

**FACULTY SENATE COUNCIL MEETING
AUGUST 13, 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), Peter Churchill (Corresponding Secretary), Katrina Keating (Rep-at-large), Patrick Moe (Applied and Fine Arts), Carolyn Seefer (Business), Maria Dorado (Counseling), David Vela (English), Theresa Flores-Lowry (Kinesiology), Marva DeLoach (Library), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), Buzz Holt (Social Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: Barbara Hewitt (Biology/ Health Sciences)

GUESTS: Ted Wieden, Becky Opsata, Rachel Westlake

1. APPROVAL OF AGENDA OF AUGUST 13, 2015 AND THE MINUTES OF MAY 19, 2015.

It was MSC to approve the agenda of August 13, 2015. The following members all voted aye: McBrien, Freytag, Churchill, Keating, Seefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Patrick Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

It was MSC to approve the minutes of May 19, 2015. The following members all voted aye: McBrien, Freytag, Churchill, Seefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Patrick Moe, Krivicich, Sporer, and Colber. No nays. Keating abstained. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Keating said she was disappointed to see so much green grass on campus. She understands that it is irrigated with recycled water, but is unclear if this water is also impacted by the drought. She would like the college educated on whether or not this water use impacts the drought. She would also like to see signs in the bathrooms asking everyone to conserve water.

Sporer said she attended a seminar in our horticulture department on using wash water for gardens. They were told during the seminar that the new buildings on campus use recycled water in the toilets.

She told Council you can get recycled water for free at most of the waste water plants in the area. She explained you have to have an approved container and you need to take into account the weight on your vehicle.

Colber suggested something be posted on the website about conserving water.

4. ANNOUNCEMENTS

Patton announced an election for a second part-time faculty representative will be held very soon.

5. APPOINTMENTS

None.

6. COUNCIL INTRODUCTIONS

McBrien welcomed everyone back and asked Council to go around the room and introduce themselves and tell something fun they did over the summer.

McBrien said she taught a 10-day course where she had two professional actors come in and work with the students for 2 hours a day and the students said it was an amazing experience.

Churchill said he and his wife went to Yellowstone. He also planted watermelon and cantaloupe and in six weeks he had an abundance of the fruit.

Freytag said his family went to several beaches over the summer. And he took them up to a relative's farm in northern Washington where they grow berries. He said it was so fun to see his daughter running through the plants and grabbing handfuls of berries.

Dorado said Dennis Franco is now at CCC so she is the interim chair for Counseling. They will be selecting another Senate Council representative soon. Dorado said she went to Hawaii with her family.

Seefer said she has been on the senate before as a representative and as the corresponding secretary. She realized she started At DVC on this day 19 years ago. She spent the summer at her cottage on Cape Cod.

Vela said he taught a mid-class, and attended his 25th college reunion.

Sporer said she camped, rode her horse in competitions and in the Morgan Hill 4th of July parade. She played with her grandchildren and she is expecting another grandson soon. She also went on a cruise that her mom surprised her with just last week.

DeLoach said she relaxed and read books and tended to some personal matters. She said it is nice to be back.

Keating was on sabbatical last year and worked on a doctorate in Education Leadership. She submitted a paper to a peer reviewed conference and is waiting to see if it will be published.

Holt said he traveled most of the summer. He went to Jackson Hole WY, and France. And he and his wife drove across the country to the east coast. He said while he was there he went to the World Trade Center memorial and it was very moving. In France he saw the oldest cave art ever discovered. He said he actually saw a facsimile because the original is very fragile.

Magee said he spent time with his 3yr old daughter and it was fun but not relaxing. He also went to the east coast to visit family.

Flores Lowry taught 2 classes over the summer. And now she has two sons attending DVC. She also planted 32 tomato plants.

Krivich said he has been on the senate before as a representative. This summer he went to Chicago with family, and took a trip to Southern California.

Colber said she volunteered for the local fire department and county sheriff. She was involved in a search for a missing woman in Walnut Creek and also when the police officer was shot in Hayward. She also taught two classes over the summer.

Moe said he went to Boston and Cape Cod and saw a friend graduate from Harvard Medical School. He also taught a 3 week class. And he visited his partner's family's ranch in Wyoming.

Patton said she relaxed, went to Santa Cruz, and played with her new puppy.

7. ACCREDITATION

Wieden and Opsata reminded Council they had brought a draft of the accreditation follow up report to Council last spring. Wieden said this report is in response to some of the recommendations we received after our last accreditation visit. Wieden explained the major changes to the report since it was brought to the senate last spring including some additions to the introduction that update things we've done since then. He said there is also a district response section that was added. This section will be in all three colleges' reports. He said the district response includes some language about changes to the UF contract regarding SLOs and faculty evaluations. These changes will go out for a faculty vote. If Council approves this report, it does not commit faculty or the UF to those changes. Wieden thanked Becky Opsata for her work on writing the report. She will be making the final touches on the report before it is submitted. Wieden said the version sent to Council is from August 10 and there have already been some changes in language since then including the Classified Senate approval.

Wieden reviewed the timeline for submitting the follow-up report and the dates for the accreditation visit. The visiting team will be a sub-set of the team that was previously here. They will probably come on November 5th and 6th.

Holt moved to approve the accreditation report for submission to the Governing Board and the Accreditation Commission. DeLoach seconded the motion. The following members all voted aye: McBrien,

Freytag, Churchill, Seefer, Keating, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Patrick Moe, Sporer, and Colber. No nays. Krivicich abstained. Approved.

8. VP INSTRUCTION

Westlake informed Council our enrollment numbers are about even with this time last year and we are really close to our target. She said departments have been doing a lot of hiring to staff classes that have been added, and cutting some classes with low enrollment to free up staff for the other classes. She said we are short about 450 FTES from our target. She explained as we get higher employment numbers, enrollment typically goes down.

Westlake said the PACE program is starting up again. They had expected about 50 students to sign up but they got 100! This semester is sort of pre-Pace and the program will really start going in the spring. And FYE has about 300 students signed up for Welcome Day.

Colber said there have been a lot of ideas to increase enrollment but they are not moving forward. She asked about coordinating outreach efforts. Westlake said Marketing and Student Services have been working on that. She said some of those ideas could go to the scheduling committee for discussion.

Westlake said there is ongoing work on campus facilities including exterior painting which will start in September. The Science Center got an interior facelift, and there are many other projects that are going on.

Westlake said we hired 28 new full-time faculty but with retirements, we did not see any growth in the number of faculty. There will be a Box 2A scheduled soon for some off-cycle hiring. Division/Department requests for positions are due September 4. She reminded Council a focus on student success and the strategic plan should be kept in mind when writing requests. She said Program Review data will be examined for progress towards student success. She said President Garcia said we will hire about 25-30 more faculty this year.

Westlake informed Council there have been some changes to the Program Review process to help streamline it and make it more relevant. One change is that 25% of the units will do a comprehensive Program review every four years. The other 75% of the units can do an annual program review if they want additional resources. Westlake said also there is a draft handbook for the Program Review process which Senate needs to review and approve as well as the changes in the process. McBrien said the recommended changes include no longer having to include routine maintenance issues.

9. MEETING SCHEDULE

Council reviewed the proposed Academic Senate Council Meeting Schedule for 2015-2016. **The following members all voted aye: McBrien, Freytag, Churchill, Seefer, Keating, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Patrick Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.**
Approved.

10. SENATE COUNCIL PROTOCOL

McBrien reviewed with Council the list of meeting protocols. Freytag emphasized that representatives need to listen and not just record. He said the Council has a secretary who takes notes. Also, that representatives need to provide input, not just report out to their divisions. He also said the protocol for how we treat guest should include not being intimidating to them.

Seefer reminded Council that they are representing their division's collective response, not their personal one.

Churchill said guests don't always know what to expect or what is expected of them. He suggested we have some sort of information check list. We should let guests know to be prepared to answer questions, and that we don't take decisions lightly. They also need to come prepared to clearly state their objective.

Holt added that we need to let guests know we are their colleagues.

11. GOALS

Council reviewed the goals from 14-15 which had been rolled over with slight updates from 13-14. McBrien said most of our goals are ongoing and we have made some progress on several of them. McBrien commented that we

respond well to a crisis, but we need to give more thought to proactively planning and working towards specific goals.

McBrien asked Council to share this with their divisions and bring feedback or suggestions for other goals.

Seefer would like to add something under the third goal about encouraging more faculty to get involved in student activities by being a club advisor. She said some student groups are not able to move forward because they don't have an advisor. Sporer added that we should examine the relationship between the Student Life Office and faculty about what would make things work better to allow more faculty to be advisors.

Freytag commented that we got a lot done last year but a lot of it was housekeeping, he said now we can be more proactive than reactive. He said also, he would like to make sure the Academic Senate has a strong role if not lead the conversation about implementing phase three of the budget process. He said this keeps getting kicked down the road. Freytag briefly explained the proposed phase three that would incorporate talking about redistributing money to be more equitable depending on an area's needs. He said the conversation should start in the Senate and it should be done by the end of the academic year.

Moe said he would like to push for an online way to schedule rooms. He also would like more information exchanged between Instruction and Admissions and Records. He said for example, faculty should be able to get information on how many students are a semester away from a degree.

12. PROGRAM REVIEW

McBrien said the proposed revisions to the Program Review process will come back for a vote but she wanted to introduce it to Council to begin thinking about it. She said one change is to the validation process for annual resource request updates. Validation for annual updates will be done by the divisions, and validation for comprehensive program reviews will continue to be validated by teams from outside the division generating the program review. These changes would mean divisions don't have to validate as many comprehensives as they have had to in the past. She said 25% of instructional units will be doing comprehensive PR's each year on a rotating schedule, and 75% can do annuals if they choose to request additional resources for that year.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 12:45 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*