

Executive Committee of the De Anza College Academic Senate

Minutes for November 18, 2019 Location: ADM 109

TIMES	TOPIC	PURPOSE	LEADER
2:30 – 2:35	I. Approval of Agenda & Minutes from November 4, 2019 meeting <ul style="list-style-type: none"> ● Agenda approved. ● Minutes approved. 	A	Chow, All
2:35 – 2:45	II. Public Comment on items not on agenda (Senate cannot discuss or take action) <ul style="list-style-type: none"> ● Mary D: The last day to drop with W for the winter quarter is wrong in the De Anza home page, it should be Friday instead of Saturday. It will be fixed tomorrow. Use date on the portal for your syllabus. ● Question about whether Academic Senate is meeting during Thanksgiving week: Academic Senate meeting will meet on 11/25 to take care of action items, like confirm the faculty members who will serve on the Social Science and Humanities Dean hiring committee; there will also be a CSEM (Course Scheduling Enrollment Management) Academic Senate task force update from Ishmael. ● Genevieve Kolar, De Anza Student Trustee: Next Monday, Nov 23, 6 pm Foothill Dining Hall; a special meeting of the Board of Trustees at Foothill College will decide whether the district will pursue a \$898 million bond and a parcel tax. <i>Past, present and future students need you to be there in support of this decision!</i> <ul style="list-style-type: none"> ○ Since June, students have been attending the Board of Trustees meetings to advocate for student and college needs. ○ Urgent need for staff and faculty to demonstrate unity in support of a bond and parcel tax to repair and improve college learning environments and workplaces for students, faculty, staff. ○ Some local community members have been protesting and opposing the Board’s decision to close Flint Center, the possibility of housing, and the pursuit of a bond. ○ Bob: Hope people show up for the board meeting; students have been showing up since March; Parcel bond ● Susan T: On equity issues. Inequitable academic hiring process; EO training is required, yet there is no published training schedule; need schedule distributed ahead of time to all faculty; hard to know when the training are happening. Once training is completed, assignments also seem to be inequitable; very loose and confusing process; need to nail down some of the details. <ul style="list-style-type: none"> ○ future agenda to consider the hiring process in depth: go deeper and reflect, what is equity; concern about EO training ○ Dean of Social Sciences and Humanities will be retiring ● Mary D: Hiring committees should have part-time representation, this has been approved by the Academic Senate. ● Bob: Bob: Have more questions and concerns on process. Training schedule needs to take into account people’s teaching schedule. All training are at Foothill, bad 	I	All

	<p>times for trainings and meetings. Meeting and training times seem odd. District should pay for substitute for faculty to attend training or meeting.</p> <ul style="list-style-type: none"> ● Rusty: Men’s Soccer teams, both De Anza and Foothill are undefeated. Won conference championships. Congratulations. ● Erik: Expressed concerns about De Anza President Search process, especially the composition of the Presidential Search Committee. The concern over the under-representation of the sciences, STEM in particular, is stated in a joint letter signed by many science and math faculty to Chancellor Miner. Copies of the letter was passed out . Available for discussion later. 		
<p>2:45 – 3:00.</p>	<p>III. Needs and Confirmations</p> <ul style="list-style-type: none"> ● Executive Secretary: So Kam Lee to stay on in that position. Confirmed. ● Ad Hoc Committee, implementation of non-credit courses and programs. Looking for volunteers. Anyone interested in serving on the committee, email Mary P . <ul style="list-style-type: none"> ○ Susan: What does the committee do? ○ Karen: work for the committee; there is a draft, review draft and bring back to be finalized; give input. ○ Susan: number of people; Mary: not set yet, ○ Thomas: cannot offer GE courses as non-credit; CTE, must be part of a non credit certificate; ○ Pete: non-credit course wildly successful in auto-tech ● Tenure Committee for Jesus Ruelas, Outreach Counselor. Robert Alexander to replace Umer Douglas. No objections. Confirmed ● ABPT. Hyon Chu Yi-Baker. Confirmed ● IPBT One faculty to serve two-year term commencing immediately and ending with the end of Spring 2021; Two, vote for one, Kulwant Singh, Erik Woodbury. Erik Woodbury appointed ● Psychological Services Director/Counselor Hiring Committee, 2 Faculty needed; <ul style="list-style-type: none"> ○ Current members: Michele LeBleu-Burns, Committee Chair; Rusafel Adrian Nogra, DAC Health Services Clinic Director, Susan Thomas, EO Representative, ○ Daniel Solomon and Shannon Hassett confirmed ● EOPS Counselor Hiring Committee. <ul style="list-style-type: none"> ○ Michele LeBleu-Burns, Marilyn Booye, Thao Nguyen, Melinda Hughes; Betty Innoue, ○ Discussion on gender diversity issue ○ Mary D: male candidate may be uneasy with mostly female committee ○ Dawn: on the issue of diversity: is there a way to discuss without outing someone’s gender etc. ○ Karen: issues that has been much debate of late. ○ Kevin: on the issue of race, gender, ethnicity, how do we know, if people do not designate or identify themselves? ○ Susan T: not have enough people; why? multiple problems 	<p>I D A</p>	<p>Pape</p>

	<ul style="list-style-type: none"> ○ Ishmael: a matter of some gravity; when is diversity important? should deal with it in a more serious way; this mirrors what we say about diversity being important ○ Ron: how urgent is it? ○ Susan T: multiple problems; not have enough people, why? ● Karen: Dean hiring process; some confusion about EO Rep training process; will address those concerns and get the information out. Currently, EO Rep training expires in 2 years or 18 months after completion of training. 		
3:00 – 3:20	<p>IV. SLO Committee Report.</p> <ul style="list-style-type: none"> ● Definition of Assessment: evaluate how well students are doing; there are different methods of assessments. ● Activity on Assessment. ● Pair Share: How do you do your assessment? How would like to do? What are you hearing from your students? <ul style="list-style-type: none"> ○ Mary S: surveys while students, after students have taken the class. ○ Lisa: gathering data, how and why, critical analysis of case studies; ○ Terry: graded vs non-graded (low stakes) ● Types of Assessments: <ul style="list-style-type: none"> ○ Exam questions written by instructors. ○ Essays ○ Presentations ○ Collaborative written proposal ● Exams and projects that build on each other, personal connection, clear grading criteria connected to growth variable. ● Documenting Assessment Strategies <ul style="list-style-type: none"> ○ Upload a photo with notation ○ “Students” read other “students” book reviews ○ Facilitation departmental conversations ○ Standardization norming ● Veronica: available to support, facilitate; contact us if you want to talk about it. 		Pape, LeeTu, Lee, Avila
3:20 – 3:35	<p>V. Proposed 2019-20 Curriculum Deferment (2nd read, action)</p> <ul style="list-style-type: none"> ● Last week, the Senate had the first discussion on how the migration to the new curriculum management system, eLumen, may impact the current cycle of 5-year course revisions. Curriculum Committee has proposed a deferment plan. ● Focus on courses must be absolutely done this calendar year. <ul style="list-style-type: none"> ○ New courses, UC courses, CTE courses, AB705 courses, C-ID and articulate courses, Deleted courses, Courses for new certificates and degrees. ● May 6, 2020 deadline, start early. Impossible to give extension; do not wait until the end. Everything must be done by the end of Spring quarter. ● Those deferred courses, about 100, will retain their 5-year rotation schedule. ● Susan moved to approve the curriculum revision deferment plan as proposed in the memo from the Curriculum Committee to the Academic Senate, Mary S seconded. All approved. 	IDA	Woodbury

3:35 – 3:55	VI. AP 4240 Academic Renewal (2nd Reading) <ul style="list-style-type: none"> ● Susan moved, Mary S seconded, defer to Nov 25 meeting, All approved 	I D A	Chow, Pape
3:55 – 4:25	VII. Updates: <ul style="list-style-type: none"> • Statewide Academic Senate Fall Plenary <ul style="list-style-type: none"> ○ Most discussion on election for statewide senate position; candidates for top position, if unsuccessful, can move down to be candidates to the positions below; this trickling down was voted down. ○ passed, most uncontroversial. Opposed Calbright College Center ○ Extend the hold-harmless provision of the funding formula (oversight committee) ○ 6.01 reversal of BA degree, removal of pilot program; how many will be available at De Anza. Karen will follow up on expansion of BA program at the district ○ Online Teaching Conference, request Statewide Senate to be involved. ○ Presentation and powerpoint ○ Bob: Faculty role in budget process 5.01? paper adopted ○ Fall 2019 Plenary Adopted Resolutions ○ Fall Plenary Presentation Materials • De Anza Associated Student Body (DASB) F <ul style="list-style-type: none"> ○ Fall mixer; board meeting, Nov 25 6 pm • IPBT <ul style="list-style-type: none"> ○ allocation of resources from last spring, ○ 8 faculty position; priority listed by end of quarter, 12/5 at the earliest; ○ football is to stay, ○ funding requests: due Feb 3 to deans, discuss with dept chair; due Feb 10 ○ different form: need separate documentation, justification, purchase cost, shipping fee, etc. • Michele Fritz: <ul style="list-style-type: none"> ○ Update on facilities master plan, update reflect possibility for housing, ○ Bookstore and Dining Services: Bookstore gross sales down \$800,000, with savings from unfilled positions, the net loss is \$230,000. Suggest adding student printing to offset loss. Open educational resources and online classes using e-books reduce the need for the bookstore; few colleges with independent bookstore; ○ Dining revenue is also down a percentage; due to lower enrollment, more online classes, and increase in minimum wages; planning some small price increases. • Erik: Is Dining Services supposed to be revenue making? 	I D	Chow, Pape, DASB & other representatives
4:25 – 4:30	VIII. Good of the Order <ul style="list-style-type: none"> ● FA: Faculty may not see salary increase until November or later. Not acceptable. Must take top priority. ● Mary S: DASB self care week, meditation Monday, let's talk about it Tuesday, Thursday pet therapy ● Tuesday, 11/Rock to School Hip Hop 	I	All

- Forum 4 Hong Kong Umbrella Movement
- Mary motioned to adjure, Terrence sectioned. All agreed.

A = Action

D = Discussion

I = Information

To access the agenda and meeting documents visit <http://www.deanza.edu/gov/academicsenate/>

Robert's Rules of Order : https://westsidetoastmasters.com/resources/roberts_rules/chap6.html

OFFICERS AND SENATORS	Others
Karen Chow- President ✓ Mary Pape –Vice President ✓ So Kam Lee – Notetaker/Secretary (F19)✓ Alicia De Toro – Treasurer (F19) Ishmael Tarikh-PT ✓ Mary Donahue - PT✓ Paul Klingman– App Tech Pete Vernazza– App Tech ✓ Bob Kalpin – BHES ✓ Anna Miller – BHES ✓ Vacancy – Bus/CIS Mary Pape -- Bus/CIS✓ Vacancy - CA Ron Dunn - CA✓ Nellie Vargas -CD&E✓ Betty Inoue -- Counseling Barb Dahlke -- Counseling ✓ Anita Vazifdar – DSP&S ✓ Kevin Glapion—DSP&S ✓ So Kam Lee – ICS/IIS ✓ Marc Coronado (W20 & S20) -- ICS/IIS Terrence Mullens – PSME ✓ Lisa Mesh -- PSME ✓ Russell Hong (F19) -- LA ✓ Shagun Kaur (W20 & S20)-- LA Julie Wilson -- LA ✓ Susan Thomas - SSH ✓ Daniel Solomon - SSH ✓ Louise Madrigal - PE ✓ Rusty Johnson -- PE ✓	<i>Thomas Ray – Administrator Liaison ✓</i> <i>Paige Wallace -- DASB Representative ✓</i> <i>Bob Stockwell - Faculty Association ✓</i> <i>Christina Espinosa-Pieb – Interim De Anza President</i> <i>Rob Mieso -VP of Student Services</i> <i>Lorrie Ranck- Acting VP of Instruction</i> <i>Susan Cheu – Interim VP of Administrative Services</i> <i>Hyon Chu Yi-Baker –Director of College Life & Student Judicial Affairs</i> <i>Marisa Spatafore – Associate VP of Communications & External Relations</i> <i>Stephanie Serna–Classified Senate President ✓</i> <i>Genevieve Kolar – De Anza Student Trustee ✓</i> <i>Mallory Newell- Institutional Researcher</i> <i>Moaty Fayek –Dean of Business/Computer Info Systems</i> <i>Renee Augenstein- Articulation Officer</i> <i>Mary Bennett-Tenure Review Coordinator</i> <i>Daniel Smith – Dean of Creative Arts</i> <i>Alicia Cortez – Dean of Equity and Engagement</i> <i>Eric Mendoza –Dean of Physical Education & Athletics</i> <i>Randy Bryant – Dean of Career & Technical Education (CTE)</i> <i>Isaac Escoto - FH Academic Senate President</i> <i>Mary Pape – FHDA District Academic Senate President</i> <i>Pam Grey- Associate VP of College Operations</i> <i>Lauren Balducci, Dean of Counseling, Disability Support Programs & Services & Title IX Coordinator</i> <i>Anita Kandula-Dean of Biological, Health, and Environmental Sciences</i> <i>Michele LeBleu-Burns- Dean of Student Development/EOPS</i> <i>Lisa Mandy- Director of Financial Aid</i> <i>Nazy Galoyan-- Dean of Enrollment Services</i> <i>Edmundo Norte-Dean of Intercultural/International Studies</i> <i>Jerry Rosenberg—Dean of Physical Sciences, Math & Engineering</i>

Tom Dolen – LR ✓

Mary Sullivan – SD ✓

Cynthia Kaufman – Equity and Engagement

Erik Woodbury - Curriculum Committee ✓

Judy Miner - FHDA Chancellor

Dawn Lee Tu – Faculty Director of Office of Professional Development

✓

Carolyn Wilkins-Greene- Dean of Social Sciences and Humanities

Kelly Swanson - Director, Book Store

David Ulate, FHDA Research & Planning

Mae Lee, Curriculum Committee Vice-Chair ✓