Del Mar College Faculty Council  
Meeting Minutes for Friday, September 4, 2009  
East Campus, White Library, TLC, Rm. 432

Present: Laura Day Brown (Chair, AS1), Raquel Tapia (Asst. Chair, BPT2), Amorette Garza (Secretary, AS2), Merry Bortz (Parliamentarian, C&L), Doug Jordan (AS1), William Lipman (AS2), Vernon Kramer (AS3), Gerald Sansing (AS3), Shawnee Jones Bonnette (AS3), Renato Ramirez (AS4), Ron Huskin (AS4), Ben Gregory (BPT1), Jim Diehl (BPT1), Janell Sample (BPT2), Ann Thorn (BPT3)

Absent: Patrick McBride (BPT3), Eloisa Garcia (BPT2)

Guests: Lynn Sansing (Comm. Lang. & Reading), Nicole Lacroix (English), James Klein (Social Sciences), Teresa Klein (Social Sciences/Psychology)

I. Call to order at 2:04pm

II. Approval of Minutes 2:05pm

Review of minutes from the May 2009 meeting. Motion by A. Thorn to accept minutes with corrections. W. Lipman 2nd. No further discussion. All in favor, none against. Motion passed.

III. Public Comments 2:15pm

A. Dr. Irma Woods - Student Assessment. Dr. Woods distributes folders to FC members (See attachment A1). This information was presented at the Summer Academy and she is asking for feedback on this committee work. The folder contains three forms that FC is asked to review and have any responses returned to her at next month’s meeting. Forms are as follows: 1. Common Language & Definitions, 2. Cycle – Conceptual framework that is very important to review and altered, added to, if necessary, and 3. Timeline – Previously, there has not been a timeline at all, taking suggestions. Assessment must be faculty driven so faculty response is critical. Dr. Woods asks faculty council to review the documents over this month and give feedback.


Renato Ramirez asks about the make-up of the committee. Dr. Woods: 8 members serve on the committee. Eloisa Garcia of the FC is a member. Merry Bortz asks if documents are on-line. Dr. Woods: Not yet, but will post. M. Bortz: Will better facilitate constituents’ feedback.

R. Ramirez asks to schedule a timeline to get info out to constituents and if Dr. Woods would post the deadlines.

Dr. Woods: Wednesday, September 23 for feedback from constituents. Vernon Kramer is having difficulties with distribution lists. Some FC members are not in email list. Laura Day Brown will forward lists of FC members.
B. Dr. Jim Klein – Curriculum Committee. CC has not met yet, but will meet a week from today, September 11, 1pm and meets twice a month. Additional members were elected for three departments. Industrial Ed. – Joe Goode, Tech. Ed. – Sonny Vela, and Math & Physics – Richard Rupp. These members will go on to IVPI and President and posted on Curriculum Committee’s link.

Dr. Klein distributes the Bylaws for Academic Standards Committee These bylaws were approved last June, by ISD, September 2, FC is reviewing them today, and Chair’s council to review on September 16. The document is in flux, most recent change is language in committee charge, the final line (see attachment, A2).

Dr. Klein reviews changes in document. Ann Thorn asks question pertaining to III. B in Bylaws for ASC: VPI office staff taking minutes. Dr. Klein: It is taken directly from the Curriculum Committee’s current bylaws. They may try to alleviate duty from VPI. A. Thorn: VPI is given access to their work – offers suggestion of a more neutral place and staff.

Section I. A. 4, M. Bortz: Librarians & Counselors don’t have chairs – suggests “dept. chairs or directors.”

Dr. Klein agrees to take suggestions back to committee. More info to come. At this point, no entity handles academic standards, therefore the decision to split Curriculum and AS. Academic Standards needs sufficient and specific attention. Only tenured faculty can serve on the ASC - those who know college structure. The goal is to get this going in October.

V. Kramer: Are the duties of ASC are in this document? Dr. Klein: No, a different document has responsibilities, including: probation of students, suspensions, standardized, requirements for honors. All these would come before the ASC.

A. Thorn: Is there flexibility for changes in number of members? Dr. Klein: Yes, 2/3 vote is required, so it can be adjusted.

Kramer: What is the role of FC with this information? Klein: Informational purposes because it is primarily an internal document, but to help facilitate the election of faculty members to the committee.

L.D. Brown: Should each department/division use standardized election procedures? A. Thorn: Could be helpful. R. Huskin: Standardized procedures would not necessarily work for each division.

G. Sansing: Should terms be staggered since everyone is being elected at the same time? Dr. Klein: At the first meeting, members will draw lots to achieve a random selection of terms, so as not to have 6 off at any one time.

C. Dr. Leonard Rivera – Recruitment Initiatives. He now oversees this area which has consolidated 2 departments. Getting out to area schools and out into the community is the best recruitment. Wants to get information out to FC and Faculty, in general, to ask what can be done by his department to facilitate Faculty getting out into the community to serve as guest speakers, do demonstrations, etc. Example: Chris Black from Safety will bring his truck to
Bayfest, try to promote Del Mar in a more interactive way. Dr. Rivera asks FC how we can help him help the college. He wants to entice volunteerism to get out to various events.

R. Ramirez: Who do we contact if we want to help? He sponsors SGA, the Veteran’s group and LULAC association that would like to help. Dr. Rivera: Call him directly, at: 698.2404, to volunteer, share ideas and suggestions. Since 2005, we participate with 30 HS campuses ranging from Rivera to Port A, Rockport. He is working to establish relationships with schools and students to help with filling out school applications, financial aid, foundation scholarships, and emergency tuition assistance, etc. He is working closely with dual credit to further expand their initiatives to work with area libraries and service areas. Since 2005, libraries have info about DMC, before that time, we were not represented in the libraries. He needs assistance presenting and asks how to integrate programs that faculty already do, to help us all provide a unified effort at recruitment.

D. Nicole LaCroix – Developmental Education. N. LaCroix distributes the Developmental Education Philosophy document (see attachment A3). Purpose of her visit today: 1. to share this info with FC, 2. to introduce herself as the Dev. Ed contact person, and 3. for FC’s endorsement or okay to go forth with this philosophy and do good things.

Eighty percent of the student body needs at least one Dev. Ed course. This document presents the goals and mission of Dev. Ed and offers some direction as they move forward. Previously, there was no mission statement. Dev. Ed is trying hard to make sure Dev. Ed is inclusive of our college. Call Dev. Ed if we are considering a paired course or if you find a student can’t read. For informational purposes. Give the students the help they need to then go on to be successful in our other courses.


IV. Officers’ Reports
L.D. Brown distributes replacement parts for binders and corrections to Officers and Representatives list. Add under ASII, Cyndi Garcia (alternate). No other officers’ reports.

V. Faculty Council Standing Committees 3:20pm
A. Administrative & Staff Evaluation
B. Faculty Evaluation & Academic Promotion – Ann Thorn, Gerald Sansing, Doug Jordan
C. Financial Concerns – Bill Lipman, Ron Huskin, Renato Ramirez
D. Promotion Appeals Selection Committee – Ben Gregory, Patrick McBride, Vernon Kramer
E. Rules Review – Merry Bortz, Jim Diehl, Renato Ramirez
F. Committee on Committees – Raquel Tapia, Shawnee Jones-Bonette, Janell Sample
VI. Unfinished Business 3:45pm
   A. Concerns regarding Faculty self-evaluation form – Students have form and faculty should have one. We need to find out more about this.

VII. New Business
   Questions about the representation of ASII. It was thought that ASIII is only entitled to 2 representatives. Question as to the process that S. Bonnette was placed on council. Recount would not take effect until Spring election. We need to find out how many reps ASIII was entitled to that Spring.

VIII. Announcements:
   Thursday, Sept. 17 – Constitution Day Program include a panel discussion regarding the pros and cons of Las Brisas, 1pm, Retama room, Harvin Center. Comadres Closing Reception, Friday, Sept. 11, 7-9pm, Cain Gallery, Fine Arts Bldg.
   Tuesday, Sept. 15, Todd Hunter and town hall meeting on legislative session. 9:30am, Wolfe, Music.

IX. Adjournment 3:50pm