

# Student Feedback Committee

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Students Feedback Committee | Committee Meeting Minutes | April 16, 2021 at 6:00 PM

Chair: Esha Dadbhawala | Contact: [eshadadbhawala@gmail.com](mailto:eshadadbhawala@gmail.com) / [dasbstudentfeedback@fhda.edu](mailto:dasbstudentfeedback@fhda.edu)

NOTICE IS HEREBY GIVEN that the Student Feedback Committee will hold a **Student Rights and Services meeting** on **04/16/21 at 6:00 PM**. The Student Rights and Services Committee reserves the right to suspend the orders of the day if necessary to conduct business. All Student Rights and Services Committee meetings are held in locations that are wheelchair accessible. Other disability-related accommodations will be provided to persons with disabilities upon request. Persons requesting such accommodations should notify the De Anza Associated Student Body President, Katelyn Pan at [DASBPresident@fhda.edu](mailto:DASBPresident@fhda.edu), no less than five working days prior to the meeting. In addition, please contact the Student Feedback Committee Chair for any agenda related questions at [eshadadbhawala@gmail.com](mailto:eshadadbhawala@gmail.com).

**\*Information about wheelchair accessibility was for when Student Feedback Committee meetings were in person. This spring, all meetings will be held online through Zoom.**

Join Zoom Meeting

<https://us04web.zoom.us/j/7662885361?pwd=QlQwVXhoQldBWGErbUR2S3pNVnNwQT09>

Meeting ID: 766 288 5361

Passcode: RZdG6y

- I. STANDING ITEMS
  - A. Call to Order
    - a. 6:03 PM
  - B. Roll Call

Position	Name	Present	Absent	Late	Excused
Chair	Esha Dadbhawala				X
Vice Chair					
Student Grievance					

Director					
Senator	Luiza Eloy	x			
Senator	Yuetong Zhang	x			
Senator	Matt Holt	x			
Senator	Kimberly Lam	x			
Senator	Sunnie Chen	x			

Guests:

**II. BUSINESS ITEMS**

**A. Spring Quarter Start - Debrief  
(Committee | 10 minutes)**

**Discussion**

*This item will be to debrief what has been happening on SRS and the Grievance workgroup on items relating to Student Feedback and catch up new/old committee members.*

- A. SRS has taken on some responsibilities of Student Feedback Committee while SF was not having meetings
- B. Meeting with Academic Senate
  - a. Next Monday
- C. SF will take on Student Concerns form
  - a. Will take on event regarding submitted concerns
- D. Consolidate Concerns Director and Grievance Director
- E. Discussed De Anza Grievance procedures
  - a. Formal & informal process
- F. Yuetong moved to extend time for this item by 10 minutes
  - a. Luiza seconds, no objections
- G. Luiza brought up that the time it takes for the procedure is too long
- H. Sunnie brought up easy accessibility and difficult language to understand

**B. Grievance Director/Concerns Director Condensing  
(Committee | 20 minutes)  
Information/Discussion**

*This item is to go over SF's day to day responsibilities in maintaining grievances and concerns, as well as how to best collapse the SRS responsibilities in the same area.*

- A. Informally combining positions to save time since changes won't affect next term
- B. Luiza suggested having a form to give to students who have complaints
  - a. Sunnie: Lianna created a form
    - i. A form isn't super accessible
    - ii. Check in form (quarterly or biannually) & complaints form
    - iii. Concerns (more general) vs grievances (towards specific people/things)
  - b. Yuetong suggested a public comment section of SF meetings for students to come mention concerns
    - i. Kim: Maybe every senator can address issues for 15 minutes during their office hours each week
  - c. Kim: Many people don't know about the form
  - d. Luiza: Refer the form to students with complaints immediately
    - i. Document is better because there is a digital record of a complaint being made, versus just speaking during office hours
  - e. Sunnie: Foothill has a form that works well

Refer to: [Student Concerns & Grievances](#)

**C. Grievance Panel  
(Committee | 15 mins)  
Discussion/Action**

*This item is to brainstorm ideas for a grievance panel event in which students are given direct contact with deans, facilitated by SF.*

- A. Created in SRS after Townhall
  - a. For course/education complaints for deans/faculty
  - b. Inviting deans who have had complaints against them & Lloyd
  - c. Invite Academic Senate
  - d. Invite students who have specifically had complaints
  - e. Keep deans and professors responsible for accommodating students with disabilities
- B. No concrete details yet
- C. Esha suggested having deans/faculty come prepared with information on how to contact them regarding grievances

- D. Name of event is important
  - a. Don't use the word "grievance"
  - b. Kim: "Academic Concerns Panel"
  - c. Sunnie: Name should have positive connotation
- E. Date?
  - a. Esha: Outreach to deans first to see when it's feasible
  - b. Luiza: Sometime in May
  - c. Esha: Third week of May?
  - d. Luiza: 21st?
  - e. Esha: Send email to invite deans for 3rd week of May
- F. Esha will draft email for deans and faculty
  - a. Luiza will send emails
- G. Include this panel in Academic Senate presentation

**D. Presentation for AS  
(Committee | 20 mins)**

**Discussion/Action**

*This item is to discuss responsibilities for the AS presentation on the 19th.*

[Student Feedback Presentation to Academic Senate](#)

*Possibly consider scheduling an informal meeting time to specifically prep for AS.*

- A. Reviewed presentation to AS
- B. Sunnie: open data for everyone
  - a. More details for what the project will look like in presentation
- C. Luiza: If faculty see issue on platform then they'll be obligated to act on them
- D. Yuetong: If admin can see data, faculty will feel pressure
- E. Esha: If admin can't see data then who will moderate program
- F. Luiza: Course evaluation did nothing
- G. Matt: Admin would need to see in order to keep faculty accountable
- H. Kim: Faculty are going to question how Admin can use the data
- I. Sunnie: Foothill has similar system that admin are already working on
- J. Matt moved to extend item by 10 minutes
  - a. Luiza seconded, no objections
- K. Esha: Anyone can see your RMP or Facebook posts in a Google search so this system would be better for everyone
- L. Matt: AS will probably ask for specifics about how this system is going to play out
- M. AS meeting is Monday, agendaed from 4pm-4:15pm PST

**III. ENDING ITEMS**

**IV. COMMUNICATIONS FROM THE FLOOR**

*This time is reserved for any Committee Members to make announcements on items not on the agenda. A time limit of two (2) minutes per speaker shall be observed. No action will be taken and the total time limit for this item shall not be extended.*

**V. PUBLIC COMMENT**

*This segment of the meeting is reserved for persons desiring to address the DASB Student Feedback Committee on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The DASB Student Feedback Committee may briefly respond to statements made or questions posed. (California Government Code §54954.3)*

**VI. ADJOURNMENT**

**A. Esha adjourned the meeting at 7:20PM PST**