Senate.

Lema said she will put this discussion on a future agenda. She told Council to begin discussing it with their divisions.

Council agreed to remove bullet under goal 3 about addressing ACCJC mandates.

Council discussed where we are in the discussions about international students. Last year we got background on data and demographics about international students. And many topics related international student success were brought up including academic integrity, assessment and placement, language barriers and cultural differences. However, Council agreed we need to take the next steps and have the difficult conversations.

Under Goal 4 about planning, Council agreed to change the wording in bullet 2 to “Take leadership in implementing the strategic plan”.

9. FACULTY SENATE COUNCIL BYLAWS

Due to time constraints this item was postponed. Lema asked Council to review the proposed changes and be ready to discuss them at the next meeting. She said we will also have to review the Constitution for any needed changes. The Council can vote on changes to the bylaws but changes to the constitution go out to a vote of the whole. Lema also asked Council to give some thought to renaming the Faculty Senate as the Academic Senate.

10. ACCREDITATION

Ted Wieden, ALO, said hard copies of the accreditation report have been distributed around campus including the Faculty and Classified Senate offices. He said our report is 520 pages which is quite large but there is another college that has a report that is about 1000 pages!

Wieden told Council that Becky Opsata, the technical writer also wrote a 13 page executive summary of the report. He said he has developed a crosswalk of the report with our strategic plan and will post it on the web soon. Also, Ellen Kruse wrote a glossary that will be helpful to employees too. And Robert Burns has completed all the hyperlinks to the evidence. Wieden said he is working on a governance web page for the DVC site.

Wieden said we will have twelve members on our visiting team and they are all from California Community colleges. Five of them are faculty. Wieden told Council the team leader is Don Warkentin, President of West Hills College in Lemoore. Wieden met with him and his assistant yesterday on campus.

Wieden explained the Team will be arriving Sunday evening 10/5 and be at the District Office on Monday 10/6. They will come to campus on Tuesday 10/7. They will do their exit interview on Thursday 10/9 in the afternoon. There will be a meet and greet on Tuesday morning with the Standard chairs, and there will be schedule two public forums.

Wieden said the team will be working in the BFL CCR. He said they have requested hard copies of all the evidence and that is being worked on now. He said as we get closer he will know more about who they want to meet with and schedule them.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 3:38 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*