Call To Order with Introduction of Guests at 2:15 p.m. in GE-305.

Committee members in attendance:

Academic Senate President: Beth Goehring	**VP/CIC:** Mark Wong
LA Rep: Randy Carver	**SS Rep:** Luci Castruita
LAVA Reps: Sandra Moore, Amanda Choi	**NSAS Rep:** Leslie Alexander
Distance Ed: Mike Kilivris	**CTE:** Katie Krolikowski

Guests in attendance: Karen Ruskowski, Susan Kincade, and Katrina VanderWoude.

CONSENT AGENDA ACTION ITEMS

February 4 agenda Leslie motioned to approve the agenda; Sandra seconded; all in favor; no abstentions

December 3 minutes Katie motioned to approve the minutes; Leslie seconded; all in favor; no abstentions

COMMITTEE REPORTS

Distance Education Michael reported on the Peer Online Course Review (POCR) group of faculty who will be reviewing distance education courses by aligning courses with the OEI rubric. Faculty in this group will be reviewing each other's courses before opening it up to all faculty. The pilot POCR program will be paying $500 stipends to mentors (excluding Mike Kilivris), but *not* to mentees. Next year, we hope to have funds for both mentors and mentees. Beth would like it to be open to all faculty now, not just the group. The Psychology degree program is currently online. Chemistry has a hybrid course online. DVC offers a Geology degree online.

DE committee Spring 2019 priorities are:

1) train faculty to create good high quality online courses and programs,
2) student online readiness,
3) need to develop a local OER work group and to start marketing better, and
4) OEI implementation.

Guided Pathway Katie reported that to provide better communication with the campus, an internal website will be created. At the December GP meeting, Mayra said that SEAP funding is in addition or part of the new funding formula. The idea is supposed to be aligned with Guided Pathways. The Communication group goal is to launch the website; On-board goal is application and journey map; and Pedagogy goal is at least one pathway from each department with no cluster pathways yet.

Curriculum Committee Mark reported that CIC has decided to stop access to CurricUNET to have a defined place to begin rollover of data. The Council agrees that CQN should be stopped ASAP and to use paper until eLumen is up and running. A message to faculty will go out to announce this soon. Susan said that with the new funding formula, the creation of new programs needs to be are prioritized. She discussed the formula that gives us three years to create 16+ unit certificates of achievement. These may be building block certificates to current degrees, or increasing 12-unit certificates of accomplishment to 16-unit certificates of achievement.

NEW BUSINESS

Revision of BP20.01 Parking and Traffic Regulations The current policy is no ticketing Friday after 10 p.m. through Sunday and now a new 24/7 enforcement is being proposed. Most of the Council feels that there should be some type of policy but don't feel that people attending events should have to pay parking, that it's not community friendly, or that the policy should give authority to policy to ask people to leave parking lots after 10 p.m. Susan suggested we ask police to give feedback on the problem that currently exists.

Academic Freedom Philosophy Statement Draft The Council reviewed the DVC statement.
- Second paragraph, second line, the word citizen should be changed to people.
- Rights and Responsibilities #2needs clarification.
- Rights and Responsibilities #3 College teachers are citizens, members of society, etc.

The Council would like to thank the DVC Academic Senate for their work on this statement.

PENDING BUSINESS/ UPDATES/DISCUSSION

OER Grant Update Covered in Distance Ed report.

AAUP Clarification of Academic Freedom Statement The Council was given the opportunity to invite a AAUP member to the meeting to discuss academic freedom but they declined the offer.

eLumen Beth reported that eLumen sandbox may be available this week

New Late Add Process Beth asked for suggested improvements to Instructor and Student Late Add Process.
- Why does the Add have to be added to the Ed Plan.
- The program is freezing and names are not showing, and not being able to find names.
- Late Add codes were being scalped and the new system keeps that from happening.
- The system jammed up and was too slow the first week.
- Codes are not being received by email soon enough.
- The directions for students is confusing.
- Can't see the total number of students enrolled in the class.
- Emailing from home is hard and there's no instruction included.

Academic Renewal Policy Proposal Beth will forward the counselors' comments forward along with the question of whether a student can apply for renewal more than one time.
CCC Counselors recommend:
- 9 units w/ 3.5 GPA
- 12 units w/ 3.0 GPA
- 15 units w/ 2.5 GPA
- 20 units w/ 2.0 GPA
- A maximum of 2 petitions for a student in our district. Other colleges in the Bay Area permit multiple petitions. Many of the students attend multiple campuses in our district. Therefore, we recommend a standard policy for all 3 colleges.

Reintegration of GE Requirements to Local Degree The requirements were removed in Fall 2017 and not yet at the point to look at data.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

Using OER Resources for C-ID Approved Courses (Information item only) The textbooks listed on the C-ID descriptors are only meant as sample texts for the courses, and therefore should not be used as the definitive list of text to be used for the course. The C-ID Advisory Committee also officially recognized the inclusion of OER textbooks and materials to the C-ID course descriptor.

Web Filtering Software Amanda said it was decided to add a "Warning" when proceeding to a "questionable" website.

Excused Withdraw Guidelines Beth reported that a EW (Excused Withdraw) be given for excused unforeseeable withdrawals. This is a Title V mandate.

Foundation Opportunities Beth attended the College Foundation meeting and asked for funding for Randy to attend a conference and funding for a book loan program. Amanda said that there are many department book loan programs. She would like to see it all combined into one program. The English department bought three sets of books to loan out. ECHD has a book loan program. The STEM center has a book loan program for attending a STEM workshop. The Tutoring Center also has a book load program for students who attend a certain number of tutoring sessions. Katrina asked for these actions to be captured for accreditation showing what we do for students. Amanda said the library could use Foundation money to pay an assistant to help process and catalog the books in the book loan program. She's not sure if their library assistant could be the person to be in charge of the program though.

Adjournment

The meeting adjourned at 4 p. m. The next meeting will be March 4, 2019 in GE-305.

Respectfully submitted,
Lynette Kral