

## **De Anza College Classified Senate**

February 27, 2018

2:00-3:30 p.m.

**El Milagro Room (LC 237)**

### **MINUTES**

#### Attendance:

Lorna Maynard (President Elect), Tracy Chung-Tabangcura (Treasurer), Dennis Shannakian (Communications Officer), Diana Martinez (sec. 1), Victoria Kahler (sec. 4), Precious Gerardo (sec. 5), Heidi King (sec. 9), Wil Byars (sec. 10), La Donna Yumori-Kaku (sec. 12), Kit Perales (sec. 13)

Guests: Mary Kay Englen (Staff and Organizational Development), Megan McCollom (Tech Trainer), Dawn Lee Tu (Staff and Organizational Development), Ola Sabawi (Research Analyst), Mallory Newell, (Institutional Research and Planning)

\*\*Maynard and Chung-Tabangcura will co-chair this meeting in absence of President Hunter

#### Called to Order

Maynard called the meeting to order at 2:07 pm.

#### Approval of Agenda/Minutes

Agenda – Maynard moved to approve Agenda, Byars 2<sup>nd</sup>, and Approved by consensus

Minutes- Unavailable and will be approved at next meeting

#### Reports

- Byars reported Equity Action Council (EAC) opted to do the By Stander Training instead of their regularly scheduled meeting. Myra Cruz is leading activist efforts for Puerto Rico because they are still without power, water, and other necessities. The Student Voices United For Change Conference was on March 16<sup>th</sup>. The theme is Building Community for Student Empowerment. Registration closes March 12<sup>th</sup>
- Maynard reported IPBT is reviewing programs for their effectiveness, productivity, and the health of departments and divisions. They are still in the initial work and will be making recommendations for

viability. There is an extended meeting on March 9 to meet with programs.

- Maynard reported Academic Senate did a 2<sup>nd</sup> reading of the low cost resolution for books for online students. She clarified the resolution called for a \$50 maximum for textbooks per course. This includes online and printed textbooks. Academic Senate is also looking into FSA areas and rights to teach in a different area.
- King reported the Classified Senate Committee for the Ice Cream Social and Donation had a meeting tomorrow.

### Introductions:

- Megan McCollum is the new Technology Training Specialist. Omni Training will begin next month.
- Newell introduced Ola Sabawi, new Research Analyst.

### Accreditation Follow Up Report

Newell gave an Accreditation Follow Up Report. There were emails sent to Faculty to update, finish, or fix their SLOs. The Dean's reviewed the submitted SLOs and then the SLO Core Team reviewed them again to make sure everything was correct. To prove substantive interaction for online courses instructors wrote narratives describing the substantive interaction and courses will be farther along next time the accreditation team visits. The accreditation team will return April 26<sup>th</sup>.

### Website Overview

We looked at Sac City, Ventura College, and Chaffey College for inspiration.

#### Key Website Points:

- Look for outdated info
- Consider the organization of site (can we consolidate?)
- Update URLs
- What can we archive?
- Opportunity to Remarket ourselves

#### Additional Website Notes

- Announcements- consider changing to Current Events, Who will keep up with this?
- EOM Site- Claim EOM as a Classified Senate Site, keep "All Years" as the main source of EOM history, archive the narratives, Dennis will contact Cj to discuss EOM site

- Archives- Keep an archive for the last 7 years for Accreditation
- Group our letter of support with student support
- Change pictures to gallery style  
Is there an issue with Professional Development Day pictures online?
- Create a drop down menu for committees
- The needs and confirmations page is from 2012-13
- Create a link to a list of Documents and Forms, doesn't need to be on home page side bar
- Senate Pictures and forms of contact

Heidi will create a draft and try to have it by the next meeting. She recommends there is a website meeting twice a year to make sure the website is up to date.

### General Membership Meeting

Dates March 7 & 8

- Regarding the Agenda, the senate wants to change Budget Reduction to Senator's Roles or Shared Governance.
- For "Looking Forward" we want to be more specific and discuss Undocuually and student support.
- Is there a update on the pilot program?
- Instead of "Membership Drive", call it "Your Membership Dues at Work"
- For the agenda consider leaving the time off to have more flexibility between the topics.

Maynard will meet with Hunter about the General Meeting Agenda

### Announcements:

- Get your Discounted Movie Tickets!
- Bystander Intervention Training is March 8<sup>th</sup>, 1:30-3:30pm in Conference Room A

Meeting adjourned at 3:30 pm