

# **The De Anza Academic Senate**

## **Approved Notes of the meeting of April 20th, 2015**

**Senators and Officers present:** Alexander, Bryant, Cruz, Damjanovic, Delas, Dolen, Donahue, Freeman, Guevara, Hunter, Koshin, Langfellow, Liu, MaCart, Mitchell, Nakase, Pape, Schaffer, Setziol

**Senators and Officers Absent:** Gallegos,

**DASB: FA Liaison:**

**Classified Senate:** Lorna Maynard **Curriculum Co Chair:**

**Administrative Liaison:** Colleen Lee-Wheat

**Director of Diversity, Social Justice, and Multicultural Ed.:** Veronica Neal

**Guests:** Mary Bennett, Alicia de Toro, and

**Faculty and Staff Development:**

**[NOTE: Item numbers are reflective of agenda numbers in the order they are actually taken up at the meeting.]**

**The meeting was called to order at 2:39, a quorum being present.**

**I. Approval of Notes and Agenda:** The agenda was approved as distributed. The notes of April 13 were approved as distributed.

**II. Needs and Confirmations:** Jackie Reza and Veronica Neal were confirmed for service on the Office of Equity Program Coordinator Search and Selection Committee. The need to establish the annual Academic Senate Elections Committee was announced by Bryant. Discussion focused on not only getting volunteers but, also, on whether or not to use online voting. Several people mentioned concerns expressed after the General Education vote in November 2014. Setziol reported that, after some investigation, the officers had determined that the concerns were largely unfounded in that a person could, after voting, log in and see that they had voted but could not see how they had voted. The sense of the Senate was, tentatively at least, that online voting would be used in the regular election. Given this, MaCart, Freeman, and Damjanovic volunteered to compose the Elections Committee.

**III. Committee Reports:** - Cruz followed up on her report from the ASCCC Spring Plenary Session by highlighting selected resolutions. She began with resolutions recommending that local academic senates create legislative liaison positions, CTE point persons, and faculty awards committee. She proceeded to point to multiple pieces of legislation to bring home the point about a need for a legislative liaison position. Setziol, speaking also about events at the Spring

Plenary Session, mentioned a request from the CCC Chancellor's Office for De Anza to submit course outlines as they are approved as opposed to sending them in large batches.

- Pape thanked all those who attended and made successful the annual SLO Convocation. Cruz thanked Pape and the rest of the SLO team.

**IV. Senate Projects Update:** Cruz began by introducing the various project groups and their membership and asked new Senators to join one of them. After 15 minutes of discussion in the groups, Cruz asked for oral reports.

- First up was the Student Interface group. The group announced that it had decided to focus on an examination of online registration, especially from the perspective of new and non technology oriented students.

- Next up was the Lecture-Lab to Lecture, Lab conversion group. This group pointed to the need for answers to several questions: 1) Where is the college in terms of the conversion process? 2) What all goes on in conversions? 3) What are the linkages between conversion and load fairness and 4) What are the load effects of conversions on individuals and departments?

At this point Cruz interrupted the reports to move to item V to ensure sufficient time for that item.

**V. Student Success and Equity Tools:** Neal presented the concept of an Equity Toolbox. She projected on screen a document titled "Academic Services Equity Toolbox" and walked the group through it, amplifying and explaining aspects along the way. There were three sections in the document, Applying an Equity Cognitive Frame, Applying the 6-step Equity Problem Solving Model, and Engaging in Courageous Conversations.

**VI. District Social Media Guidelines Draft:** The item was held over

**VII. Tenure Processes:** Tenure Review Coordinator Mary Bennett gave a short presentation. She focused on confidentiality and for the need to follow process, ensuring that information and concerns that should be part of confidential Tenure Review Committee processes, remain there. She gave an example of a situation (hypothetical) where someone with pertinent information would either submit something in writing (signed) or would come to a committee meeting and give the information orally. The committee would then follow up by conducting perhaps additional evaluations aimed at finding more about that information or concern. She ended by encouraging everyone to participate in tenure review training.

**VIII. Program Review Form:** Bryant walked the group through a revised Comprehensive Program Review form, one that added a number of equity related questions. Neal expressed a concern about the redundancy between equity plans

and the question in the draft document. Bryant explained a difference in purpose but others asked if the questions might not be successfully answered by referring the IPBT to a group's equity plan. Bryant ended by encouraging anyone and everyone to give feedback on the document, preferably within the next two weeks.

**IX. Recap, Appreciations, and Good of the Order:** - Cruz expressed an appreciation of Neal for bringing more equity tools forward.

- Bryant announced the Auto Tech car show at Kneppa in Scotts Valley
- Schaffer distributed small flyers announcing his dance troupe' performance Thursday, April, 30<sup>th</sup> at 1:30
- Curriculum Open house was mentioned.
- The group was reminded about the New Student Open House Saturday, April 25<sup>th</sup>.
- The group was told of Equal Opportunity representative training

**The meeting was adjourned at 4:39**