

**FACULTY SENATE COUNCIL MEETING  
AUGUST 25, 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:** Laurie Lema, Andy Barlow, Rachel Westlake, Peter Garcia, Donna Wapner

**1. APPROVAL OF AGENDA OF AUGUST 25, 2015 AND THE MINUTES OF AUGUST 13, 2015.**

**It was MSC to approve the agenda of August 25, 2015. The following members all voted aye: Freytag, Churchill, Keating, Seefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.**

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

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Holt said he has heard a lot of discontent about the condition of the Language Arts rooms. He said he understands we are not doing a lot of the upkeep because we will be tearing it down but there are some serious issues that need taking care of now. He added that when a new building is built, they need to talk to those employees that will be using it. It has not happened on several other recently built buildings and some features are unsatisfactory. Moe added that he cannot access Wi-Fi in his LA classroom.

Krivicich told Council they have a lot of new projectors in their building and many of the remotes have gone missing already. He said they have improvised some ways to keep them safe but there needs to be a better way.

**4. ANNOUNCEMENTS**

Keating said this weekend she and her husband will be opening a photography show in the Library. There will be a reception on September 15 from 4-6pm.

**5. PRESIDENT'S REPORT**

McBrien said she will be sending an email to Council along with the Department Chairs to start a review of Senate committees and also ask for suggestions for members.

McBrien reminded Council that Chancellor Benjamin sent out the announcement seeking applicants for the 2016 District Leadership Institute cohort.

McBrien shared with Council the proposed revisions to the College Council charge and membership. She also asked Council to review the College Council goals and bring feedback to the next meeting. Freytag reminded Council this is an initial draft. Feedback from all groups will be included in the final revisions. Sporer noted there is not a place for a representative from San Ramon. Freytag said they are still working on the development of the Research and Planning group. The co-chairs of that group will also be on the College Council and one of them will be from SRC. Sporer said she would like to see that in writing. Churchill reminded Council one of our accreditation recommendations is to ensure SRC is able to participate in the governance structure.

## **6. INNOVATION UPDATE**

Laurie Lema told Council she and Andy Barlow have been working with the innovation proposal groups in moving forward. She reviewed with Council which proposals she and Barlow are each working with.

Lema explained the proposal for an Ethnic Studies/Social Justice degree fits in with the discussions we have been having about equity. She said they are looking at broadening the degree with other areas of emphasis. She said the areas of emphasis have not been standardized like other degrees. The areas of emphasis in this document are models. The college can determine which areas of emphasis will be under the degree. Lema said she and Barlow would like the Academic Senate's endorsement to move forward with calling for general interest in this degree and start the conversations about its areas of emphasis, etc.

Moe asked if there has been any discussion on what the criteria is to determine the areas of emphasis. Lema needs to be discussed as it is a 10+1 item. Holt said the Curriculum Committee would be a good place for that discussion. Lema reminded Council that is a Senate committee.

Barlow told Council there were two proposals for metro academies which is essentially a college within a college. They are a multi-year program for a cohort from start to finish in the program. Barlow said there were also 7-8 proposals for Learning Communities. He said there will be a conference on Oct 15 and 16 and a representative from the SF Metro Academy will be there to present their research and other pertinent information on the first day. There will also be presentations from District and College resource groups. On the second day after evaluating the research and outcomes, there will be a recommendation prepared for presentation to the college.

Lema said several proposals merged together under the Stemovations proposal and requested funds for a speaker. Also under Stemovations Biology is working on a tutoring website.

Barlow said Katrina Keating is working on the proposal for Improving Student Preparation for Assessment. She is doing the research and an outreach plan will be developed with a better understanding of what is needed to help students test to a higher level. He said this should be funded an up for spring 2016.

Barlow said another proposal moving forward is from the Student Leadership Development Program cohort to pull together a meeting of PUMA faculty and Student Life staff to develop a workshop.

Barlow said the proposal for Project Access is the first one that is up and running. He said this proposal came from ECE linked with ASL and Adult Ed. It is in part funded by community partners but that partnership has broken down so they are asking if the college is willing to provide funding for this program to continue.

Lema said there are two district-wide innovations. One is for an Early Alert System to help improve retention rates. The other is for the development of an automated Student Notification System.

Lema said all of these projects are evolving. The Senate needs to think about who they need to invite to assess if they are moving in the right direction.

McBrien thanked Lema and Barlow for their work to make these proposals a reality.

## **7. PROGRAM REVIEW REVISIONS**

Westlake reviewed with Council the draft revised Program Review Handbook. Keating pointed out the last bullet in the IUPR process states that units that fail to meet the deadline will be referred to the Program Revitalization process. She does not think this statement is what was intended. Westlake said the intention was to alert divisions that there might be something going on with that particular program. Keating suggested replacing the word "will" with "may" since not all programs that did not complete their program review need to go through the entire revitalization process. Westlake said that change could be made.

Holt wondered why we have to be so draconian.

Keating said when we implemented the sanctions for not completing program reviews we were having trouble getting many areas to complete them. She does wonder if we still need such extreme sanctions and she believes we have the harshest policy in the district. McBrien said she has seen a definite increase in completion of Program Reviews as well as Title 5 re-writes and SLOs. She said the sanction policy could certainly be revisited. Keating asked if the annual updates are evaluated by the division, does that replace external validation. Westlake responded that the PR Task Force had a lot of discussion about validation of the annual updates. Krivicich commented that prior to the accreditation recommendation that Program Reviews are evaluated outside of the division; they had always been reviewed by division councils. Freytag commented that this change reduces the number of validation teams needed.

Keating pointed out in the document it allows divisions to set their own timelines for annual reviews but it also needs to state there is a deadline.

Westlake said we want to let people get started on their Program Reviews with the new process and then we can make adjustments as needed as we move along.

Freytag asked what is being done for areas that have not had access to resources since they do not do program reviews. Westlake said they have been working on developing hybrid program reviews for those areas but that does not work for some of them so they need to continue working it out. Those areas are not scheduled to do comprehensives this year so we have some time to work on it. They may submit an annual plan if they wish.

**It was MSC to approve the revisions to the program review handbook. The following members all voted aye: Freytag, Churchill, Keating, Sefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Moe, Krivicich, and Sporer. Holt voted nay. Colber abstained. Approved.**

## **8. VP INSTRUCTION**

Westlake told Council another Box 2A process is getting started. She sent an email today that the program review data has been populated. Although there are some minor gaps there should be enough to get started. Also the deadline has been extended from September 4 to September 11.

Westlake said our FTES is below what it was last year at this time. She said she will be talking to the Scheduling Committee and ask departments where they see a demand for growth. She said to grow, we are looking for people that are not already here and anticipate what they want and need from us. We also now have the ability to collect non-credit FTES in certain "Career and College Preparation" areas at the same rate as credit FTES. Another idea is to offer summer camps for high school students. Westlake said we are about 300 FTES below our target this year but we will begin working on the spring and summer intersession schedules. We will be looking at areas to grow but also evaluating available resources such as classroom space.

## **9. PILOT PROGRAM**

Peter Garcia said we need to evaluate and expand our resource allocation process. He explained that for a few years now Kinesiology has had a structural deficit of six figures but their expenses are legitimate. To cover the deficit, at the end of the year we take ticket sales and facilities rentals to help fill the gap. And we have used other remaining college funds too.

Garcia said when the scheduling committee was formed; it was to lessen the impact of budget cuts due to the economy. He said now, as we are trying to grow our schedule, we need to calculate the actual cost of the growth in the schedule. He reminded Council when we designed our budget process, we included a Phase 3 that was to be implemented after we completed two full allocation cycles of the new process. He said we have talked about how to include phase 3 but we have not been able to figure out how. He said we need to review allocated operational budgets and determine what a reasonable budget for each area is.

Holt asked what is wrong with what we are currently doing. He said if we agree these programs that are expensive are worth being part of the college. Garcia responded that it is not about expensive programs. He explained the idea is that Kinesiology and Biology, programs that consistently have structural deficits, will be part of a pilot program to evaluate how much they actually need in their budgets and share the results in a year with the college. Then we will review all operational budgets for restructuring where needed. He said if appropriate operational budgets based on an accounting of their annual expenses, are built into the structural budgets, then we have an historical perspective to continue the related expenses when things change such as personnel, the state budget, etc.

Garcia explained our resources are based on FTES which doesn't always cover our needs so resources to balance the budget we under estimate costs and overestimate resources. He said revenue does not go to the areas that made it. It is put in the college budget and distributed as needed. He further explained we project our budget every year based on estimates, and then on July 1 we get more solid numbers to work with. He said we should budget more closely to what our revenues are.

Sporer commented that in the past we get very protectionist with our budgets because we don't know there is more money until it's too late to spend it. That is not a good way to budget.

Westlake explained it has been costed out what it takes to add specific courses in Kinesiology and Biology. As we look at other programs they will have different needs and costs than for Kinesiology and Biology. Keating asked if Kinesiology and Biology are ok with being part of the pilot. Westlake said they are.

**Keating moved that we move forward in this proposed pilot program for budgeting. Holt seconded the motion. The question was called. The following members all voted aye: McBrien, Freytag, Churchill, Keating, Seefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Moe, Krivicich, and Sporer. No nays. Colber abstained. Approved.**

## 10. APPOINTMENTS

### Scheduling Committee

Michele Krup AFA

### Faculty Development Committee

Clint Ryan, Mathematics

### Research Planning and Evaluation Committee

Catherine Machalinski

Andy Barlow

Mark Akiyama

**It was MSC to approve the appointments listed above. The following members all voted aye: McBrien, Freytag, Churchill, Keating, Seefer, Dorado, Flores-Lowry, Vela, DeLoach, Magee, Holt, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.**

## 11. GOALS

Goals will come back-take a look at them with the draft cc goals

## 12. ADJOURNMENT

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*