

**FACULTY SENATE COUNCIL MEETING
SEPTEMBER 8, 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), Barbara Hewitt (Biology/ Health Sciences), Cheryl Carter (Counseling), David Vela (English), Theresa Flores-Lowry (Kinesiology), James Magee (Math/Computer Science), Joe Krivicich (Physical Sciences), Buzz Holt (Social Sciences), René Sporer (SRC), Valerie Colber (Part-time Faculty)

ABSENT: Marva DeLoach (Library)

GUESTS: Rachel Westlake

1. APPROVAL OF AGENDA OF SEPTEMBER 8, 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, Carter, Hewitt, Flores-Lowry, Vela, Magee, Holt, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

The minutes of August 25, 2015 were not ready for review.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Moe said seat counts on low enrolled sections have been removed from the schedule to discourage students from not taking classes with low enrollment because they think it will be cancelled. Moe said a better way that other colleges use is a red light, green light, yellow light notification key to identify course enrollment levels.

4. ANNOUNCEMENTS

Keating reminded Council her photo exhibit of “The Spirit of Asia” is now in the library. There will be a reception on September 15 at 4:00 pm.

Flores-Lowry said the football team won their first game 35-14 against Feather River, and they have a home game this Friday; the soccer team has one win and two ties; and volleyball plays a home game this Friday.

McBrien announced a dance for DVC employees is being planned for October 9. There will be food and beverages. There may be a small fee to help cover costs. More information will be coming out soon.

McBrien reminded Council they are meeting in the Diablo Room on September 15.

5. APPOINTMENTS

Research and Planning Committee

Katrina Keating

It was MSC to approve the appointment listed above. The following members all voted aye: Freytag, Churchill, Seefer, Carter, Hewitt, Flores-Lowry, Vela, Magee, Holt, Moe, Krivicich, Sporer, and Colber. No nays. Keating abstained. Approved.

6. PROGRAM REVIEW REVISIONS

McBrien reviewed the changes made to the draft Program Review Handbook that had been recommended by Council. She said the recommendation about changing “will” to “may” for when a program is to undergo the revitalization has revealed a need to review the process itself.

It was MSC to approve the revised Program Review Handbook. The following members all voted aye: Freytag, Churchill, Keating, Seefer, Carter, Hewitt, Flores-Lowry, Vela, Magee, Holt, Moe, Krivicich, Sporer, and Colber. No nays. No abstentions. Approved.

7. VP INSTRUCTION

Westlake told Council the Scheduling Committee has met to review the latest enrollment data to consider how it might impact the upcoming schedule. She said we are down about 100 FTES from where we were last year at this time. She reminded Council last year we went on stability so we need to make that up in this year’s schedules. After looking at the summer and fall schedules, we are down about 300 FTES from where we had hoped to be at this time. Departments are now being encouraged to see if there is room for additional classes this fall. She said when we did this a few years ago we added several online classes that had good enrollment. She said we are looking at adding about 6-10 sections. We are looking for significant growth, about 100 sections, in the spring schedule. She said areas that need to grow are being told to look at what and when they are offering their classes and make adjustments if it will help them increase enrollment.

Westlake said we have no data yet on the impact of the current advertising campaign going on throughout the district. But we are doing focus groups to gather feedback on our website. McBrien said she went to all the focus groups and the expert we brought in said we need to improve the way we promote our programs on the web. She said he told them we would probably be at our target if we had made the needed changes to our website. McBrien said she heard students in the focus groups say they were satisfied with our services. However, they were mostly transfer students who were familiar with the process. She said we need to get to those that have applied and then don’t hear anything until they have to register for classes and then they are not sure of the steps they need to do to get started and succeed. Freytag added that the expert said we need to work on retaining students. There are a lot of students that decide to attend other two-year schools because the information we provide is not clear. Council members shared some anecdotes about some of the things that are causing confusion for our students. Seefer commented that our advertising focuses on full-term classes but we need to get information out on our late start, short term, and online classes. She suggested there be a button on the webpage that takes them directly to those class listings.

Krivicich said it is a problem when students get late add codes but don’t show up and other students cannot get in because the add codes are sitting unused. Sporer said at SRC they tell student to add immediately when they get an add code so they have accurate numbers for wait lists.

Carter said she would like to see our bandwidth capacity increased. We have too many slow-downs and crashes at peak times and students may just give up and go elsewhere. She also suggested we start classes two weeks later to align with schedules at the four-year schools.

Krivicich said the 2- week wait period to drop students is also problematic for students on wait lists. He said we should revisit this policy.

Westlake noted Assembly Bill 288 is moving through the legislature. This bill will help design a better registration process for high school students.

Westlake said another Box 2A meeting is scheduled for this Friday.

Westlake said painting around the campus is starting this semester. She said President Garcia would like to hear from those faculty, staff and managers that have been impacted by the work.

Westlake told Council Andy Barlow, Laurie Lema, and Donna Wapner have put out an announcement about a Learning Communities workshop on October 15th, and 16th. She said the workshop is generally about cohorts. Westlake said we have a lot of learning community type programs that can affect student success. She said there is also a proposal under the innovation project for a Metro Academy. The goal of the workshop is to get those that are already involved in Learning Communities to talk about best practices and other ideas that help the programs succeed. She said she hopes it results in developing an institutionalized policy on learning communities.

Westlake updated Council on the status of implementing a compressed calendar. She said there are still some items to negotiate and then it will go to state and probably start in spring 2017.

8. PRESIDENT'S REPORT

McBrien told Council the Scheduling Committee has started meeting to review enrollment data and begin work on the summer and fall schedules. She said to let the committee know if an area has classes to add including both online and face-to-face classes. She added that the committee has talked about the possibility of scheduling shadow classes so they would be in place if they can be added.

McBrien said the Enrollment management group meeting was very positive and she is looking forward to what comes out of their report.

9. GOALS

McBrien said she worked on revisions to the senate goals and included suggestions from Council and reduced some of the redundancies. She realized that our goals say nothing about our strategic directives in terms of student success. McBrien said she referenced strategic directions that correspond with each goal. McBrien said we are already working on many of the things listed under Goal #1.

Keating asked in Goal #2, last bullet, what is the reassign time for? McBrien said one example is people who chair large committees such as curriculum. Vela said reassign time is vital for programs like Puente especially as we use it as a model for learning communities. Learning communities often involve off campus and off hour activities that the program coordinator may not get enough reassign time to cover their time.

Keating said this goal it is under committees which seems to be very specific. The broader implications related to reassign time should maybe e elsewhere. In addition, it should clarify if the reassign time is just for the chairs or the whole committees. McBrien said she will do some research on reassign time and revise that bullet. Keating said when we create committees we need to think about the workload for members.

Freytag asked if anyone received any feedback on the draft goals. No Council members had received any feedback. Hewitt said these are goals but we still need objectives. McBrien said objectives are the second step and they need further discussion when we have agreed on the goals.

McBrien said the goals will be on the next agenda and we can begin the conversation about objectives.

Hewitt said we also need to keep the 10+1 in mind when setting goals and objectives.

10. SENATE AND COLLEGE COMMITTEES

McBrien said the senate office has been working on an annual report form for senate committees. She suggested Council look at the senate committees' charges and identify ways they can help senate reach its goals. Patton will send out the draft senate committee booklet for Council to begin reviewing the committee charges and membership.

Sefer said she would like to look at equity among division representation on committees. She said some divisions are large and have plenty of faculty to serve on different committees. But there are small divisions that do not have enough faculty to fill all the committee positions. She said this needs to be considered when recommending membership for committees. McBrien said that issue could certainly be a discussion item.

Patton will send to Council a draft handbook of Senate Committees.

Freytag suggested 1-2 senate committees be scheduled to report at each Council meeting.

Freytag commented that the college committees have an annual report form that is reviewed by College Council. He said Senate does not have an evaluation tool in place for Senate committees. He said we need to work out a timeline for committee reports and evaluations.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 3:30 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*