

# Academic Senate

## Career Education Committee Meeting

Dec 2, 2025, 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

<b>Voting Committee Members:</b>					
Regina Blasberg	<i>Engr Tech/CE Liaison/Committee Faculty Chair</i>	X	Justin Hunt	<i>Applied Technologies</i>	A
Harriet Happle	<i>Dean, Career Ed. Integrative Learning &amp; Employment Center /Administrator Chair</i>	X	Larry Alvarez	<i>Public Safety</i>	X
Bill Macpherson	<i>Visual &amp; Performing Arts</i>	A	Mark Daybell	<i>Visual &amp; Performing Arts</i>	A
Brittany Applen	<i>Humanities</i>	A	Nicole Faudree	<i>COCFA Representative</i>	X
Hencelyn Chu	<i>Health Professions</i>	X	Regina Blasberg	<i>Applied Technologies</i>	X
Jaya George	<i>Health Professions</i>	X	SB Tucker	<i>Public Safety</i>	A
Jeff Baker	<i>Visual &amp; Performing Arts</i>	X	Siane Holland	<i>Social &amp; Behavioral Sciences (Adjunct)</i>	A
Jennifer Paris	<i>Social &amp; Behavioral Sciences</i>	A	Tim Baber	<i>Applied Technologies</i>	A
Jon Amador	<i>Visual &amp; Performing Arts</i>	A	Xanth Stack	<i>Applied Technologies</i>	A
Juanita Jaramillo	<i>Health Professions</i>	A			

<b>Other Members:</b>					
Dr. Thea Alvarado	<i>Assistant Superintendent/Vice President of Instruction</i>	A	Monica Shukla-Belmontes	<i>Dean, Business &amp; Applied Technologies</i>	X
Marilyn Jimenez	<i>Administrative Assistant to the Academic Senate and Instructional Support</i>	X			

<b>Guest:</b>					
April Marin	<i>Classified Administrator, Exec Director, Contracts, Procurement, and Risk Management Services</i>	X	Raquel De Los Santos	<i>Classified Administrator, Director, Employer Engagement &amp; Partnerships Career Technical Education</i>	
Dr. Deanna Riveira	<i>Educational Administrator, Interim Dean, School of Social &amp; Behavioral Sciences</i>	X	Michelle Goodman	<i>Classified Staff, Senior Contract/Risk Management Technician • Business Services Office</i>	
Hsiawen Hull	<i>Classified Administrator, Exec Director, Infrastructure and Information Security</i>	X	Lauren Yeh	<i>Counselor, DSPS, Enrollment, Services/Counseling, Counseling</i>	
Lak Dhillon	<i>Full-Time Faculty, Faculty Director, Diagnostic Medical Sonography Program</i>	X			

**Start Time:** 1:02 p.m.

**1) Approve Previous Minutes**

a) Oct 14, 2025

i) Motion to approve the meeting minutes. Unanimous. Approved.

**2) AAC and student accommodations discussion – Lauren Yeh**

- a) **What are the best ways for academic programs to work with the ACC?**
- b) **How can faculty accommodate students?**
  - i) This may be a challenge when there is a disability in relation to the course content. For example, a student who is visually impaired may not be able to visually record data via an instrument. As a result, this may not be the best class to accommodate for a student.
  - ii) AAC cannot alter a course content requirement. It also depends on the course outline and SLO's needed for students to achieve and learn within a course. When providing accommodation, ACC needs to make sure there is no breach of course content.
- c) **Assistive Technology:** There is a variety of assistive technology and students can work with Scott McAfee. This may be a matter of having the students referred to the office to understand their needs and limitations.
- d) **Student Accommodation Examples:**
  - i) There is currently a student in the DMS program that has hearing limitations. It is not clear how the student is being accommodated. It may be possible for there to be some sort of device that lights up or blinks while also emitting sound.
  - ii) Another example is of a student with a visual impairment taking Human Anatomy which requires the use of microscopes. The faculty member meet with Dr. David Vakil and Lauren Yeh to see if a digital microscope could be set up which plugs into a tablet which allows the student to zoom in on the images seen in the microscope. The student cannot see the image by simply looking into a microscope.
  - iii) One accommodation request from a student in MEA is for a quiet environment. In MEA some labs or classrooms are one single open classroom. Jeffrey has had some hearing-impaired students. The distraction reduced setting is for exam taking only and not for being in a classroom. If there is a student needing a quiet space faculty need to refer them to AAC.
- e) **When can faculty contact the ACC?** Once the faculty member has received the accommodation letter, then the faculty member can reach out to the AAC to determine how to facilitate the learning objective. The participation of students in AAC is confidential and only for them to disclose. If a faculty member contacts AAC regarding a student that has not provided an accommodation letter, they cannot disclose if a student is part of the AAC.
- f) **Student Accommodation for Clinical Sites:** Clinical sites create an additional level of complexity. For example, if a student needs a translator, that person needs to accompany the student at the clinical site and the translator will likely have to sign a HIPPA form. Clinical settings and providing accommodations are a topic needing further discussion.
- g) **What are the standards of a clinical setting? What are the accommodation needs?** When placing students at clinical sites they are at the mercy of the site. Are there community partners that can take students with disabilities? It is recommended to start a database. The biggest challenge is finding a site for a student.
- h) **Attorney Paul Grossman:** Paul is a renowned national expert and OCR attorney on Disability in Higher Education. He will be at COC to present information on February 2, 2026. Dr. Will Francis sent out a COC-all email announcement.

- i) **Drop-in Zoom hours at the ACC:** The AAC website has drop-in zoom hours with counselors.
- j) **Request to develop a process for working with ACC Students:** There was a recommendation to develop an interactive process for department chairs, deans, AAC and students to be versed on the laws and changes with ADA. There needs to be clarification on the role of faculty and AAC. Dr. Will Francis, Director of ACC and other ACC counselors have had meetings with departments to discuss accommodations. AAC has worked on outlining specific accommodations for specific types of classes. This is an interactive process.

**3) Software Acquisition Processes Documents and Updates**

- a) **Checklist:** There is now a software purchase checklist that has been developed. Faculty will be asked to provide all the information on the form in an email which is then sent to the new software email address provided on the checklist. Once the email is received, it will start the multiple approval processes. This process can take 4-6 weeks.
- b) **Renewal of Software:** The checklist should also be used for software renewals. The renewal process is to be done every other year and may require an updated VPAT. Some software require agreements and/or contracts all of which is tracked by Michelle in the Purchasing Department. If there are questions, they will reach out to the initiator to review the VPAT.
- c) **Is there a way to check on the progress?** If faculty have questions, they can send a follow up email to the same software email address found on the checklist. April meets with the team once a week where they review the progress of all requests. Typically for a VPAT, for security assessment, the individuals in the software team will reply to confirm if approved or not. The Purchasing office is tracking the turnaround time and 4-6 weeks is the worst-case scenario.
- d) **When does the process start?** The suggestion is to start the process as soon as possible.
- e) **Syllabus statement progress:** April will follow up on this.

**4) Spring 2026 Committee Meeting Dates**

- a) Monday, February 23 1:00pm-2:30pm
- b) Tuesday, March 24 1:00pm – 2:00pm
- c) Monday, April 27 1:00pm-2:30pm
- d) Tuesday, May 26 1:00pm-2:00pm
  - i) Marilyn will populate the calendar with the new spring 2026 dates.

**5) Any topics we would like to address? – Everyone**

- a) Are there any forms needed for Perkins or Program Review
  - i) Harriet will send out the forms today.

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#### **Parking Lot for Further Discussion**

- Marketing Strategies
- CTE Curriculum Committee
- New Workforce Pell Grants – programs 8 to 15 weeks – need to have discussion?

#### **Future Agenda Items:**

- Career Tree Updates Coming
  - Skill Trees?
- Competency Based Education Network (CBEN) presentation
- Advisory Board Handbook Update
- AB 323: Strong Workforce Program: Work-based learning opportunities

### **2025/2026 CE Committee Meetings**

#### **Fall 2025:**

Tuesday, Oct 14: 1pm-2:30pm

Monday, Nov 10: 1pm – 2pm

Tuesday, Dec 2: 1pm – 2pm

#### **Spring 2026:**

**Adjournment:** 1:41 pm.