

# Executive Committee of the De Anza College Academic Senate

## Minutes for March 19, 2018 **Location: ADM 109**

<b>TIMES</b>	<b>TOPIC</b>	<b>PURPOSE</b>	<b>LEADER</b>
2:30 – 2:35	I. Welcome & Appreciation of Maria Delas and Coleen Lee-Wheat's Service to Academic Senate Upon Their Retirement <ul style="list-style-type: none"> <li>• Karen Chow made a cake in celebration of Maria and Coleen who are both retiring.</li> <li>• Chow thanked guests for coming to meeting in support of their colleagues.</li> <li>• Both Coleen and Maria gave their thanks and thoughts about their upcoming retirements</li> <li>• Senators and guests enjoyed the treats which included non-alcoholic beverages provided by Jim Nguyen and chocolate desserts brought by Paul Setziol</li> </ul>	I	Chow
2:35 – 2:40	II. Approval of Agenda & Notes from March 12, 2018 meeting <ul style="list-style-type: none"> <li>• Chow asked for approval of agenda with postponement of item number 6, mentoring for student participation</li> <li>• included Iva Tracey's attendance as one change to the notes from March 12th. Hearing no other edits, and no objections to approving with the above change, the Notes from March 12, 2018 were approved as the official Minutes</li> </ul>	A	Chow
2:40 -- 2:45	III. Needs & Confirmations <ul style="list-style-type: none"> <li>• Jim Nguyen announced that we are still looking for 1 Academic Senate Scholarship reader</li> <li>• Nguyen announced that we are still looking for 1 additional faculty member to serve on Professional Relations committee of Academic Senate. Paul Setziol clarified that ideally this faculty member would come from Counseling or Language Arts.</li> </ul>	I D A	Nguyen
2:45 – 2:50	IV. Courses Into Disciplines and Faculty Service Area (FSA) Review—Social Sciences and Humanities (SSH), Physical Education (PE) and Intercultural and International Studies (IIS) <ul style="list-style-type: none"> <li>• Paul Setziol clarified that we have received information from all areas now and Setziol and De Toro will begin reviewing between now and early next quarter.</li> <li>• Intercultural International Studies (IIS) Division: Marc Coronado says that all have provided feedback</li> <li>• Social Sciences and Humanities (SS/H) Division: Mylinh Pham and Jim Nguyen reported that they are still waiting on History and Philosophy.</li> </ul>	I D A	Setziol, Others

	<ul style="list-style-type: none"> <li>Motion was made by Erik Woodbury to approve list as is but to allow for history and philosophy to come in a week later. Motion was seconded by Rob Clem. Ayes by all except one nay by Mylinh Pham and one abstention by Yael Karmi. Motion passed.</li> </ul>		
2:50 – 3:00	<p>IV. ADMJ Course Prerequisite Approval (2<sup>nd</sup> Reading)</p> <ul style="list-style-type: none"> <li><a href="https://drive.google.com/file/d/1dWXp90dXdPK3Ut79BvILNLOMEsSMUHSG/view?usp=sharing">https://drive.google.com/file/d/1dWXp90dXdPK3Ut79BvILNLOMEsSMUHSG/view?usp=sharing</a></li> <li><a href="https://drive.google.com/file/d/1Xj9Cf24uGLit8YTiyyloJvz7RR1fg9id/view?usp=sharing">https://drive.google.com/file/d/1Xj9Cf24uGLit8YTiyyloJvz7RR1fg9id/view?usp=sharing</a></li> </ul> <ul style="list-style-type: none"> <li>Erik Woodbury showed slide with 20% gap in success in ADMJ course with EWRT 211 pre-requisite vs. did not take or pass the english course</li> <li>The course in question is ADMJ 56, initiated by ADMJ chair Jim Suits.</li> <li>What standard should we establish for pre-requisites? Should we look at % of increase in success rates and similarity to programs at UC/CSU.</li> <li>Cheryl Balm: we should also consider any objections from both departments implicated.</li> <li>Paul Klingman: this will be a case by case basis right and you want from senate a standard? Erik Woodbury: Yes</li> <li>Kim Palmore: how does acceleration and AB 705 impact prerequisites in English?</li> <li>Karen Chow: perhaps Jim Suits from ADMJ can be directed to speak with her on the connection between this item and AB 705. If we start offering fewer EWRT 211 courses, that could have a negative impact on ADMJ</li> <li>Cheryl Balm: perhaps we should go back to ADMJ but the timing might be that we should wait til there is more clarity on this issue before we move forward</li> <li>Mary Pape: prefers that there is consultation with departments vs. just coming up with a percentage threshold for making something a pre-requisite.</li> <li>Hayman Wong (DASB student representative): it may be a good idea for the pre-requisite to be in place and doesn't think it will be a barrier to students.</li> <li>Motion made by Cheryl Balm to deny, and motion was seconded by Mary Sullivan. Discussion: did Language Arts have any comment? No.</li> <li>5 vote for denial. Oppose: 16. Abstain: 0</li> <li>Motion made by Mary Pape, and motion seconded by Natasha Joplin to approve the pre-requisite. Amendment by Erik Woodbury: require within 5 years that they show how this change has impacted their course. Mary Pape accepted Woodbury's Amendment as a "friendly" one she agreed with. The motion with the amendment passed with the following votes: Approve: 18; Nay: 0; Abstain: 4</li> <li>Erik Woodbury suggested and Karen Chow agreed to table discussion on establishing standards for future requests to change course Advisory to Prerequisite.</li> </ul>	IDA	Woodbury

3:00 – 3:15	<p>VI. Mentoring Effective Student Participation in Shared Governance</p> <ul style="list-style-type: none"> <li><b>this item was postponed.</b></li> </ul>	I D	Kamal, Ali-Ahmad, Chow
3:15 – 3:30	<p>VII. Support For Noncredit Courses (2<sup>nd</sup> Reading of Resolution)  <a href="https://drive.google.com/file/d/1ZwGBy3HRiPZD1lyY5CCyUb2zc_ODSrmx/view?usp=sharing">https://drive.google.com/file/d/1ZwGBy3HRiPZD1lyY5CCyUb2zc_ODSrmx/view?usp=sharing</a></p> <ul style="list-style-type: none"> <li>Karen Chow read the “Resolved...” statement again, which would establish a non-credit ad hoc committee to plan and implement non-credit courses</li> <li>Mary Sullivan: what about students who are enrolled at both colleges?</li> <li>A couple questions came up from Kim Palmore and others about the language in resolved: the ad hoc committee should not implement courses, that should be left to departments to do.</li> <li>Karen Chow welcomed changes to the Resolved statement</li> <li>Foothill Vice President of Instruction and guest Kristy Lisle commented that she will be attending the 2018 career and non-credit institute conference, and suggested that interested folks also attend this conference.</li> <li>Associate Vice President, Finance &amp; Administrative Services (Foothill) and meeting guest Elias Regalado was introduced as someone who knows a lot about SB 68 regarding Noncredit course offerings in CA community colleges</li> <li>Please visit the link below for detailed information on the 2018 Career and Noncredit Education Institute.  <a href="https://www.asccc.org/events/2018-05-03-190000-2018-05-05-210000/2018-career-and-noncredit-education-institute">https://www.asccc.org/events/2018-05-03-190000-2018-05-05-210000/2018-career-and-noncredit-education-institute</a></li> <li>De Anza Associate Vice President of Instruction Lorrie Ranck shared that De Anza (?) will have a non-credit conference in spring</li> <li>Kristy Lisle answered a question about whether non-credit and credit courses will have both non-credit and full-credit students enrolled. Her answer: Some non-credit students are mixed in with credit courses in some cases not</li> <li>Repeatability limits (currently 3 attempts with any record of grade for credit courses) do not apply to non-credit</li> <li>Lisle clarified that there are different accounting rules for non-credit though we still need to keep track of positive attendance. Funding rates are same as credit if the non-credit courses are part of a certificate; otherwise non-credit courses are funded at lower rate. This includes Basic skills courses.</li> <li>Q: What does a transcript show? Lisle: it should be clear it's a non-credit course.</li> <li>Lisle: We are still doing the same minimum enrollment of 20 with non credit vs. credit for enrollment and course cancellations.</li> <li>Karen Chow asked for motion to amend the Resolve to “assist divisions/departments with planning and implementing”.....</li> <li>Kim Palmore suggested - “to discuss” non-credit courses and programs</li> <li>Karen Chow suggested the following reworded “Resolved”: <b>“Resolved, that De Anza Academic Senate will establish a non-credit ad hoc committee to discuss and make recommendations for implementation of non-credit courses and programs in all relevant divisions and departments at De Anza College.”</b></li> </ul>	I D A	Bryant, Chow

	<ul style="list-style-type: none"> <li>WHO MADE THE MOTION TO ACCEPT THE AMENDED RESOLVED???? Yes: 22; Nay: 1; Abstain: 0. The motion passes to amend the resolution as stated above.</li> <li>Natasha Joplin moved to pass the amended resolution. This motion was seconded by Mary Donahue. Votes: Yes: 20; Nay: 0; Abstain: 1</li> <li>The need for faculty to serve on this new Academic Senate Non-Credit Ad Hoc Committee will be added to needs and confirms for first meeting of spring quarter</li> </ul>		
3:30 – 3:45	<p>IX. AP 5012 College and Career Access Pathways (CCAP) (3<sup>rd</sup> Reading)</p> <ul style="list-style-type: none"> <li>Foothill Vice President of Instruction Kristy Lisle shared that FTES at Foothill has increased above 30% in the dual enrollment over the last year, so it's an area with opportunity to grow</li> <li>CCAP requires a pathway (a series) and it can be a closed class to the high school students only</li> <li>Lisle brought and shared copies of a document that goes to students at the high school, a contract guide on how to set up a CCAP agreement.</li> <li>Elias Reynoso (an AB 288 expert who helped with the bill) says that colleges can offer basic skills under CCAP as part of a pathway to be college ready</li> <li>Karen Chow shared suggestion from Mayra Cruz for some added/amended language to the AP that would certify the college department would comply with their own internal process for determining teaching assignments.</li> <li>Some questions were raised about the rights of faculty as it relates to the contract. Would this impact someone who refused to teach the course at the high schools?</li> <li>Erik Woodbury made a motion to approve with Cruz's addition. The motion was seconded by Mary Sullivan. Ayes: 13 opposed: 3 Abstentions: 5 motion passes</li> </ul>	I D A	Chow
3:55 – 4:25	<p>X. Committee Updates Guided Pathways</p> <p>The Guided Pathways De Anza Core Team is getting ready to submit the first Workplan (covering Spring 2018-Summer 2019) by March 25, 2018 to the state CC Chancellor's Office. See the draft Workplan linked here: <a href="http://www.deanza.edu/gov/academicsenate/untitled.html">http://www.deanza.edu/gov/academicsenate/untitled.html</a></p> <p><a href="http://ccgp.cccco.edu/Portals/0/AA17-57_Attachment_Guided_Pathways_Total_Allocation_Final %281%29.pdf">http://ccgp.cccco.edu/Portals/0/AA17-57_Attachment_Guided_Pathways_Total_Allocation_Final %281%29.pdf</a></p> <p>AB 705 <a href="https://assessmentplacement.squarespace.com/resources/">https://assessmentplacement.squarespace.com/resources/</a></p> <p>Academic Senate Community Policing Task Force</p> <p>Instructional Planning and Budget Team <a href="http://www.deanza.edu/gov/IPBT/resources.html">http://www.deanza.edu/gov/IPBT/resources.html</a></p>	I D	Chow, Nguyen

Student Services Planning and Budget Team (SSPBT) Budget Timeline and Tools:  
[http://www.deanza.edu/gov/SSPBT/notes/SSPBTNotes2\\_15\\_18.html](http://www.deanza.edu/gov/SSPBT/notes/SSPBTNotes2_15_18.html)

Finance and College Operations Planning and Budget Team (F&COPBT) Budget Reductions:

Written Report from Michelle Fritz, Business faculty & Academic Senate rep to F&COPBT:

All the work for the last 3 months really culminated in our meeting this [past] week. We reluctantly approved the proposed budget cuts to the Finance and College Operations area. You can see a summary of the presentation [here](#). Basically, there were two changes to move staff out of the general fund. Two custodians were moved to be paid via facility rentals revenue, which previously was not charged back to renters despite the custodial demands of this business. The second was to move part of the AVP's salary to the self-sustaining areas of the bookstore/print shop, where approximately half of her efforts were focused. The other changes were the reduction of one custodial position, one groundskeeper, and a bookstore reorganization expected to take advantage of some retirements. It is hoped that all position reductions will be handled through attrition. This was approved via consensus, but lots of concerns were expressed which you certainly can read about in the minutes of the meeting soon to be published on the [FCOPBT web site](#).

Student feedback from the lunchtime panel discussion at Convocation Day was also passed along to this group. (Students complained of a poor response time from police for escorts, low lighting, inoperable blue light stations, etc.) Since such a large proportion of the students on the panel expressed concern for their safety on campus, we discussed whether this could be a factor affecting enrollment as well, particularly at night. Given the school shootings and college rape cases prevalent in the news, it makes sense that students would be nervous despite De Anza's excellent record for few criminal incidents on campus. Perhaps this excellent safety record should be showcased on the web site?

It was also suggested that since enrollment was down, particularly in the evenings, it might make sense to schedule all classes in a particular quad of the campus. This would ensure that there are lots of other students and activity in the area at night. Although some classes need particular lab equipment (science, for instance), others do not and could easily be moved.

	<p>The benefits would also be that evening students experience a vibrant, exciting community, even when taking classes at night. I pass this along to you because this might be something the Academic Senate could coordinate.</p> <p>Any questions, please feel free to reply,</p> <p>--Michele Fritz Business Instructor</p>		
4:25 – 4:30	<p>X. Good of the Order and Appreciations</p> <ul style="list-style-type: none"> <li>- Mary Sullivan: The popular Therapy dogs are coming to campus for "Stress Relief" in Student Senate Chambers 11:30 Thursday, 3/22.</li> <li>- Hayman Wong was elected as De Anza Student Trustee and was congratulated</li> <li>- Karen Chow suggested that folks review the Guided Pathways draft workplan (linked to in agenda); The focus for the first 18 month period from Spring 2018-Summer 2019 is inquiry phase, during which faculty, student, staff, and administrator dialogues will be organized to discuss student services as well as academic programs' paths and determine if there are any current institutional "barriers" to students as well as what is currently working well.</li> <li>- Meeting adjourned: 4:37 pm</li> </ul>		All

A = Action

D = Discussion

I = Information

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

OFFICERS AND SENATORS <b>Blue = Present</b>	Others
<b>Karen Chow- President</b> <b>Jim Nguyen –Vice President</b> Alicia De Toro – Executive Secretary/Treasurer <b>Yael Karmi-PT</b> <b>Mary Donahue - PT</b> <b>Paul Klingman– App Tech</b> <b>John Walton – App Tech</b> <b>Bob Kalpin – BHES</b> <b>Peter Miskin – BHES</b> <b>Mia Breen – Bus/CIS</b> <b>Mary Pape- Bus/CIS</b>	<i>Brian Murphy-DA Pres</i> <i>Stacey Cook-VPSS</i> <i>Christina Espinosa-Pieb-VPI</i> <i>Susan Cheu-VPFCO</i> <b>Lorrie Ranck- AVPI</b> <i>TBA-OSOD</i> <i>Marisa Spatafore-Mktng</i> <i>Vacancy –DASB</i> <b>Bob Stockwell- FA</b> <b>Lorna Maynard-CS</b> <i>Elias Kamal – Student Trustee</i>

<p><b>Milena Grozeva Levy- CA</b></p> <p><b>Vacancy - CA</b></p> <p>Nellie Vargas-CD&amp;E</p> <p><b>Natasha Joplin -- Counseling</b></p> <p><b>Rob Clem - Counseling</b></p> <p><b>Anita Vazifdar – DSPS</b></p> <p><b>Maria Delas—DSPS (W18)</b></p> <p>Catie Cadge-Moore – IIS</p> <p><b>Marc Coronado -- ICS/IIS</b></p> <p><b>Cheryl Balm – PSME</b></p> <p><b>Chris Dileonardo- PSME</b></p> <p>Iva Tracey-- LA</p> <p><b>Kim Palmore -- LA (W18)</b></p> <p>Becky Roberts &amp; Veronica Avila (alternating) – LA (Sp18)</p> <p>Laura Chin - SSH</p> <p><b>Mylinh Pham - SSH</b></p> <p><b>Arden Kragalott PE</b></p> <p>Scott Hertler- PE</p> <p><b>Tom Dolen – LR</b></p> <p><b>Mary Sullivan – SD</b></p> <p><b>Erik Woodbury - Curriculum Committee</b></p>	<p><b>Mallory Newell-IR</b></p> <p><b>Moaty Fayek -Dean BS/CIS</b></p> <p><b>Renee Augenstein-Articulation</b></p> <p><b>Mary Bennett-Tenure Review</b></p> <p><b>Sheila White-Daniels—Dean, Counseling</b></p> <p><b>Nancy Canter-Dean CA</b></p> <p><b>Alicia Cortez - Interim Dean, Equity and Engagement</b></p> <p><b>Coleen Lee-Wheat-Dean PE</b></p> <p><b>Isaac Escoto-FH Academic Senate</b></p> <p><b>Mayra Cruz - District Academic Senate President</b></p> <p><b>Pam Grey- AVPCO</b></p> <p><b>Stacey Shears, Dean DSP&amp;S</b></p> <p><b>Anita Kandula-Dean BHES</b></p> <p><b>Michele LeBleu-Burns- Dean, Stud Dev/EOPS</b></p> <p><b>Rob Mieso- Associate VP of Student Services</b></p> <p><b>Lisa Mandy- Dir Finan Aid</b></p> <p><b>Tamica Ward-Enrollment Services Dean</b></p> <p><b>Edmundo Norte-Dean IIS</b></p> <p><b>Thomas Ray-Dean LA</b></p> <p><b>Jerry Rosenberg-- Dean PSME</b></p> <p><b>Judy Miner-Chancellor</b></p> <p><b>Dawn Lee Tu – Office of Professional Development</b></p> <p><b>Carolyn Wilkins- Green- Dean SSH</b></p> <p><b>Kelly Swanson-Book Store</b></p> <p><b>Mary Pape -SLO</b></p> <p><b>David Ulate, De Anza Research &amp; Planning</b></p> <p><b>Hayman Wong, DASB representative</b></p> <p><b>guests: Rachel Pacheco, Stacy Shears, Dawnis Guevara, Coleen Lee-Wheat, Kristy Lisle (Foothill), Elias Regalado, Associate Vice President, Finance &amp; Administrative Services (foothill)</b></p>
--	--