

Academic Senate Summary for May 7, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	A
Vice President	Jason Burgdorfer	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	VACANT	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	A	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present (all present via Zoom)	A= Absent	
Business Senator	Gary Collis	X			

Non-voting Members (all present via zoom)	
Joe Gerda	X
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest (all present via zoom)					
Ambika Silva	X	James Glapa-Grossklag	X	Michelle LaBrie	X
Andrew Jones Cathcart	X	Jennifer Smolos	X	Miriam Golbert	X
Andy McCutcheon	X	Joy Shoemate	X	Nicole Faudree	X
Anthony Michaelidis	X	Julie Johnson	X	Omar Torres	X
Ashley Murphy	X	Kathy Bakhit	X	Patti Haley	X
Brittany Huerta	X	Katie Coleman	X	Paul Wickline	X
Chloe McGinley	X	Kelly Burke	X	Rebecca Andrew	X
Dilek Sanver-Wang	X	Kelly Cude	X	Robert Wonser	X
Dr. Diane Fiero	X	Leslie Carr	X	Sara Breshears	X
Dustin Silva	X	Lisa Malley	X	Shannon Doronio	X
Edel Alonso	X	Maral Markirian	X	Siane Holland	X
Gary Quire	X	Michael McCaffrey	X	Tammera Rice	X
				Velia Jimenez	X

A. Routine Matters

1. Call to order: 3:02 pm

Note: Hand raising feature was turned on in Zoom and chat message feature was turned off due to the accessibility issue and concerns with following the Brown Act.

2. Public Comment: none
3. Approval of the Agenda
 - Motion to approve the agenda by Aaron Silverman, seconded by David Brill. Carly Pearl Abstained. Phil Marcellin, Ron Karlin & Regina Blasberg were absent. All other present voting members approved by roll call. Motion Approved.
4. Committee Appointments: (pg. 3)
 - It was clarified that the Ad-Hoc Emeriti/Tenure Faculty Celebration Committee was created as a way to honor faculty who will be receiving Emeriti status but also to celebrate the faculty who will be receiving Tenure. In partnership with COCFA a Special Celebration Academic Senate meeting will be scheduled for May 28, 2020.
5. Approval of the Consent Calendar
 - There was a question regarding the spring 2020 Senate Elections Results. For the At-Large senators for the Curriculum Committee it was clarified that only two of the three At-Large positions have been filled. Dustin Silva will meet with the Elections committee to determine when the call for the nomination for the remaining position will begin. There are also two school representative positions missing for SBS and KPE. There are several elections taking place and other elections that will be scheduled to start soon, listed on page 37.
 - Motion to approve the consent calendar by Erica Seubert, seconded by Jennifer Paris. Unanimous by roll call. Approved.

Academic Senate meeting, April 23, 2020 Summary (pg. 4-9)	Curriculum Committee Summary, April 30, 2020
Academic Senate Special meeting, April 27, 2020 Summary (pg. 10-13)	Senate Executive Committee Summary, April 20, 2020 (pg. 14-17)
Adjunct Faculty MQ&E fall 2019, part 2 (pg. 18-26)	Faculty Professional Development Committee Summary, April 27, 2020 (pg. 27-30)
Spring 2020 Senate Election Results for School Senator & At-Large (pg. 31-37)	

B. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. Online Certification Training Requirement Summer 2020, Julianne Johnson, Robert Wonser, James Glapa-Grossklag, Joy Shoemate, Andrew Jones-Cathcart
 - Recommendation from Ed Tech, CETL, Online Education, regarding the requirements for faculty to teach online or hybrid course for SU20 (pg. 38-39)
 - It was clarified that the summer recommendation for training is separate than the one for fall.
 - **Online Certification Training Refresh Requirement:** Academic Senate approved a refresh requirement that arose from the last accreditation visit. There is a requirement for faculty who have been certified instructors take a refresh training every 3 years. The first cohort was 2019-2020. Ed Tech is recommending this first cohort who are to complete the refresh training by June 30, 2020 be given an extension to the end of December 2020. Since this particular recommendation was not specifically on the agenda. There was **no action** taken on this recommendation. It is expected that this recommendation will be on a future Senate agenda.
 - **Online Certification Training Requirement Summer 2020:** The Ed Tech, CETL and IOI instructors recommend extension of the Spring 2020 Emergency Qualifications (passed March 13, 2020) be used for Summer 2020. It may be disruptive to change training requirements now for those who

are scheduled to teach in the summer. For summer the recommendation is to keep in place the temporary emergency reduced training requirements that were approved on March 13th.

- **Motion** to approve to extend the March 13th temporary emergency online certification requirements from spring 2020 to summer 2020 by Jennifer Paris, seconded by Wendy Brill. Roll call Vote: Unanimous. Approved.

2. Online Certification Training Requirement Fall 2020, Julianne Johnson, Robert Wonser, James Glapa-Grossklag, Joy Shoemate, Andrew Jones-Cathcart

- Recommendation from Ed Tech, CETL, Online Education, regarding the requirements for faculty to teach online or hybrid course for FA20 (pg. 38-39).
- **Online Certification Training Requirement Fall 2020:** There is a recommendation that in order for faculty to teach for fall, they either do the entire training approved by the Academic Senate in 2017 or they can take a continued modified reduced training, but more than usual, for the fall 2020. This is presented as **Option #3: Provisional Certification**.
- There was a reminder that both the Department of Education and the Accreditation body require that the instructors maintain instructor to student and student to student interaction. Interaction needs to be initiated by the instructor and that the instruction needs to safe guard data and authenticate the student.
- Option #3 would include the full training [Component #1 \(CANVAS\) training](#), [Component #2 \(Section 508\)](#), [Component #3 \(IOI\)](#) or Provisional Certification which includes Component #1, #2 and an additional 4 hours of training, demonstration of skills in a sandbox course paired with an online mentor. Component #1 and #2 are those training requirements that were passed on March 13th and are part of the permanent 2017 requirements to teach online. The intent for a mentor is for a faculty member to continue to receive support. The 4 hours of additional training is self-paced and online. This would total 7-9 hours of FLEX credit (component #1, #2, and 4 hours additional training) and was designed with consideration given to the number of FLEX hours per the AFT contract. The training would need to be completed prior to fall 2020 semester.
- **Online Certification Training Requirement Winter/Spring 2021:** The full training regimen will be back in place for faculty who are planning to teach pass winter 2021. There are accreditation concerns in that if the training waiver from spring is extended until next spring would be too long.
- **List of Faculty who have Completed the Training:** The purpose of the Date of Certification (DOC) list is a status check to confirm that these instructors are online certified and to help with building of the class schedule. The DOC list is sent by Rian Medline in HR.
- **Guidance Memo:** There was a reminder that there was a [Guidance Memo](#) issued from the State Chancellor's Office that faculty can earn FLEX credit for the current year and have it count for the following year. This accommodates those who have exhausted their FLEX hours.
- **Exceptions to Training:** There was a request to allow for exceptions to be made by the Academic Senate President and the CIO for Option #3. This was included as the recommendation from Ed Tech in consideration of faculty who teach in hard to convert courses, as opposed to individuals who didn't meet training requirements.
 - The updated Ed Tech recommendation which includes the new language on "exceptions" will be included as part of this action item.
- **Motion** to accept the updated version of Option #3 by Wendy Brill, seconded by Garrett Rieck. Roll call Vote: Unanimous. Approved.

Option 3 - Provisional Certification - Faculty teaching in a distance education format during Fall 2020 must be fully online instructor certified or have completed the provisional Fall 2020 certification. If faculty choose not to complete the full 36 hour IOI course, they need to be

Canvas Certified and complete the Section 508 training. They would also need to complete a self-paced training course (total 4 hours) designed by Online Education in collaboration with CETL that highlights major best practices and major regulatory requirements. Participants will demonstrate skills in a sandbox course paired with a qualified online mentor during summer. Examples of course objectives/modules include *Course Design, Building Community, Communication*. This training shall be completed one week prior to the start of the Fall semester, 2020. The training completed under option 3 shall not be considered an equivalency to any portion of IOI. This provisional certification shall expire December 31, 2020 so these faculty have an opportunity to consider taking the full course. Faculty who may later elect to become fully certified would have to take the entire 36 hour IOI course. *Restore full training requirements by January 1, 2021 pre-emergency standards. Exceptions may be approve by mutual agreement of the Academic Senate President and Chief Instructional Officer, or designees.*

Ed Tech Recommendation of Option #3, with highlighted additions

- A group will be formed with Dr. Diane Fiero, James Glapa-Grossklag, David Andrus, Joe Gerda, Omar Torres and Rebecca Eikey to further discuss the exception clause.
- 3. Revisions to the [Constitution](#) & [By-Laws](#), Rebecca Eikey (pg. 40-66)
 - After some follow up with both HR and CSEA there is a proposal to change the position title from “Secretary” to “Clerk.” This will ensure there is clear delineation in terms of the roles and responsibilities between the Administrative Assistant of the Academic Senate and what the faculty Senate officer would be. The changes outlined in the constitution replace the word “Secretary” with “Clerk.” This change is also noted in the Bylaws. In addition, language was added to clarify that these officers would not be directing the work of the Administrative Assistant but rather the Academic Senate president would provide that direction. This same language was mirrored in the duties and responsibilities of the “Treasurer” position. A note was also added stating that *“These positions would not infringe, encroach or supersede any permanent district positions.”*
 - Motion to approve the changes to both the Constitution & Bylaws by Wendy Brill, seconded by Erica Seubert.
 - Roll call Vote:

<ul style="list-style-type: none"> ○ Andrus, David- Abstained ○ Blasberg, Regina- Absent ○ Brill, David- AYE ○ Brill-Wynkoop, Wendy- AYE ○ Burgdorfer, Jason – AYE ○ Collis, Gary – AYE ○ Corbett, Mary – AYE 	<ul style="list-style-type: none"> ○ Eikey Rebecca- <i>Only votes if it changes the outcome</i> ○ Garrett Rieck- AYE ○ Hooper, Lisa- Abstained ○ Karlin, Ron – Absent ○ Llaguno, Marco- AYE ○ Marcellin, Philip – Absent ○ Matsumoto, Sab- Abstained ○ Paris, Jennifer - AYE 	<ul style="list-style-type: none"> ○ Pearl, Carly – AYE ○ Rieck, Garrett- AYE ○ Riviera, Benjamin – AYE ○ Erica Seubert- AYE ○ Shepherd, Rebecca – Abstained ○ Silverman, Aaron – AYE ○ Small, Jessica – AYE ○ Torgeson, Erika - AYE
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 - The motion passed with 15 votes in favor, 4 abstentions and 3 absent.

C. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. [Faculty Handbook for Distance Education](#), Rebecca Eikey
 - a. [Recommend continued use of Orientation Letter](#) for SU & FA 20 or any online class.
 - The Faculty Handbook is a collection of already existing faculty resources that could be shared in one document. This is not meant to supersede resources that are already in place. Rather to put resources into one document. This document helps to summarize what Distance Education is, lists our commonly understood best practices such as the use of the Orientation letter. It was clarified that there is no new content, the information in the Handbook are already established practices, policies and procedures in existence at College of the Canyons. The Senate thanked the president and DE staff for putting together the handbook. This handbook will return as an action item on the next agenda.
2. Provisional DLA Addendum, Lisa Hooper
 - This item is a follow up on the status of the Distance Learning Addendum and what the plans are for the provisional DLA. There will be some discussion in the Curriculum Committee on this matter.
 - **Differences between a blanket addendum, permanent DLA & provisional DLA:**
 - **Emergency Blanket Addendum:** For summer and fall, recognizing that some courses cannot be taught at a distance, there was a request to be more deliberate with the schedule building and plan to offer courses that can be taught at a distance or 100% online. The Blanket DLA is in effect until the end of December 2020. If the pandemic crisis extends to the spring 2020 semester there will no longer be a blanket addendum attached to a course, it may have either a permanent or provisional DLA.
 - A permanent or provisional DLA needs to be offered for courses that are intended to be offered as Distance Education after December 2020. There are some courses that may not be possible to teach with Distance Education. Once it is safe to return to campus there may be some courses that will be granted some ability to be taught in person.
 - **Permanent DLA:** These DLA's are in two forms either a 100% online or Hybrid. There are some courses that currently have approved Hybrid DLA's but there is nothing that can prevent anyone from requesting a permanent 100% online DLA to a course. A permanent DLA may be listed on Curriculum's consent calendar. To convert from Hybrid DLA to the 100% online DLA faculty would need to complete the DLA template such as an example of a discussion board prompt and a unique assignment to Curriculum. For other courses that are lecture only, requesting a permanent 100% DLA could be a viable option.
 - **Provisional DLA:** This option would only be enacted in the event of an emergency that does not allow for face to face instruction. This closure could be district-wide or for a particular facility location. These DLA's could be used beyond the COVID-19 pandemic. The language in the DLA emphasizes the need for regular and effective contact (instructor-to-student and student-to-student). The authentication of students also needs to take place by having students log in through CANVAS. CANVAS would be the main platform which would house course content and students could then migrate to other learning platforms. This aligns with our permanent DLAs. Once the emergency is over courses would resume back to face-to-face. If the provisional DLA is left in place they can be enacted during a future emergency.
 - It was clarified that correspondence instruction such as mailing packets and having students return them should not take place. Correspondence education is not distance education.
 - There was a suggestion to change the word "will" to "may" when referring to the sentence, "This course **MAY** use the following software/digital platform." There was a

suggestion to have language that is broader to accommodate those hard to covert courses.

- There was a suggestion that perhaps when a course is going through its 5-year revision, when the permanent DLA is being update, this could be an opportunity to ensure that the provisional DLA is also update to ensure its currency. If there is no blanket DLA in place in the future, in the event of an emergency, would every course now be required to have a permanent or provisional DLA?

D. Committee Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Civic Engagement Committee Written Report, Patty Robinson-(pg. 67-76)
 - Special thanks to Patti for all the work that Civic Engagement has been doing.

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact [David Andrus](#) if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 248

Existing Policies:
BP 4030 & AP 4030 Academic Freedom (Back in Committee per CPC)
BP 4240 Academic Renewal
BP 4233 & AP 4233 Attendance
BP 4300 & AP 4300 Field Trip and Excursions-Update to title only
BP 534 Field Trips and Excursions-Repeal
BP 7120 & AP 7120 Recruitment and Selection
Student Conduct (Phase 2 - BPs 5529 Student Conduct , BP 5530 Disciplinary Action & 5531 Due Process – Student Disciplinary Action)
BP 6700 & AP 6700 – Civic Center and Other Facility Use
BP 7250 & AP 7250 Administrative Retreat Rights
New Policies:
BP 3535 & AP 3535 Camera Policy (<i>new policy</i>)
BP 3725 & AP 3725 Information & Communication Technology Accessibility & Acceptable Use (<i>new policy</i>)
BP & AP 4231 Digital Badging (<i>new policy</i>)
BP 5517 & AP 5517 Student Clubs, Organizations, Extracurricular Activities & Travel (<i>new policy</i>)
BP & AP Covering Substitute Teachers (<i>new policy</i>)
BP & AP Freedom of Speech, Harassment (<i>new Policy</i>)
<ul style="list-style-type: none">• BP 528 Student Rights to Expressive Activities• BP 804 Distribution of Publications and Other Duplicated Material by Non-Students and Non-Student Groups• BP 808 Non Student Speakers

H. Announcements

- Next Academic Senate Meetings May 21 (SP20) & Sept. 3, Sept. 17, Oct. 1 (FA20)
 - Special Celebration Meeting has been added for May 28th to honor Emeriti & Tenure Faculty.
- [2020 Faculty Leadership Institute, June 18th – June 20th](#), Marriott Newport Beach
- [2020 Curriculum Institute, June 8, 2020 to July 11, 2020](#), Riverside Convention Center
- Academic Senate Elections for Department Chairs. Adjunct Senators and Adjunct Representative for Curriculum Committee Members to be held from Monday, May 11th to Friday May 15th.

I. Adjournment: 5:05 pm.