



Attendees: Brandi Bass, Carolina Gonzalez, Cat Prindle, Charlene Schade, Chinazom Iwuaba, Claudia Tornsaufner, Corinne Layton, Diana Vera-Alba, Debora Roth, Elissa Claar, Eric Miller, Ingrid Greenberg, Jessica Varnado-Swall, John Bromma, Karl Cameron, Kim Salerno, Laurie Cozzolino, Leah Gaultieri, Lee Thompson, Lisa Cork, Lydia Hammett, Margaret Jones, Marketa Hancova, Marne Foster, Marisa Gonzalez, Matthew Rivaldi, Megan Leppert, Olivia Flores, Patti Buse (Guest), Rachel Rose, Richard Gholson, Richard Weinroth, Sam Phu, Sean Caruana, Shirley Pierson, Stacy Surwilo, Star Rivera-Lacey (Guest VP Student Services), Steve Major, Timothy Pawlak, Veleka Iwuaba

1. Approval of Agenda- All M. Foster requested- S. Caruana motioned to approve, R. Weinroth 2nd. Agenda approved.
2. 01/19/2021 General AS Draft [Minutes](#) - All S. Caruana motioned to approve, R. Weinroth 2nd. Minutes approved.
3. Guest Speaker: Enrollment and Registration- Rivera-Lacey
 - a. S. Rivera-Lacey gave a brief overview of [The Student Services Enrollment Project](#). Some highlights included:
 - Campus Solutions (CS) was not designed for Non-Credit Institution. Because of this, there were many layers of complexity that had to be cleaned up. It took many people working on enrollment to align the different programs that have been used.
 - When CS was adopted, it did not bring over students prior to 2016. When students registered, students were unable to self-identify which category they fell into.
 - In the Summer 2020 and Fall 2020 S. Rivera-Lacey and P. Buse started to address some of the problems that had been identified. Enrollment meetings with stakeholders (Program Deans, Campus Deans, Counseling Dean, Office Managers, Program Secretaries, Program Counselors, Student Services Supervisors, VP of Students Services, Recorder) were held to work through the problems through.
 - After all the meetings, it was concluded that a Consultant was necessary.
 - S. Rivera-Lacey and the consultant will update faculty every semester.
 - Moving forward, Faculty members voice is necessary with the piloting of future solutions and meetings with the consultant.
 - S. Rivera-Lacey voiced that she would like to have the consultant on board within the next two weeks.
4. Action Items
 - a. Pilot Cidilabs DesignPlus- Greenberg The Distance Education committee passed a motion to pilot Cidilabs DesignPlus. The cost of piloting Cidilabs DesignPlus for 6 months of CE based on FTES is \$4,990 (includes training, implementation and the software). Do we support the motion that the DE Committee already passed? We are looking for district wide support. Motion: Moved to *Recommend to support a pilot for Cidilabs DesignPLUS Spring 2021*. M. Rivaldi motioned to approve, I. Greenberg 2nd the motion. Motion passed.
4. Informational Items and Reports
 - a. Constitution Changes to Dept Representation - Surwilo (10 minutes)

1. Constitution Voting Delegate Amendment All program names were taken from the website. Some department names have not been updated. S. Surwilo will send out the list to faculty 2 weeks prior to our next AS meeting.
- b. Sustainability Syllabus Guide- Surwilo (5 minutes)
 1. Sustainability insert The rubric in the insert was presented as a guideline to measure your students' progress if you are going to add sustainability into your curriculum. This will be a first reading.
- c. Online Faculty Mentor/Coordinator– Greenberg (10 minutes)
 1. Software Request
 2. The Draft Camera Recommendations have been uploaded to the Online Learning Pathways' website for review. The webpage has been updated with academic senate feedback so far. When going through the website link, the plus signs (+) means that there is additional information in that section. The DRAFT on the website is not a live link. It is still in DRAFT form so please do not share with students. Any edits, please contact I. Greenberg igreenbe@sdccd.edu. Link for the form is here: Software Form.
 1. Please send any comments and feedback igreenbe@sdccd.edu.
3. Cidilabs DesignPLUS: updates showing faculty support for piloting Cidilabs DesignPLUS Spring 2021:
 1. Flex professional development, the 1/28/2021 presentation.
 2. 2/4/21, at the monthly SDCCE Academic Senate DE Committee meeting, members voted to approve this motion: Recommend to support a pilot for Cidilabs DesignPLUS Spring 2021.
 3. 2/8/21, Dean Brian Weston requested sandbox accounts for Online Learning Pathways department instructional designers as well as presentation at next SDCCD Investments in Instructional Software Workgroup.
 4. SDCCD Draft Software Request Form, agenda item, 2/18 SDCCD Investments in Instructional Software Workgroup meeting. See attached.
 1. Please send any comments and feedback igreenbe@sdccd.edu
- d. SLO- Foster (5 minutes)
 1. Committee Report There are Program Review meetings coming up this month (February through May 2021). Revamped on how feedback will be provided to faculty. There will be *Feedback Meetings* on Zoom in preparation for the next Program Review. Lead program review writers should expect an email from M. Foster that will contain time slots for appointments and more detailed information regarding the Program Review process. SLO Assessment week will take place April 5th-April 9th. The SLO Taskforce is working on a Google Form where faculty can add their results and give access to Program Chairs.
- e. Distance Education Committee
 1. Draft Minutes The DE Committee developed a workgroup to discuss ICOM successes. Next meeting 3/04/21 @ 12:00pm.
- f. Professional Development Committee- Cozzolino (5 minutes)
 1. SDCE Shared Governance- PD Page
 2. Upcoming PD L. Cozzolino will send out updated conference list next week.

3. AS Executive Committee Reports

- a. Treasurer- Flores
 - a. [Budget Report](#) Money is available for conferences.
- b. Secretary- Vera-Alba
 - a. SDCCD OER Week March 1-5 [Look for a flyer in your email with more information.](#)
 - b. [ASCCC Open Educational Resources Initiative](#)
 - a. Info on OER and Articulation & Integrating OER
 - b. [Adding Licensing and Attributions to Your Work for OER](#) This article will instruct faculty how to license their original work or give other's work credit.
- c. Chair of Program Chairs- Rose
- d. Curriculum Chair- Gholson [If you requested that students pay for additional instructional materials please check out the link for AP 5031 below.](#)
 - a. [AP 0020_02 Curriculum and Instructional Council](#)
 - b. [AP 5026 Philosophy Criteria Certificates](#)
 - c. [AP 5103 Work Experience](#)
 - d. [Copy of Procedures Overview](#)
 - e. [CIC Administrative Procedures Overview](#)
 - f. [Final AP 5104 Contract Education](#)
 - g. [Review Complete AP 5031](#)
 - h. [Review Complete AP 5152_01 Military Education](#)
- e. Vice President- Rivaldi [Thank you for your continued participation in participatory governance.](#)
 - a. [Shared Governance Committee Descriptions and Vacancies](#)
- f. President- Bromma
 - a. Chancellor's Candidate Presentations [Look for the email from 2/12/21: Forum Dates & Times for Chancellor Finalists.](#) There will be forums Monday – Thursday next week focused on Chancellor's Finalists. Candidates include: Pam Luster, Carlos Cortez, Barbara Cavalier, and Lee Lambert.
 - b. ICOM and Online Initiatives [J. Bromma asked for the faculty voice to be included.](#)

6. Upcoming Dates:

- a. [Professional Development Updates and Events](#)
- b. List of AS Dates [Academic Calendar](#)
- c. Meeting Calendars: [AS](#), [BOT](#), [SDCE](#)

SDCE AS General Meeting [Calendar](#) (generally 3rd 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 one week prior to the next SDCE Academic Senate Meeting.

2020-2021 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