

# **The De Anza Academic Senate**

## **Approved Notes of the meeting of**

### **April 27th, 2015**

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

**Senators and Officers Absent:** Alexander, Hunter, Gallegos, and Schaffer

**DASB:** Pedro Enriquez **FA Liaison:** Don Nickel

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

**Administrative Liaison:**

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

**Guests:** Melissa Epps, David Garrido, Edgar Godinez, Victoria Kahler, Jenny Vela, Sandy Cardoza, Christina Espinosa-Pieb, and Doli Bambhania

**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 2:31, a quorum being present.**

**I. Approval of Notes and Agenda:** The agenda was approved as distributed. The notes of April 20th were approved as distributed with the correction of a typographical error.

**II. Needs and Confirmations:** Freeman and Donahue volunteered to read Academic Senate scholarship applications. Anu Khanna was confirmed for service on the ANAPISI Project Director Search and Selection Committee. Alicia De Toro, Jeff Staudinger, Anna Miller, and Kristin Sullivan were confirmed for service on the Environmental Sciences (ESci) Search and Selection Committee. Doris Spanggord, Jeff Schinske, and Judy Cuff-Alvarado were confirmed for service on the Biology faculty Search and Selection Committee.

**III. Committee Reports:** - Dolen, reported from the Technology Task Force. That group is conducting a workshop on technology planning with a “strategic capability” theme, planning for new, not fixing existing technology.

- SLO Pape showed a document which outlined several things for which TracDat has and can be used. She encouraged faculty to use it for record keeping like meeting notes. In response to a question, Pape told the group that part time faculty responsibility for SLOs and SLO assessment begins with the 2016-2017 academic year.

- Neal announced an Equity Action Council equity core team review Wednesday, April 29<sup>th</sup>, an end of the year retreat June 26<sup>th</sup>, and an LGBT conference June 2<sup>nd</sup>. See Neal for information on these events.
- Cruz reported on changes to be made to the form enabling students to audit classes wherein division dean signatures will be for information. Revision to Board Policy will exclude the naming of faculty or deans for approval. That will shift to Administrative Procedures. Final approval is scheduled for May 22<sup>nd</sup>.
- The Academic Senate and Academic Services jointly sponsored reception for newly tenured faculty will be Monday, May 18<sup>th</sup> from 4 to 5 PM. This year, the plan is for Senators to hand deliver invitations and warmly encourage newly tenured faculty participation.

**VI. Senate Projects Update:** - Cruz began by stating the purpose of the item as being a continuation of the reporting that began at the April 20<sup>th</sup> meeting. The status of the auditing portion of the Auditing and Volunteer of Record group had already been given by Cruz. Donahue reported that Setziol would be crafting language proposing a protocol for volunteers of record.

- The Textbook group is drafting a document about things to keep in mind when contemplating making a text a required text. A question was posed about notifying students about the cost of textbooks in information about classes. In that direction was a comment about getting textbook orders in on time so that students can know about them and their cost. Providing URL links to freely downloaded materials was discussed.
- The Online and Hybrid group is focusing on the Catalyst online platform and how to make it better. April Qian is assisting in the effort.

**V. Student Success and Equity: Students, Faculty, and Staff Sharing:** Pedro Enriquez, Victoria Kahler, Jenny Vela, and Sandy Cordoza from the Learning Resources core team gave the group some examples of their experiences and observations as to what makes a difference in shifting towards an equity mind frame. By going to different physical places and talking to groups on their own territory, the group is able to share with people how welcome and included students are likely to feel in a particular environment. Knowing students names and facilitating some kind of communication early in a quarter was said to be an important factor for students. A personal offer to help was said to be a powerful positive for students as well as just a sincere interest in them as individuals. Melissa Epps in particular asked the Senators to uphold the De Anza standard of not settling for “life isn’t fair”. The visitors were asked if they engaged students themselves and they said yes, they did.

**Back to VI.** The 3SP implementation group inquired as to who was the chair of the official college group overseeing implementation. Cruz said it was Rob Mieso. Freeman reported that the project group feels that there is a great need for

establishing better communication between the official college group and those directly affected by decisions about 3SP implementation.

**IV. Lecture-Lab Conversion to Lecture, Lab:** Christina Espinosa-Pieb gave the group an update and answered questions. Discussions with most departments have already taken place. The conversion entails hours of lecture-lab to a combination of hours of lecture and hours of lab, keeping the total number of hours and units the same. The results are load changes that, in most cases, are extremely small. The District Load Task Force is and will be addressing unusual situations.

**VII. District Social Media Guidelines Draft:** The Senators expressed confusion and concern about who the draft document would directly guide. When are faculty official representatives of the college and when are they not? Cruz ended by saying that the item would return at the next meeting and by asking the Senators to send questions and concerns to her before the next meeting

**VIII. Program Review Form:** Bryant was asked whether or not the Student Services Planning and Budgeting Team (SSPBT) had a document similar to the IPBT document. The answer was yes. The discussion of the form itself was dominated by a presentation by Neal proposing a substantial change in the document which would put Equity as a frame throughout the document rather than being a separate group of questions about equity efforts. Her proposed redrafting and restructuring of the form was projected onto a screen. A focal point of Neal's remarks was the idea that Equity referred to much more than the achievement gap that is the focus of much equity work. During the discussion, Cruz asked for and received permission to extend the time of the meeting by 5 minutes without objection.

**IX. Recap, Appreciations, and Good of the Order:** - Doli Bambhania from the math department, distributing cards and flyers extolling the virtues of a Science, Technology, Engineering, and Mathematics (STEM) event May 6<sup>th</sup> and 7<sup>th</sup> featuring STEM students working in the area.  
- Dolen distributed a flyer titled NBC Learn promoting the integration of streaming video into classroom presentations by encouraging all comers to attend events May 7<sup>th</sup> and 8<sup>th</sup>. Interested faculty were asked to contact Mary Kay Englen.

**The meeting was adjourned at 4:34**