



May 18, 2021 | 3:00 p.m. – 5:00 p.m. | Teleconference*

Attendees: Bob Pyle, Brian Palmiter, Cat Prindle, Charlene Schade, Claudia Tornsauf, Corinne Layton, Danielle Ninness, Danielle Williams, Diana Vera-Alba, Deborah Roth, Elissa Claar, Eric Miller, Floreniza Yumul, Gabby Lopez, Ingrid Greenberg, Isabelle Mattar, Jennifer Bennett, Jessica Varnado-Swall, Jesus Rivas, John Bromma, Jolene Lee, Kim Salerno, Laurie Cozzolino, Leah Gualtieri, Lee Blackmore, Lee Thompson, Lisa Cork, Marie Doerner, Marne Foster, Matthew Rivaldi, Megan Leppert, Michelle Fischthal, Mitza Lindsey, Molly Broene, Neill Kovrig, Olivia Flores, Patty Lopez, Rachel Rose, Richard Gholson, Richard Weinroth, Sam Phu, Sean Caruana, Sharion Lott, Sharon Hinckley, Shirley Pierson, Stacy Surwilo, Steve Major, Tanya Howe, Terrie Hubbard, Veleka Iwuaba, Vickie Taylor.

1. Approval of Agenda- All R. Weinroth moved to approve agenda, S. Pierson 2nd. Agenda approved.
2. 04/20/2021 [General AS Minutes](#) - All R. Weinroth moved to approve minutes, M. Leppert 2nd. Minutes approved.
3. Presentations (45 minutes)
 1. [Email and Internet Usage Presentation](#)- Rivas Internet Usage survey results were presented.
 1. Device usage: 60% personal laptop, 35% personal desktop, 33% SDCCD- issued laptop, 16% SDCCD on-site computer (in-person), 12% SDCCD On-site computer (remotely), 9% other.
 2. Email Platform Usage: there was questions on the actual use of the “desktop application for email”. Classified faculty tend to use this app, but there were questions on whether faculty use the Outlook desktop app version vs. the internet version.
 3. Email Usage: 98% use My District email, 24% email account created to use primarily for my role at SDCCD (Gmail, Hotmail, Yahoo), 19% email account I use for personal purposes as well (Gmail, Hotmail, Yahoo), 7% other
 4. Top Five Email-Related Issues
 5. Perception Towards SDCCD Email
 6. Internet Connection
 7. Internet Connection Quality
 8. Additional Information in Report
 2. CVC OEI Application Status – Fischthal
 1. Reviewed CVC (California Virtual Campus) and OEI (Online Education Initiative) commonly referred to as CVC-OEI. This program was created for students who were not able to take the courses they needed because the courses were not available in their area. For CE, being part of the CVC is different. SDCCE is not required to have the technical connections that the 65 colleges are required to have. The CVC-OEI discussed having a landing page specifically for CE. Some benefits mentioned for SDCCE joining the CVC-OEI include maintaining and improving the quality of our fully online courses. Other benefits mentioned: Increase our presence and exposure of our programs, however we can only

enroll students who reside in California. Some requirements include: 20% of online courses must go through POCR Process over a two-year period; 10% of faculty teaching the online courses in the CVC to take the “Humanizing Online Learning and Equity & Culturally Responsive Online Teaching” module; Establish Consortium Team (includes district staff). Some next steps discussed include: Begin POCR Pilot; Review and sign master agreement (amended to exclude technological requirements); Identify Administrative and ongoing resource needs; Solidify consortium piece.

4. Action Items

1. [Resolution consideration for joining the California Virtual College Online Initiative Consortium](#). - Rivaldi (15 minutes) Input was given to edit/remove language that does not apply to CE. The DE Committee will discuss/edit the language.

5. Informational Items and Reports

1. [Facilities Master Plan Presentation](#) - Bromma (5 minutes)
 1. The Facilities Master Plan has been presented in various committees and groups. Our 06/08/21 Academic Senate meeting will include a presentation from the architects of SDCCE's Facilities Master Plan. Please come prepared with a list of questions and suggestions.
2. Minimum Qualification Equivalencies – Weinroth (5 minutes) Recommended that we request a technical visit to get trained on the topic of Minimum Qualification Equivalencies.
 1. [How to Hire the Best Qualified Industry Experts for Your Classroom](#)
 2. [Effectively Using CTE Minimum Quals Toolkit Enhance Diversification Faculty](#)
3. Online Faculty Mentor Coordinator Report | Greenberg (2 minutes) The handbook has information on policy and procedures, copywrite in an online class, and more.
 1. [SDCCD Distance Education Handbook](#) 2021
4. Professional Development Committee- Cozzolino (2 minutes)
 1. [SDCCE Professional Development updates](#)
 2. Contact: lcozzoli@sdccd.edu for support
 1. There was a question on the EEO & Diversity training: Can the EEO & Diversity Training for faculty *renewal* (after first course) be a shortened version, possibly a video tutorial?
 2. [Upcoming EEO Training](#)
5. Marketing and Outreach Subcommittee- Pierson (7 minutes)
 1. [MOS Questionnaire](#) A sub-committee has been formed for Marketing and Outreach. The fist order was to come up with a Scope-of-Work: provide recommendations to ARC (Access, Retention, and Completion) so they are not a body of approving, only research and recommendation. There was a survey done within the body to expand on data collection to determine similarities and differences across programs.
 2. [Presentation Slides](#)
6. AFT Updates- Flores (10 minutes)
 1. [Agenda](#)

2. [Minutes](#) O. Flores highlighted the “Immigrant Student Support Committee” information as well as the “Vaccine Availability/Reopening Plans”. Please review these important sections in the linked minutes.
7. SLO Committee- Foster (5 minutes)
 1. [SLO/Program Review Report](#) Faculty was asked to review the report which included the SLO Process at SDCCE, the SDCCE Outcomes & Assessment Tools, the SLO Exchange, the SLO Symposium Website, National Institute of Learning Outcomes Assessment. Emeritus Program was commended for their participation in being proactive with assessing many students during SLO Assessment Week.
 2. [SLO process](#) on the SDCCE [SLO website](#)
8. Distance Education Committee- Rivaldi/Tornsauf (2 minutes) Thursday 5/27/21 @ 12:00 pm is the DE Committee last meeting of the semester. Elections for Committee Co-Chairs will take place. Please consider running for one of these positions.
 1. [Draft Minutes](#)
 2. [SDCCD Distance Education Handbook](#) 2021
9. Technology Committee

6. AS Executive Committee Reports

- a. Treasurer- Flores/Roth (2 minutes) O. Flores reminded faculty that there are a few more weeks to get approved for conferences however travel for conferences is currently not being approved. Faculty are encouraged to attend one of many virtual conferences that are being offered. Please review the attached report for important deadlines.
 - a. [Report](#)
- b. Secretary- Vera-Alba
 - a. Prior [Agendas & Approved Minutes](#) posted on SDCCE site
 - c. Chair of Program Chairs- Rose
 - d. Curriculum Chair- Gholson
 - e. Vice President- Rivaldi
 - a. [Shared Governance Committee Descriptions and Vacancies](#)
- f. President- Bromma (2 minutes) Re-opening plans: the district will align closely with Union plans. The direction of re-opening for Fall 2021 looks like there will be a vaccine requirement for students and faculty.
 - a. ARCC [Members](#)

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