

# Executive Committee of the De Anza College Academic Senate

**Minutes November 25, 2019 Location: ADM 109**

<b>TIMES</b>	<b>TOPIC</b>	<b>PURPOSE</b>	<b>LEADER</b>
2:30 – 2:35	I. Approval of Agenda & Minutes from November 18, 2019 meeting <ul style="list-style-type: none"> <li>● <b>Agenda approved.</b></li> <li>● <b>Minutes approved.</b></li> </ul>	A	Chow, All
2:35 – 2:45	II. Public Comment on items not on agenda (Senate cannot discuss or take action) <ul style="list-style-type: none"> <li>● Mary D: Terrence’s GE online class is not on the Online Course Finder; need reason for omission; Terence have tried to follow up with Kate and have not heard back.</li> </ul>	I	All
2:45 – 3:05	III. Needs and Confirmations <ul style="list-style-type: none"> <li>● SSH Division Dean Hiring Committee                             <ul style="list-style-type: none"> <li>○ Mary P showed SSH division vote indicating preferences for faculty representatives; since this is a dean position, the committee should have a part-time faculty representation; on diversity, research what other colleges have done with regards to diversity in hiring committees.</li> <li>○ Karen shared a chart from a “Left Out” study showing racial and gender diversity of faculty compared to students at De Anza, can see areas of significant under representation, especially for Latinx and Asian and Pacific Islanders in faculty, Academic Senate, and college senior leadership. She showed language from UC Davis Health, UC, and SFSU about faculty representation on search committee composition. Surprisingly, SFSU was most restrictive in that only full time tenure faculty may serve on hiring committees and vote on who gets to serve.</li> <li>○ Suggested consideration for diversity guidelines: demonstrated commitment to equity, diversity, and excellence; department/division/campus involvements; academic discipline; perspectives informed by identities and experiences race/ethnicity, gender, orientation, generation (first time college and/or immigrant)...</li> <li>○ Mary D: current statement is limited to 150 words, do we want to ask for that plus a list of the above criteria.</li> <li>○ Karen: perhaps increase the word limit to 150; how should we look at the statements; to look for diversity beyond gender.</li> <li>○ Mary S: use bullet points to capture characteristics we are looking for.</li> <li>○ Susan T: have them include a statement regarding the above criteria. This is a good list to consider, especially for senators reading a statement.</li> <li>○ Bob and Karen asked for volunteers for a working committee to work on the language and bring back recommendations to next week’s meeting for discussion. Karen, Dawn, Susan, and Solomon volunteered. Make decision by the middle of January</li> <li>○ Mary and Karen explained the process for selection of faculty representatives for the dean hiring committee. Usually, the selection of</li> </ul> </li> </ul>	I D A	Pape

	<p>faculty representatives is an internal process within the division. The names come from the faculty within the division, all the faculty members in the division would vote. Erik: Resembles how tenure committee is determined.</p> <ul style="list-style-type: none"> <li>○ Based on preference of the SSH division. Ameeta Tiwana, Steve Nava, Susan Thomas (part-time representative,) does meet the diversity considerations discussed above.</li> <li>○ Hiring Committee: Lorrie Ranck, chair, EO rep, Classified staff rep.</li> <li>○ Mary D moved to confirm Ameeta T, Steve N, and Susan T as faculty representatives in the SSH Dean Hiring Committee; Betty seconded; all yes (20).</li> <li>● EOPS Counselor Hiring Committee, 3 faculty needed <ul style="list-style-type: none"> <li>● Only 2 names for 3 positions, faculty is giving up a seat on the committee.</li> <li>● Mary moved to confirm Betty Inoue and Elisa Castro, Terrence seconded, 20 yes, 1 abstain.</li> </ul> </li> </ul>		
3:05 – 3:20	<p>IV. Course Scheduling and Enrollment Management (CSEM) Task Force Report</p> <ul style="list-style-type: none"> <li>● Half of currently serving in CSEM are present in this meeting</li> <li>● CSEM Co-chair, Ishmael Tarikh</li> <li>● Year-end report (re-visited) <ul style="list-style-type: none"> <li>○ Meets 2 times per quarter with ambitious agenda</li> <li>○ Met with interim president with take away to re-tool <ul style="list-style-type: none"> <li>■ How to boost enrollment at De Anza with leadership in transition</li> <li>■ Need Academic buy-in</li> <li>■ Scheduling Task Force</li> </ul> </li> </ul> </li> <li>● Integrating Strategic Enrollment Management and Guided Pathway workshop, attended with Patricia Del Rio, Classified Staff, Counseling Office, Nov 2, 9-4 <ul style="list-style-type: none"> <li>○ Supported by California Community Colleges' (Chancellor's office) Institutional Effectiveness Partnership Initiative (IEPI,)</li> <li>○ Over 21 North California Community Colleges, over 100 attendees.</li> <li>○ Strategic Enrollment Management Plan; DeAnza does not have one; in desperate needs for one; with a plan going forward to boost enrollment at De Anza</li> <li>○ Glaring disparity in teams represented at the workshop: College president, high level administrator; Kristy Lisle VPI at Foothill College shared how duo enrollment policy has increased enrollment; David Ulate, Executive Director of Institutional Research and Planning</li> <li>○ 3 concurrent Breakout sessions: Dealing with Course Scheduling; most colleges using integrated approach; get everyone into the room before any scheduling; best and most effective approach. What can be deemed as best practices? We are not engaged in best practices.</li> <li>○ Ishmael attended, "Developing and Managing a Student Centered Class Schedule," Patricia attended "Integrating Student Services and Student-Focused Enrollment and Equity Support.</li> </ul> </li> </ul>	I D	Tarikh

	<ul style="list-style-type: none"> <li>○ Patricia D shared her passion for early alert retention, probation: enrollment and retention; focus on overlapping guided path and strategic enrollment management</li> <li>○ SEM purpose: optimize enrollment, promote student success, ensure fiscal viability</li> <li>○ Focus of High impact strategies: onboarding, degree planning, cohort management <ul style="list-style-type: none"> <li>■ Enrollment funnel; what is happening with student journey</li> <li>■ How to support part time students to become full time students; how realistic is it; survey student needs to become full time; to get into mega majors; to guide students through that process; gather data, organize students into completion group; reframe and re-engineer scheduling policies to improve student experiences.</li> </ul> </li> </ul>		
3:20 – 3:30	<p>V. De Anza Mascot Update</p> <ul style="list-style-type: none"> <li>● Marisa and Juan: Report on the 2nd phase of survey process; more responses, 4400 responses so far, including faculty and staff; proactive to get students more involvement; getting close, inform and get everyone to take survey. There is a change in mentality from “what is a mascot?” to “what is the mascot?”</li> </ul>	<ul style="list-style-type: none"> <li>● I D</li> </ul>	Spatafore
3:30 – 3:40	<p>VI. Request for Funds For Dec. 6 Department Chairs meeting</p> <ul style="list-style-type: none"> <li>● Karen: \$250 for 2 department chair meetings, 11:00 am to 12:30 pm 1:00 to 2:30 pm; all department chairs are invited.</li> <li>● Barb motioned to approve, Terrence seconded, all approved</li> <li>● Balance currently in Academic Senate U.S. Bank account is \$20,500.00</li> </ul>	I D A	Chow
3:40 – 4:00	<p>VII. Additional Options to Meet Math Proficiency for Local Degrees &amp; Certificates</p> <ul style="list-style-type: none"> <li>● First Discussion</li> <li>● Zack Judson explained that AB705 has significant impact for students who need to meet proficiency for local degrees and certificates; for transfer students, there is no issue, it does affect students not transferring.</li> <li>● Math department has developed 2 new classes to meet math proficiency as an alternative to Math 114, which has a prerequisite of Math 212: Math 109 Immediate Algebra for Statistics, Math 130 Immediate Algebra for Precalculus. Math 109 and Math 130 have no prerequisites and, like Math 114, are one level below the transfer level.</li> <li>● Request for Senate approval of Math 109 and Math 130 as additional options for Math proficiency for local AA degrees and certificates.</li> <li>● Math Department has voted to recommend these courses as additional options for Math proficiency.</li> <li>● Foothill has Quantitative Reasoning (somewhat equiv to 109; counts for some local degrees).</li> <li>● Mary D: Have other departments been consulted?</li> <li>● Zack: has had discussions with other departments.</li> </ul>	I D	Judson

4:00 – 4:25	<p>VIII. Updates:</p> <ul style="list-style-type: none"> <li>• De Anza Associated Student Body (DASB) <ul style="list-style-type: none"> <li>o Final meeting of quarter</li> <li>o Unwind Wednesday</li> <li>o Special board meeting, Foothill at 6 pm.</li> </ul> </li> <li>• IPBT <ul style="list-style-type: none"> <li>o Finalize resource allocation; still discussing open positions available for hiring, will not finalize until mid to end of January; still talking about 8 positions</li> <li>o Mary D: 8 verses how many vacant positions</li> <li>o Policy: must be in the program review first, has not set criteria yet.</li> </ul> </li> <li>• Other shared governance committees <ul style="list-style-type: none"> <li>o College Planning Committee: it was discussed that this could be the shared governance which discusses and tracks campus spending of state SEA allocations (which combines what were formerly separate Student Equity, Student Success and Support Programs, and Basic Skills Initiative allocations)</li> </ul> </li> </ul>	I D	Chow, Pape, Wallace & other representatives
4:25 – 4:30	<p>VIII. Good of the Order 11/25 Special Board meeting on Parcel Tax &amp; Bond 6:00 PM</p> <ul style="list-style-type: none"> <li>• Mary S: Therapy dogs are trained, so please don't bring your own dogs to the Chill Out event to avoid accidental bites; dogs do better outside; hope for good weather, 11:30 to 1:30 <ul style="list-style-type: none"> <li>o Meditative Monday</li> <li>o Talk it out Tuesday</li> <li>o Unwind Wednesday</li> <li>o Chill out Thursday</li> </ul> </li> <li>• Terrence: Sunny weather is coming to an end tomorrow; rain is on the way; keep in mind as you make travel plans and decide what to wear; bring umbrellas and rain gear.</li> <li>• Auto Tech department canned food drive resulted in 4000 cans being donated.</li> <li>• Terrence moved to adjourn, Erik seconded. No objections.</li> </ul>	I	All

A = Action                      D = Discussion                      I = Information

To access the agenda and meeting documents visit <http://www.deanza.edu/gov/academicsenate/>  
Robert's Rules of Order : [https://westsidetoastmasters.com/resources/roberts\\_rules/chap6.html](https://westsidetoastmasters.com/resources/roberts_rules/chap6.html)

<b>OFFICERS AND SENATORS</b>	<b>Others</b>
Karen Chow- President ✓ Mary Pape –Vice President ✓ So Kam Lee – Notetaker/Secretary (F19) ✓ Alicia De Toro – Treasurer (F19)	<i>Thomas Ray – Administrator Liaison</i> <i>Paige Wallace -- DASB Representative ✓</i> <i>Bob Stockwell - Faculty Association ✓</i> <i>Christina Espinosa-Pieb – Interim De Anza President</i>

Ishmael Tarikh-PT ✓  
Mary Donahue - PT ✓  
Paul Klingman– App Tech  
Pete Vernazza– App Tech  
Bob Kalpin – BHES ✓  
Anna Miller – BHES  
**Vacancy** – Bus/CIS  
Mary Pape -- Bus/CIS ✓  
**Vacancy**- CA  
Ron Dunn - CA ✓  
Nellie Vargas -CD&E  
Betty Inoue -- Counseling ✓  
Barb Dahlke -- Counseling ✓  
Anita Vazifdar – DSP&S ✓  
Kevin Glapion—DSP&S ✓  
So Kam Lee – ICS/IIS ✓  
Marc Coronado (W20 & S20) -- ICS/IIS  
Terrence Mullens – PSME ✓  
Lisa Mesh -- PSME ✓  
Russell Hong (F19) -- LA ✓  
Shagun Kaur (W20 & S20)-- LA  
Julie Wilson -- LA ✓  
Susan Thomas - SSH ✓  
Daniel Solomon - SSH ✓  
Louise Madrigal - PE ✓  
Rusty Johnson -- PE  
Tom Dolen – LR ✓  
Mary Sullivan – SD ✓  
Cynthia Kaufman – Equity and Engagement  
Erik Woodbury - Curriculum Committee ✓

*Rob Mieso -VP of Student Services*  
*Lorrie Ranck- Acting VP of Instruction*  
*Susan Cheu – Interim VP of Administrative Services*  
*Hyon Chu Yi-Baker –Director of College Life & Student Judicial Affairs*  
*Marisa Spatafore – Associate VP of Communications & External Relations*  
*Stephanie Serna–Classified Senate President*  
*Genevieve Kolar – De Anza Student Trustee*  
*Mallory Newell- Institutional Researcher*  
*Moaty Fayek –Dean of Business/Computer Info Systems*  
*Renee Augenstein- Articulation Officer*  
*Mary Bennett-Tenure Review Coordinator*  
*Daniel Smith – Dean of Creative Arts*  
*Alicia Cortez – Dean of Equity and Engagement*  
*Eric Mendoza –Dean of Physical Education & Athletics*  
*Randy Bryant – Dean of Career & Technical Education (CTE)*  
*Isaac Escoto - FH Academic Senate President*  
*Mary Pape – FHDA District Academic Senate President*  
*Pam Grey- Associate VP of College Operations*  
*Laureen Balducci, Dean of Counseling, Disability Support Programs & Services & Title IX Coordinator*  
*Anita Kandula-Dean of Biological, Health, and Environmental Sciences*  
*Michele LeBleu-Burns- Dean of Student Development/EOPS*  
*Lisa Mandy- Director of Financial Aid*  
*Nazy Galoyan-- Dean of Enrollment Services*  
*Edmundo Norte-Dean of Intercultural/International Studies*  
*Jerry Rosenberg—Dean of Physical Sciences, Math & Engineering*  
*Judy Miner - FHDA Chancellor*  
*Dawn Lee Tu – Faculty Director of Office of Professional Development*  
✓  
*Carolyn Wilkins-Greene- Dean of Social Sciences and Humanities*  
*Kelly Swanson - Director, Book Store*  
*David Ulate, FHDA Research & Planning*  
*Mae Lee, Curriculum Committee Vice-Chair*