

Executive Committee of the De Anza College Academic Senate

APPROVED NOTES for February 26, 2018 **Location: ADM 109**

TIMES	TOPIC	PURPOSE	LEADER
2:30 – 2:35	I. Welcome	I	De Toro
2:35 – 2:40	II. Approval of Agenda & Notes from February 12, 2018 meeting <ul style="list-style-type: none"> • Agenda approved • No requests to edit notes, no objections, notes approved 	A	De Toro
2:40 – 2:50	III. Needs & Confirmations	I D A	De Toro
2:40 – 2:55	IV. Courses Into Disciplines and Faculty Service Area (FSA) Review—Physical Sciences, Math, and Engineering (PSME), Creative Arts, and Language Arts <ul style="list-style-type: none"> • PSME, Creative Arts, Language Arts - <ul style="list-style-type: none"> ○ PSME: No changes to existing list, don't know about math - move to next week; ○ LA - Speech => Communication Studies • Notes from Paul: <ul style="list-style-type: none"> ○ If requesting changing FSA name, must contact sister school (FH) to confirm ○ Catalog has changed course title, but FSA has not changed; change to align with university curriculum title (name) • Mary Sullivan moves to approve name change to align with university name - approved; 1 abstention, no objections • Creative Arts and LA - All had input • No state list for FSA discipline • Any time there is a change in qualifying discipline, needs to invite input from ALL faculty in department, FT AND PT 	I D A	Setziol, De Toro, others
2:55 – 3:00	V. Resolution on Applying to be part of Online Education Initiative (OEI) 2.0 Consortium (2 nd discussion) http://www.deanza.edu/gov/academicsenate/OEI_Initiative_Resolution_Draft_Finalv2.pdf <ul style="list-style-type: none"> • To write a resolution: De Anza needs to work with administration - collaborate • Mary Sullivan motioned to move forward, all in favor, no abstentions or objections 	I D A	De Toro
3:15 – 3:35	VIII. Business Process Alignment Task Force document (presented to 2/9 Chancellor's Advisory Committee meeting for review)—see link on Senate Agendas webpage <ul style="list-style-type: none"> • To merge FH and DA so that students don't overlap fees and be more uniform at both campuses, classes, requirements 	I D A	De Toro

	<ul style="list-style-type: none"> ● Karen wants to discuss: needs representation from faculty and students to diversify task force ● Areas for exploring - Application and Admissions, Fin. Aid, Matriculation, Term Dates, Registration Periods, Educational Planning ● Marc Coronado suggested counselors and students on task force, reduce administration ● Have people on task force who are actually experiencing issues as they happen ● Push for counselors to be on task force - they talk to students and know about their issues ● Administrator or faculty? Those who talk to DACA students 		
3:00 – 3:	<p>VII. Instructional Planning and Budget Team (IPBT) Review of Departments and Programs Process and Matrix (see “February 20 Meeting Notes” on the IPBT website)</p> <ul style="list-style-type: none"> ● Looking at each dept in each division and looking at what each dept is doing to look to see what they are doing right to improve enrollment ● Geography - number of sections correct - ratio ● Each team looks at division and dept to see what dept is doing ● Fill rates - What percentage of sections are full in dept ● IPBT will talk to Deans about depts, deans will in turn talk to chairs ● WSCH per FTFE - Weekly Student Contact Hours/Full-Time Faculty Equivalent ● Shooting for 509 for productivity ● Timeline for March 9 (ADM 109) for IPBT to put together date ● IPBT looking at budget planning for each dept and division, looking at courses of liability ● Paul Klingman: Nothing would be discussed behind closed doors: Concern that is not true ● Erik Woodbury - offered for anyone who wants to come to IPBT meeting to offer suggestions welcome to be there ● IPBT Meeting on March 9: 8:30 am to 4:00 in ADM 109 pm to discuss programs 	I D	Pape
3:45 – 4:20	<p>VI. Low Textbook Cost Designation Process and Form (2nd reading/discussion)</p> <ul style="list-style-type: none"> ● Cost cut-off: \$50 suggested by Marc Coronado, agreement from Mary Pape; Erik Woodbury concerned about sequence course book - What exactly is the cost? Divide by 3? E-text cost could be used instead of hard-copy; Cheryl Balm - When do we revisit costs? - Reconsider if wide-spread complaint by students or faculty; Lydia suggested DASB or Academic Senate bring up reconsiderations ● Not all faculty uses the same textbook for sequence courses - can't guarantee faculty will use same book for sequence courses ● New purchasing price as baseline ● Cost per copy - print out to bring to class (reader) - 15 cents/page ● Process to make faculty and bookstore aware of costs earlier 	I D	Hearn

	<ul style="list-style-type: none"> ● If students are required to print out themselves - DA Bookstore or themselves - 15 cents/page ● \$50 or less, new purchase price, 15 cents/page, revision from “no-cost” to “low-cost” ● Rob Clem motions, Mary Donahue second, no objections, no abstentions - passed 		
3:35 – 3:45	<p>IX. Committee Updates:</p> <ul style="list-style-type: none"> ● Suggestions that colleges offer more variety of certificates ● Provisional credentials - “Single Course Equivalency”; work on campus FT as instructor - faculty interns - official instructor of record, college supply mentor, two years to get credentials ● CTE quals possibly too high ● Faculty websites moved over Spring Break ● Omni training to move faculty websites ● Mary Donahue encourages faculty to go to training to switch over websites, Cheryl Balm and Paul Klingman concerned about confusing nature of information or when switch will happen; Mary Pape concerned links will be broken when site moved over <p>Accreditation report from Mallory Newell: After the site visit in October 2017 by a team from the Accrediting Commission for Junior Colleges (ACCJC), the commission gave De Anza three compliance recommendations that need to be addressed within 18 months, in order to reaffirm the college’s accreditation for the full seven years. Upon receiving the ACCJC letter in late January, Senior Staff agreed the college would work towards full reaffirmation as quickly as possible and submit a follow-up report for the June ACCJC Commission meeting, rather than waiting 18 months. This means the college needs to submit a follow-up report by March 6.</p> <p>As you probably know, all faculty members have been asked to ensure that the SLOs on their green sheets matched the SLO on their Course Outline of Record. That grew out of one of the commission recommendations. We are confident that faculty, division deans and division assistants have worked diligently to ensure this happened and that the college is now in compliance.</p> <p>The SLO Core Team has been working with faculty, departments and student service areas to ensure that all courses and programs have been assessed at least once in the past six years and that this information is entered in TracDat. We also feel the college is now in compliance with this recommendation.</p> <p>Lastly, the faculty members whose online courses were reviewed by the accreditation team have now provided detailed information about the ways they</p>	I D	De Toro, Stockwell, Woodbury, Pape

	<p>engage students in substantive interaction. These examples are included in the follow-up report and we feel the college is in compliance with this recommendation as well.</p> <p>The follow-up report is scheduled for approval by College Council on March 1. It will go to the district Board of Trustees by March 5 and be submitted to ACCJC the following day. During a follow-up site visit, scheduled for April 26, one of the visiting team members will return to determine if De Anza has met the three compliance recommendations.</p> <p>The college will learn its reaffirmation status after the June ACCJC Board meeting. The follow-up report will be posted by March 6 on the De Anza accreditation website, www.deanza.edu/accreditation. If you have any questions, please contact the accreditation liaison officer, Mallory Newell.</p>		
4:20 – 4:30	<p>X. Good of the Order and Appreciations Update: Valerie Greene and Angelica Esquivel secured \$250 from Classified Senate to support UndocuAllies Training</p> <ul style="list-style-type: none"> ● Global Issues Conference tomorrow 9-3:30 Conf A&B <ul style="list-style-type: none"> ○ Power of Community ● Convocation Friday! ● Marc Coronado - Women Studies 29 - Masculinity ● Erik Woodbury - Curriculum Committee update - almost done with revisions, need to be done by March 21, May 2 EVERYTHING needs to be turned in; 2 workshops - check curriculum website, April 17 and 24, 2:30-4:00 pm, working with SLO to implement SLO into curriculum process ● SLO Convocation Friday, March 2 - need to be there to tell chairs what we need ● Mary Donahue - Outdoor Club kayaking 	I	All

A = Action D = Discussion I = Information

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

OFFICERS AND SENATORS	Others
Karen Chow- President Jim Nguyen –Vice President Alicia De Toro – Executive Secretary/Treasurer Yael Karmi-PT Mary Donahue - PT	Brian Murphy-DA Pres Stacey Cook-VPSS Christina Espinosa-Pieb-VPI Susan Cheu-VPFCO Lorrie Ranck- AVPI

[Paul Klingman](#)– App Tech

John Walton – App Tech

Bob Kalpin – BHES

[Peter Miskin](#) – BHES

Mia Breen – Bus/CIS

Mary Pape- Bus/CIS

[Milena Grozeva Levy](#)- CA

Vacancy - CA

Nellie Vargas-CD&E

Natasha Joplin -- Counseling

[Rob Clem](#) - Counseling

Vacancy – DSPS

[Maria Delas](#)-DSPS

Catie Cadge-Moore – IIS

[Marc Coronado](#) -- ICS/IIS

Cheryl Balm – PSME

[Chris Dileonardo](#)- PSME

Iva Tracey- LA

Vacancy -- LA

[Laura Chin](#) - SSH

[Mylinh Pham](#) - SSH

Arden Kragalott PE

Scott Hertler- PE

Tom Dolen – LR

Mary Sullivan – SD

[Erik Woodbury](#) - Curriculum Committee

[Natasha Joplin](#) - Counseling

[Anita Vazifdar](#)- DSPS

TBA-OSOD

Marisa Spatafore-Mkng

Vacancy –DASB

Bob Stockwell- FA

Lorna Maynard–CS

Elias Kamal – Student Trustee

Mallory Newell-IR

Moaty Fayek -Dean BS/CIS

Renee Augenstein-Articulation

Mary Bennett-Tenure Review

Sheila White-Daniels—Dean, Counseling

Nancy Canter-Dean CA

Alicia Cortez - Interim Dean, Equity and Engagement

Coleen Lee-Wheat-Dean PE

Isaac Escoto-FH Academic Senate

Mayra Cruz - District Academic Senate President

Pam Grey- AVPCO

Stacey Shears, Dean DSP&S

Anita Kandula-Dean BHES

Michele LeBleu-Burns- Dean, Stud Dev/EOPS

Rob Mieso- Associate VP of Student Services

Lisa Mandy- Dir Finan Aid

Tamica Ward–Enrollment Services Dean

Edmundo Norte-Dean IIS

Thomas Ray-Dean LA

Jerry Rosenberg-- Dean PSME

Judy Miner-Chancellor

Dawn Lee Tu – Office of Professional Development

Carolyn Wilkins- Green- Dean SSH

Kelly Swanson-Book Store

Mary Pape -SLO

David Ulate, De Anza Research & Planning