

**FACULTY SENATE COUNCIL MEETING
OCTOBER 6, 2015
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 (President), John Freytag (Vice President), Katrina Keating (Rep-at-large), Peter Churchill (Corresponding Secretary), Cheryl Carter (Counseling), Patrick Moe (Applied and Fine Arts), Carolyn Seefer (Business), Marva DeLoach (Library), Barbara Hewitt (Biology/ Health Sciences), David Vela (English), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty), Muhammed Gheith (Part-time Faculty)

ABSENT: Theresa Flores-Lowery (Kinesiology), Buzz Holt (Social Sciences)

GUESTS: Becky Opsata, Katy Agnost, Rick Robison, Ted Wieden

1. APPROVAL OF AGENDA OF OCTOBER 6, 2015 AND THE MINUTES OF SEPTEMBER 15, 2015 AND SEPTEMBER 22, 2015.

It was MSC to approve the agenda of October 6, 2015. The following members all voted aye: Freytag, Keating, Churchill, Carter, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

It was MSC to approve the minutes of September 15, 2015. The following members all voted aye: Freytag, Keating, Churchill, Carter, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

It was MSC to approve the minutes of September 22, 2015. The following members all voted aye: Freytag, Keating, Churchill, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Colber wondered if we are going to get safety training for emergency situations on campus. Krivicich added that we need an evacuation plan. When we had to evacuate a couple years ago because of a gas leak, the parking lots were totally gridlocked. McBrien said she will follow up and let Council know what is being planned.

Carter said after the Council's discussion about wanting to know their student's majors, she talked to her dean who said that information could be included on rosters. McBrien said she will bring it up in consultation.

4. ANNOUNCEMENTS

Patton announced tickets for the Fall 2015 Dinner Theater are now on sale. The event will take place on October 30. The play is "Into the Woods".

McBrien said she met with Freytag and Donna Wapner to discuss the proposed Equity Hour and the Professional development Components. She will write up their recommendations and bring them to Council.

Keating said her photography show in the Library will close on October 22.

Vela told Council there are two workshops scheduled next week on equity for veterans. One is scheduled for faculty and staff and one is scheduled for the community at large.

5. APPOINTMENTS

Faculty Service Agreement Group

James Magee

It was MSC to approve the appointment listed above. The following members all voted aye: Freytag, Keating, Churchill, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

6. TUTORING ADVISORY REPORT (TAC)

Katy Agnost presented a PowerPoint report for the TAC. She reviewed the charge of the committee; the TAC goals for this fall (online tutoring pilot, tutoring research design, recruitment, and offering INTD 140).

Agnost went through the TEACs needs (guidance from Senate, Participation, research, and coordination. Agnost shared a list of all the areas that offer tutoring across the college. Agnost explained that INTD 140 is offered in the fall in a hybrid 6-week format, but they are working on the challenge of offering an interdisciplinary class to meet the needs of different tutoring centers. Also, the committee struggles to oversee the class. Agnost reviewed the survey was given in all 19 tutoring centers across the college over a period of one through Survey Monkey. She said the data from the survey can be used in IUPRs as well as help tutoring centers to make informed decisions. Agnost reviewed some survey results highlights. The survey asked about the frequency and convenience of tutoring offerings and the student's perceptions of its effectiveness. She said what is missing in the survey is students who are not receiving tutoring and why. In the spring they plan on giving two surveys – one for students in the labs and another for students in their classrooms.

Hewitt commented that we are not capturing data on peer tutoring or faculty that do tutoring. Agnost said D2L can capture that data. DeLoach added that there are a lot of study groups that work in the library on a regular basis. Keating commented that some students don't get tutoring because of the stigma of needing extra help. She said some colleges have changed the name from tutoring to for example the Student Success Center or Study Hall Freytag suggested the tutoring centers gather ID numbers of students using the tutoring centers and track their progress. We could assess where tutoring is working well and use that center as a model.

Churchill asked if we have time to do tutoring in addition to the workload we already have. And he asked how are we training tutors and how can we sustain quality tutoring when tutors are here for one or two years and then we have to train new ones.

Sporer told Council it is possible to track students who get tutoring. She said in her area they use the name STEM instead of tutoring. They also doubled the size of their lab and it is often at capacity. She said they don't have the budget to extend the lab hours but she has the math instructors do their office hours in the lab so they are available to students and that tutoring should be captured also.

Magee said one of the issues with tutoring is it is not consistent between areas. He said we need to get a high level of investment from the college to ensure all areas are able to provide adequate tutoring.

McBrien said the TAC is doing great work and this topic will come back for further discussion.

7. SENATE GOALS

McBrien shared the revised proposed Academic Senate Goals with Council. She said she aligned the two AS goals with the Strategic Plan, and the Senate will develop strategies to achieve them.

It was MSC to approve the proposed 2015-2016 academic senate goals. The following members all voted aye: Freytag, Keating, Churchill, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

8. DVC PROCEDURE 6001.03 FACILITIES PLANNING

Ted Wieden attended the meeting to discuss a revision to DVC Policy 6001.03 Facilities Planning. He said the ACCJC will be visiting in November and he would like an endorsement from the Senate on these changes and then we can come back to it for any further revisions in the future. Wieden said the proposed revisions at this time are title changes of positions and committees, and also some clarification of the process. McBrien said she and Freytag discussed this in consultation because institutional planning is a 10+1 item, although there is a broader conversation needed with stakeholders for facilities planning.

Freytag said at College Council some concern was expressed about the lack of opportunity for faculty input in the process. This procedure will come back to the Senate for discussions about the ways faculty can be involved in the process. He said as it is written now, it does not really connect with the end user.

Wieden said we do need to define the steps and where the stakeholders can be involved. He said we do have to work on the facilities we told the voters we would in the bond measure. One of the first steps is the sequencing of projects so programs have a home throughout the construction of new facilities. He said there is a Forum scheduled on October 23 to discuss this.

Keating said she does not see where classrooms are specifically mentioned in the procedure, so where will faculty and staff give input on those. McBrien acknowledged a lot of the language in the procedure needs to be re-worked to provide further clarification.

Churchill asked if these proposed revisions satisfy the ACCJC requirements. Wieden said they do.

It was MSC to approve the proposed revisions to DVC Procedure 6001.03 Facilities Planning with the understanding they will come back to it in the spring for further recommendations. The following members all voted aye: Freytag, Keating, Churchill, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

9. COMMUNICATIONS/TECHNOLOGY

McBrien asked Council to report on any feedback they received from their divisions regarding the use of technology on campus.

Vela said he has not heard anything but his division is in the process of getting a new dean so that may be why. Seefer said she heard nothing about this topic but she heard a lot of concern about the Canvas platform for online teaching.

Hewitt said her division feels there is too much redundancy so it is difficult to know who handles what. She said she will send a list of comments she received to the Senate Office.

DeLoach said she will send the list of concerns and suggestions from the library to the senate. She said one thing they wanted her to express is they would like the work on these things done soon so we can move forward.

Sporer said she heard mostly concerns about the website and how difficult it is to navigate. Especially at SRC because it is not always apparent at which campus a class is scheduled at, and services available. Also there are a lot of old documents still up on the website.

Moe said his division said his division would like a better course schedule search and active seat counts.

Carter said she has a lot of feedback so she will forward it to the Senate office. She said Counselors are on the website all day and they have seen how difficult it can be just to register at the college. She said also there is a lot of inaccurate or outdated information. The search function does not work well and counseling had advocated for a portal system. She said registration and enrollment should be a one-stop process. It should be a place that promotes tutoring, counseling, programs, employment information, etc. They said the website design is cluttered and text heavy.

Gheith said he heard about the difficulty searching our website and they just use Google to search instead. They would like simplicity and a better organized website.

Colber said there is not enough information about what is “inside” a course. Students have trouble finding departments on the website so they don’t know the pre-requisites. She also heard comments about it being a shame we have to go to Google to search our site. She said also we need to have a real time website as far as course availability, etc. Courses may be cancelled because students are not aware of them and don’t register for them.

Krivicich agreed with all the other comments especially how hard it is to find things on our website.

Keating said she sent her list of feedback to the Senate office. She said one issue is that technology available in the classrooms is not consistent. She said when she tried to book a room where she could hook up her laptop to a projector and have speakers so they could all listen. It took her several emails and calls, those people had to make

calls, etc. to find out if a room has the equipment she needs. It's also difficult to know who books which rooms. Another issue is that Web Advisor is often slow or down but when a student is trying to access it, the student has no way of knowing if the problem is theirs or on our end.

Colber said many instructors now use tablets and they would like to connect to a projector and have the freedom to walk around the room but that is not possible at this time on this campus.

Freytag said he wants to know why not all instructors have their rosters automatically mailed to them. Also he said the enrollment process is very confusing. He said it should be a quick simple process for everyone, regardless of the level of technology knowledge. .

Churchill asked where this feedback will go. Who will be looking at it? He said we have been talking about these issues for over two years and still have not seen any real improvement.

McBrien said the feedback will be taken to consultation. She agrees it is a huge problem and it is the Senate's job to bring these issues to the college president. She added that there is funding available at this time so it is a good time to make needed changes.

10. COLLEGE COUNCIL UPDATE

Freytag said the College Council held a forum the previous week on the college governance structure. He said it was a very informative event. He said College Council has scheduled another forum on facilities and Measure E funds.

Freytag said at their first meeting this year they essentially established our new governance structure; they disbanded the Institutional Planning Committee and formed the Research and Planning Committee. The work of the IPC has been incorporated into the Research and Planning Committee charge. He said they endorsed the continuation of the Integration Council to do Program Reviews and resource request ranking. He said they will be changing the name of the IC soon. Freytag said College Council met with members of the Budget Committee. He said the Budget Committee has asked what exactly are they doing in the budget process now. We are supposed to have opened up the whole budget for review and they are wondering if and when that will happen. College Council told the Budget Committee to continue what they have been doing. They will also be overseeing and guiding the pilot budget process in the two areas identified (Biology and Kinesiology) to start with.

Freytag said the College Council will begin looking at the feasibility of some centralization on campus. He said also they want to re-envision the Information Technology Committee. College Council will form a task force to look at how the IT committee can best serve the college. And Freytag said this Friday the College Council will be finalizing their goals for the year and work on strategies to achieve them at an all-day meeting.

11. ONLINE EDUCATION INITIATIVE (OEI)

Becky Opsata and Rick Robison in response to questions they put together some information on the Online Education Initiative course exchange and the proposed use of Canvas as a platform in response to questions they have heard.

Keating asked if hybrid classes could participate in the exchange. Opsata responded that to participate a class cannot have any face-to-face requirements. However, eventually there will be a proctoring component.

Sporer asked does that mean they cannot offer a class that requires proctoring. Opsata said that is true but we don't know when that component will be added. She said in fact, we don't know when we start the OEI. Keating said there are programs instructors can use to help identify cheating such as looking at writing patterns of an individual student. Seefer said that the rubric for assessing courses taught through the OEI Exchange is overwhelming and that few if any of our current online classes would pass the course review.

She asked how long the review process will take. Opsata said we don't know yet.

Seefer said instructors often make changes to their courses from semester to semester. She asked if they would be required to be reviewed every time a change is made. Opsata said she does not know but all these questions should be brought up at the presentation next week. Seefer said since the state implemented SLOs, they have made changes that have added more and more work for the colleges. She is concerned this program may end up like that.

Freytag said he thinks we should not offer any courses where we can't verify the student. He said if we don't do verification we are simply collecting money because we may not be educating the right student.

Gheith asked if the results from the pilot colleges are available. Opsata said they just started in the OEI this semester so they don't have any data yet.

Carter said the rubric for course review is used for UC online courses. She commented that even in a large lecture hall, how an instructor can know it is the student that is registered that is in the class.

Keating said we need data on our students that are already shopping for online classes elsewhere.

Krivicich asked what if we have decided a class is not appropriate for an online format but one of our students takes it online elsewhere.

Seefer said a colleague said that her daughter was able to complete a lot of units over the summer by taking several online classes at four different colleges.

Carter asked how students will find out about classes in the exchange. Robison said we will have a portal to a statewide course listing. He said the UCs are using a statewide course management system and it is easier to coordinate courses.

Magee said we would not be looking at changing our LMS to Canvas unless participation in the exchange was a possibility. McBrien said for us there is a sense of urgency because our contract with D2L goes until 2017, and if we are going to switch to Canvas, we want at least a year overlap to make the transition.

Opsata said the Canvas platform was selected by a steering committee comprised of faculty members from CCCs, stakeholder representatives, representatives from the pilot colleges and students were also involved in the process. She said they selected Canvas because among other things, it received overwhelming support from students, and a history of strong completion and success rates for students. She then reviewed the differences in Canvas and D2L including Canvas has a mobile app functionality, and 24/7 support although there are some cons to making this transition. Opsata pointed out the survey results about online teaching included in her PowerPoint. And the last slide in the presentation includes links to reports on Canvas. She said there is a link for faculty to try out Canvas. Robison told Council they are bringing this to Senate at this time, not only to coordinate with the timing of the D2L contract; and also the state chancellor's office is going to cover the cost of Canvas for the first two years and will subsidize it after that so we would see a cost savings.

It was MSC to extend the meeting for 5 minutes. The following members all voted aye: Freytag, Keating, Churchill, Seefer, DeLoach, Hewitt, Vela, Magee, Moe, Krivicich, Sporer, Colber, and Gheith. No nays. No abstentions. Approved.

Opsata said they are asking the senate to talk to their colleagues, read the materials provided, attend the OEI and Canvas presentation, and provide feedback in late October. If the Senate votes to endorse the transition, it will then go to the District-wide LMS task force and the District Distance Education Committee, then to the Chancellor's cabinet and the Governing Board by the end of this semester.

Carter suggested they talk with our IT committee for feedback.

Seefer commented that this is moving very fast, and that an endorsement does not mean approval but it seems like it is out of our hands. She said Senate should invite Neal Skapura, Mario Tejada and Jeanette Peavler for input. She added that Skapura knows a lot about Canvas and he does not support a transition.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 4:05 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*