

## APPROVED MINUTES OF

### Executive Committee of the De Anza College Academic Senate

Agenda for October 23, 2017 Location: ADM 109

TIMES	TOPIC	PURPOSE	LEADER
2:30 - 2:35	I. Welcome <ul style="list-style-type: none"> <li>• Went around the room to introduce senate members to the new representatives, Laura Chin (Political Science) and Mylinh Pham (History) from SSH</li> <li>• Name cards requested by senators (Alicia)</li> </ul>	I	Chow
2:35 - 2:40	II. Approval of Agenda & Notes from October 16, 2017 meeting <ul style="list-style-type: none"> <li>• No objections- approved</li> </ul>	A	Chow
2:40 - 2:50	III. Needs & Confirmations - <ul style="list-style-type: none"> <li>• <a href="https://drive.google.com/file/d/0By-fnfQNVteEY3ZPcFNBTXfXyYjg/view?usp=sharing">https://drive.google.com/file/d/0By-fnfQNVteEY3ZPcFNBTXfXyYjg/view?usp=sharing</a></li> <li>• We are almost at a full senate :)</li> <li>• Needs reviewed</li> <li>• Voting on tenure committees (see spreadsheet) Approved, no objections (all tenure committees presented), dept change noted for Maryalice Bonilla (English not, esl - at-large)</li> <li>• Voting on new member to Campus Facilities - Approved, no objections</li> <li>• SSPBT (Student Services Planning and Budget Team) - question regarding voting member, explanation ensued - Approved, no objections</li> <li>• Concern brought up again regarding wait time for Keys and fobs. May be time to revisit the process with campus operations.</li> </ul>	I D A	Nguyen
2:50 – 3:10	IV. WMST Request (2 <sup>nd</sup> reading/discussion) <ul style="list-style-type: none"> <li>• Karen reminded everyone of the memos from Marc Coronado and Edmundo Norte supporting her request</li> <li>• <b>Motion</b> to move forward to approve the request (Mary Sullivan)                             <ul style="list-style-type: none"> <li>○ Amendment: Approve the list of WMST courses Marc proposed to satisfy the ICS GE requirement for the De Anza A.A./A.S. degree and also create a subcommittee of Senate and Curriculum to determine criteria and process for any future requests for courses to satisfy GE requirements for the De Anza A.A./A.S. degree (Mary Pape)                                     <ul style="list-style-type: none"> <li>■ Second (Chris Dileonardo) -</li> <li>■ Vote - 22 in favor/ no opposition or abstentions</li> <li>■ <b>Approved</b></li> </ul> </li> </ul> </li> </ul>	I D A	Chow

	<ul style="list-style-type: none"> <li>○ <b>Motion</b> to move for creation of a subcommittee of senate and curriculum for future decisions of course assignment to GE areas (Erik Woodbury) - <b>withdrawn</b></li> <li>● Discussion- should a motion for a general education review subcommittee be included in the current discussion and vote or should it be added to the future agenda (Chris DiLeonardo)</li> <li>● Contribution from area dean (Edmundo)</li> </ul>		
3:10 - 3:30	<p>V. AP 4235 Credit By Exam revised draft (1<sup>st</sup> reading/discussion)</p> <ul style="list-style-type: none"> <li>● Discussion over list of challengeable courses in the College Catalog</li> <li>● Proposed changes:  <a href="https://drive.google.com/open?id=0By-fnfQNVteETkJKS05uWDQyd28">https://drive.google.com/open?id=0By-fnfQNVteETkJKS05uWDQyd28</a> <ul style="list-style-type: none"> <li>○ Board policy (Current)  <a href="http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=9TURR76CD8D8">http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=9TURR76CD8D8</a></li> <li>○ Appears that faculty are not aware of the list. Mia Breen pointed out that department chairs are emailed every year by Marketing to check sections in the College Catalog and inform them of any changes/updates. <ul style="list-style-type: none"> <li>■ “Curricular process” at this time does not include curriculum committee, goes through VPI. This process may need to be clarified</li> <li>■ Does the policy allow for periodic review of the list by discipline faculty? No timeline appears to be associated.</li> <li>■ Are lab classes allowed to be awarded credit by examination?</li> <li>■ Procedure states that the discipline faculty are primary determinants of Credit by Exam..</li> <li>■ Office of Instruction has oversight of maintaining a list. Does not appear to be including discipline faculty.</li> <li>■ Any additional changes or comments should be brought to the next meeting, where this draft AP 4235 will come back for approval to take it to the next level of review/approval at Academic and Professional Matters (APM) .</li> </ul> </li> </ul> </li> </ul>	I D	Chow
3:30 – 3:50	<p>VI. AP 4020 Program and Curriculum Development revised draft (1<sup>st</sup> reading/discussion)</p> <ul style="list-style-type: none"> <li>● Proposed:  <a href="https://drive.google.com/file/d/0By-fnfQNVteEckpQc2l2N0dXdjg/view?usp=sharing">https://drive.google.com/file/d/0By-fnfQNVteEckpQc2l2N0dXdjg/view?usp=sharing</a></li> <li>● No feedback at this time.</li> <li>● Karen will be bringing both V and VI back to senate next week in the second hour of the meeting. Then she will put it out for action for approval so that it can be taken back to Academic and Professional Matters with comments (if needed).</li> </ul>		Chow
3:50 - 4:20	VII. Committee and Taskforce Reports:	I D	

	<ul style="list-style-type: none"> <li>Enrollment Advisory Team (EAT)- <b>No update at this time</b></li> <li>IPBT Updates to Guidelines Division Requests (deadline October 31) - Deans were notified for instructional equipment requests. Help sheets were reviewed. Deans should have shared this information with department chairs.</li> <li>Curriculum- First round of classes for updates, including cross listed courses, which is a new process. Please notify your faculty that if there is a course that is cross listed there is an additional step. (<a href="http://dilbert.fhda.edu/curriculum/Form_crosslist.html">http://dilbert.fhda.edu/curriculum/Form_crosslist.html</a>)</li> <li>Starfish- Starfish is an early notification system that allows faculty to track students in classes and refer them to assistance they may need. Foothill currently uses it, De Anza is rolling it out campuswide Fall 18 and there is a pilot running at De Anza now..</li> <li>Senate subcommittees --None</li> </ul>		Nguyen, Chow, Woodbury, Kalpin, others
4:20 - 4:25	VIII. Meeting Evaluation ( <i>On effectiveness of the meeting advancing academic &amp; professional matters and the principles of equity</i> ) Cecilia Deck expressed appreciation for listening to her concerns about the Credit by Examinations list and discipline faculty not being aware of them. Agreement and appreciation was expressed all around for good, respectful discussion.	I D	All
4:25 - 4:30	IX. Good of the Order and Appreciations REMINDER: 10/30 Joint Senates Meeting with Foothill at Foothill campus (room location TBD, most likely Toyon Room) <ul style="list-style-type: none"> <li>For questions about key requests, contact 650-949-7974 DOUG GRANT- In charge of Lock shop.</li> <li>Karen asked for feedback about the new Academic Senate Monday Digest sent to the all-faculty listserv</li> <li>Transfer Day is on 10/26 Thursday from 10:00-1:00 PM in the Main Quad</li> <li>Free Flu Shots for Students-- 10/25 Wednesday and 10/26 Thursday from 10:00-2:00 PM in Campus Center Don Bautista</li> <li>Hearty applause and congratulations were raised to La Voz journalism students and Cecilia Deck for garnering 15 awards at the Journalism Association of Community Colleges NorCal Conference, which was hosted at De Anza on Oct. 21. Cecilia Deck was also elected president of JACC's Northern California region for 2018-19</li> </ul>	I	All

A = Action

D = Discussion

I = Information

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

<b>OFFICERS AND SENATORS</b>	<b>Others</b>
Karen Chow- President Y Jim Nguyen –Vice President Y	Brian Murphy-DA Pres Stacey Cook-VPSS

Alicia De Toro – Executive Secretary/Treasurer Y  
Yael Karmi-PT - Y  
Mary Donahue - PT Y  
Paul Klingman– App Tech Y  
John Walton – App Tech Y  
Bob Kalpin – BHES Y  
Peter Miskin – BHES Y  
Mia Breen – Bus/CIS Y  
Mary Pape- Bus/CIS  
Milena Grozeva Levy- CA  
Elizabeth Mjelde (on PDL in Fall) - CA  
Nellie Vargas-CD&E  
Robert Alexander (Pauline Wethington on leave)– Counseling Y  
Rob Clem - Counseling Y  
**Vacancy** – DSPS  
Maria Delas-DSPS Y  
**Vacancy** – IIS  
Hua-Fu Liu—ICS/IIS Y  
Cheryl Balm –PSME-Y  
Chris DiLeonardo, PSME - Y  
**Vacancy** - PSME  
Iva Tracey- LA  
Cecilia Deck, LA -Y  
Laura Chin -- SSH  
My Linh Pham- SSH  
Arden Kragalott PE - Y  
Scott Hertler- PE - Y  
Tom Dolen – LR - Y  
Mary Sullivan – SD- Y  
Erik Woodbury - Curriculum Committee-Y

*Christina Espinosa-Pieb-VPI*  
*Susan Cheu-VPFCO*  
*Lorrie Ranck- AVPI*  
*TBA-OSOD*  
*Marisa Spatafore-Mktn*  
*Anastasia Soenjoto –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,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 and Amy Leonard-SLO*  
*David Ulate, FHDA Research & Planning*