

Attendees: Bob Pyle, Brian Palmiter, Cat Prindle, Claudia Tornsaufer, Corinne Layton, Diana Vera-Alba, Donna Namdar, Elissa Claar, Eric Miller, Ingrid Greenberg, Jessica Varnado-Swall, John Bromma, Jolene Lee, Kathy Campbell, Kim Salerno, Laurie Cozzolino, Leah Gualtieri, Lee Blackmore, Lee Thompson, Lisa Cork, Lynn Marlow, Margaret A. Jones, Marne Foster, Matthew Rivaldi, Megan Leppert, Olivia Flores, Rachel Rose, Richard Gholson, Richard Weinroth, Sam Phu, Sean Caruana, Sheree Scott, Shirley Pierson, Stacy Surwilo, Timothy Pawlak, Veleka Iwuaba, Vicki Maheu, Vickie Taylor

1. Approval of Agenda All – Megan motioned to approve, Richard 2<sup>nd</sup>.
2. Approval of 09/15/2020 [Minutes](#) - All Richard motioned to approve, John 2<sup>nd</sup> with the following changes: 4.b.a VF (spell out- voluntary furloughs); 5.f.c capitalize “john”; 3.a.5.6- change to “our CE President”. Add Marne Foster to Attendees. Minutes approved with changes.
3. Action Items
  - a. Distance Ed – Rivaldi
    1. [SDCE Minimum Resource Requirements to Ensure Continuity of Quality Online Instruction 2020-21](#) - M. Rivaldi went over SDCE Faculty Min. Resource Requirements. Communicate with Program Chair with needs. Our CE President sent out an email regarding employee needs. The document presented is a Draft, has not been moved forward to EGC. I.Greenberg recommended that Computer min. req. web browser change to “Firefox and Chrome” since Canvas works best with Chrome. C. Tornsaufer researched min. requirements at other institutions. She agrees with J. Bromma that we take the document as a first reading and have discussion. I. Greenber: if we make it a motion, we can take it to our I.T. dept. Is our 3<sup>rd</sup> party vendor provide enough bandwidth? Software/hardware becomes outdated. Tornsaufer recommended that we add a date review/update the document. According to accreditation/CBA we have to be provided with the appropriate equipment to meet the quality of education. Bromma recommends that we take this as a first reading and we will decide at the next meeting if it’s a motion or resolution. O. Flores- Are college’s AS discussing this topic?
    - b. AS Constitution Voting– Rivaldi/Bromma – We have several new departments but they are not on the list of Constitution voting delegates. John asked the Constitution Committee to look at the constitution for inclusion of new departments and proportional representation.
    - c. [Constitutional Amendment Voting](#)– Surwilo – Kept all language in constitution except items in red. This document is a first read. Surwilo will make the recommended changes. The revisions will be sent out 2 weeks before our Nov. AS meeting.
4. Informational Items and Reports
  - a. Distance Education Committee - Rivaldi/Tornsaufer
    - a. DE Committee [Minutes](#) Reviewed minutes

- b. Districtwide Distance Education Steering Committee (DDESC) [Agenda](#) & [Notes](#) & [Minutes](#) Reviewed minutes. R. Weinroth reviewed loss of Canvas support. Greenberg motion “To maintain Canvas phone support for faculty and students”. R. Weinroth, 1<sup>st</sup>; Lynn Marlow 2<sup>nd</sup>. John called the vote; motion passed.
    - b. Technology Committee- [Minutes](#)
    - c. AFT Union Meeting- [Minutes](#)
  - 5. AS Executive Committee Reports
    - a. Treasurer Flores - [Report](#) – reviewed minutes.
      - a. Purchased web cams, AS kept 2 (John Bromma and Olivia Flores), J. Sabanos purchased the others.
      - b. Question on CARES Fund transparency. 50% or more had to go to students. Should AS ask for the budget report? J. Bromma will be at the next budget meeting.
    - b. Secretary Vera-Alba
      - a. Canvas Con: 10/15/20: Check [CanvasCon Online 2020 Conference](#) on October 16<sup>th</sup> for on-demand sessions
      - b. Cal-PRO
        - a. [Online Professional Learning](#)
        - b. [Event & Registration Calendar](#)
    - c. Chair of Program Chairs Rose – PC have been given documents regarding systematic changes that need to happen (program and institutional level). If you have a request, please let your PC know. Tech Survey PC’s were given info from the survey.
    - d. Curriculum Chair Gholson – No report
    - e. Vice President Rivaldi – Email filling up rapidly, let IT Desk know.
      - a. [Academic Senate Committees List](#) – Reviewed the working documents and shared with AS. He encourages all faculty to get involved in a committee. The Diversity, Equity and Inclusion Committee should be supported. Lisa Curulli is the Chair. There should be one faculty from each program in attendance.
        - a. List includes: Shared Governance Committee Descriptors and Vacancies
    - f. President Bromma
      - a. [SDCE Name Change](#)- Bromma – Review document.
        - a. There was discussion. After the discussion an opinion poll was taken and the majority in attendance were agreeable to adding the name “college” to our institution’s name.
      - b. SDCE Proposed Calendars – Reviewed calendars
        - a. [2021-22](#)
        - b. [2022-23](#)
      - c. ARCC [Members](#) and [Minutes](#)
      - d. [Institution Priorities](#)
      - e. [State Academic Senate Conference November 5<sup>th</sup>-7<sup>th</sup>, 2020](#)
- 6. Upcoming Dates:
  - a. [Professional Development Updates and Events](#)
  - b. List of AS Dates [Academic Calendar](#)
  - c. Meeting Calendars: [AS](#), [BOT](#), [SDCE](#)
- 7. Announcements

- a. Greenberg: Please look at the document [“Canvas, Design, and More Trainings October 2020-January 2021”](#) which will be continuously updated for the latest in online professional development.
- b.

SDCE AS General Meeting [Calendar](#) (generally 3<sup>rd</sup> Tuesday of the month) and SDCE Master [Calendar](#)  
To submit an agenda item, please [click here](#) to email the agenda item with all necessary documents to both <mailto:jbromma@sdccd.edu> [dveraalb@sdccd.edu](mailto:dveraalb@sdccd.edu) one week prior to the next SDCE Academic Senate Meeting.

#### 2019-2020 Academic Senate Priorities

- Improve Academic Senate communication through transparent and consistent processes
- Academic Senate Constitutional reform
- Expand faculty voice in the SDCCD participatory governance structure

#### Resource links

- [Academic Senate Travel and Conference Forms](#)
- [SDCE Shared Governance Handbook](#)
- [SDCE Strategic Plan Fall, 2016 - Spring, 2021](#)
- [CE Academic Senate Constitution](#)
- [The Past, Present, and Future of Noncredit Education in California](#)
- [Committees List and Membership](#)
- [Committee Report Template](#)
- [View and Track Legislation](#)

#### Academic and Professional Matters (10+1):\*

1. Curriculum, including establishing prerequisites.	6. College governance structures, as related to faculty roles.
2. Degree and certificate requirements.	7. Faculty roles and involvement in accreditation processes.
3. Grading policies.	8. Policies for faculty professional development activities.
4. Educational program development.	9. Processes for program review.
5. Standards or policies regarding student preparation and success.	10. Processes for institutional planning and budget development.

11. Other academic and professional matters as mutually agreed upon.

(\*)[SDCCD Board of Trustees Policy AP 2510](#) ~ The Board shall rely primarily on advice of the Academic Senate as the representative of the faculty body on matters 2-7 & 10, and reach mutual agreement on matters 1, 8, 9, and 11.

#### Academic Senate Executive Committee:

[John Bromma](#) President \ [Matthew Rivaldi](#) Vice President \ [Rachel Rose](#) Chair of Chairs  
[Richard Gholson](#) Curriculum Chair \ [Olivia Flores](#) Treasurer \ [Diana Vera-Alba](#) Secretary

**Acronyms:** AFT = American Federation of Teachers; APC = Assistance Program Chair; AS = Academic Senate; CE or SDCE = San Diego Continuing Education; DE = Distance Education; DGC =

District Governance Council; EGC = Executive Governance Council; EXEC = Academic Senate Executive Committee; M/S/P = Motioned, Seconded, and Passed; PC = Program Chair; SDCCD = San Diego Community College District; VP = Vice President