

Academic Senate

Career Education Committee Summary

May 10, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees:

Start Time: Dr. Kathy Bakhit, Gary Quire, Harriett Happel, Jeff Baker, Jennifer Paris, Justin Wallace, Keri Aaver, Larry Alvarez, Marilyn Jimenez, Nicole Faudree, Dr. Omar Torres, Regina Blasberg, SB Tucker and Tim Baber

Start Time: 1:05 pm

- 1) Approve Previous Minutes
 - a) April 26, 2021
 - Motion to approve the minutes by Nicole Faudree, seconded by Tim Baber. Jennifer Paris abstained. Approved.
- 2) New Positions and Hiring Committees for Summer and Fall 2021 Timelines (Harriet & Gary)
 - a) **Newly approved CE FTF Positions:** There are 5-6 CE departments that will be gaining a FTF position. Several hiring committees will need to be created for these positions. In addition, there are similar standards that have gone through Academic Senate. The goal is to have a committee which can get a good poll of applicants. The institution is committed to get all positions hired as soon as possible.
 - b) **BOT FTF Approval Dates:** The BOT will need to approve, preferable by July, all newly hired FTF positions. Newly hired FTF will have ½ to 2 weeks' notice to get set to start in their position. All new tenured FTF will need a Tenure Committee.
 - c) **IOI Certification for new FTF:** There is concern that the new FTF will not be IOI certified. Many departments have had to change their classed to face-to-face as FTF need to be fully IOI certified to teach online. There is much to do if departments want to have FTF start by fall 2021. The August 11th BOT agenda would approve all newly FTF to begin teaching face to face on the 1st day of class, unless they are full online certified. Job descriptions were to have been sent out to HR by last Friday. HR will then be working on finalizing the job descriptions.
 - d) **Diversity in FTF Hiring Committees:** Recently the Academic Senate President sent out an email regarding the need to have diversity on hiring committees. What is meant by diversity? In Career Education diversity takes many forms. When looking at Diversity through the lens of Perkins this refers to special populations. In Manufacturing and Computer Networking (now known as Network Technology) a diverse population would be women, as women are not predominating in these fields. This is irrelevant of their skin color. Women would qualify as a member of a diverse hiring committee. We need to think about if a faculty member is a 1st generation or veteran as those all fall within the umbrella of diversity. There is no document which outlines what COC means in terms of

diversity. It has been recommended that when creating a hiring committee, committees create a justification for HR as to why the proposed committee is in fact a diverse hiring committee.

- e) **Initial Interview Dates:** Initial interviews will take place the week of July 5th and the final interviews will take place at the end of July 5th or July 12th. Faculty need to think about vacation schedules. There are 13 FTF that need to be hired. Faculty need to consider extenuating circumstances. Will faculty be able to teach the schedule that has been posted for fall 2021 if a faculty member is not hired over the summer? Prioritization needs to take place. For example, in EMT if a new FTF is not hired then this department may have some challenges in the fall semester. This may prompt the cancellation of sections. Some conversations have taken place with the Nursing Department and they are interested in moving forward over the summer. There will be consideration to prioritize those positions which are in urgent need. If there are not enough applicants what would be plan B? In the Manufacturing department, adjunct faculty have been notified all FTF will be teaching all courses to make load. If this position hired by fall 2021 should adjuncts be notified that there is a potential that there may be an opportunity for more courses. The recommendation is to have more communication and keep adjuncts up to date. Contractually are full-time required to follow the normal guidelines? This would be an exception as most manufacturing technology classes are single section. There will be no need to follow the seniority list.

- **Per COCFA Contract:** Article 6, "If less than three sections of a course are offered per semester... a Department Chair may find a fourth independent poll ranking."

- f) **Job Announcements:** Faculty need to consider how to help HR post and publicize the job descriptions. Should job announcement be posted in their industry associations? Who should they be sent too? This will help to get qualified candidates and not just candidates. There are some people who earn very well in their fields and may want to continue to teach as adjuncts. This is unique to CE.
- g) **HR Hiring Committee Training:** Could HR do several blocks of training, as there are many faculty who have been asked to serve on several committees? In the past Flavio in HR has scheduled trainings and works with everyone who needs to be trained. This is a potential work load issues with faculty. Any questions or concerns by program chairs can be directed to Nicole Faudree, COCFA President. Any faculty who are unable to attend the training should reach out to Flavio and Nicole. Nicole can help HR understand that they do have a diverse committee. Flavio has in the past offered individualize training. Could HR offer the training as a FLEX option over the next few weeks? Flavio is open to recording the training for those who cannot attend. Department chairs are also encouraged to speak and update their school Deans so they can provide support. This topic was also addressed in the Deans Council meeting. The list of hiring committees need to be send to David Andrus (Academic Senate President), Rian Medline (Interim HR Director), Dr. Diane Fiero (DIE Officer) and the School Dean.

3) Update the CE Survey that went out two weeks ago (Harriet & Gary)

- a) There were 11 responses. Both Harriet and Gary reviewed the response and

discussed the ideas for fall 2021. For the most part people are happy with how often the committee meets. There were a few comments regarding understand how the committee coordinates with other committees. As a reminder, the CE Committee is a sub-committee of the Academic Senate. CE Committee works closely with PAC-B as both committees discuss program review costs. A more concerted effort will be made to bring to realization what are the committees' cross functions. There were some questions regarding Canyons Completes as this is the COC terminology for Guided Pathways. The Committee discusses how to align with Guided Pathways in terms of developing Work Base Learning and Internships which provide students experiences which help them stay on a path. There was a question regarding the Student Center Funding formula. What does this mean for CE in terms of Strong Workforce and Perkins? This is the key element which sets our students in our funding formula and is the magic completion to employment or transfer is being looked at. There was a question regarding the Strategic Plan in terms of access, engagement and success. This information can be included further in policy discussions. There were suggestions for the CE Committee to develop a CANVAS shell that could house documents. Perhaps in the fall 2021 a CANVAS shell can be started that could house minutes, agendas and other documents. Many people also enjoyed the open forum. Any questions or suggestions regarding the survey can be send to both Gary or Harriet.

4) Open Forum (15 minutes)

- a) Career Center Update: Students have been surveyed a lot since last fall and work has been done in trying to figure out how to ensure more outreach is being done for students. Many students are on CANVAS as they have their course CANVAS shells for all their classes. Faculty have been asked to share information regarding the career center to their CANVAS shells. Students are asking if it's possible for the Career Center to have its own CANVAS shell so that when they have their classes are there and they can have different organizations and clubs in the CANVAS. One of the things that is being worked on is with Helen Graves. Helen has put together template shells so that instructors can pick and choose modules and add to their CANVAS shell. During the last Academic Senate meeting, Dr. Rebecca Eikey brought up the ideas to have a space on CANVAS for clubs and organizations. The idea would be to take this out of the shell and add it into other shells so the information is available for students.
- b) Purchasing Inquiry: There were some concerns stated by some faculty that the process for ordering supplies or department equipment can take months. There have been some conversations with Business Services. The understanding is that the process is at a better place. There have been discussions that soliciting additional vendors may not be necessary and for other vendors allowing for more time. Due to the incase in energy and gas there are some vendors who are stating that quotes are only good for 24 hours. Since the process is an automated system, the quotes will expire before it reaches the Purchasing department. It may be necessary to consider blanket purchase orders. For larger items those could be sole source. There has been some agreement to collaborate with Harriet and Dr. Torres. If any faculty are working with Harriet, they will be working with Nancy as she processes Strong Workforce and Perkins requests. However, everyday purchases faculty will work with their school

administrative assistants. It is suggested, in school meetings, for faculty to have conversations with their school deans on how the Administrative Assistant is going to monitor this process. In regards to OnBase many curriculum coordinators feel that the only contact is with OnBase. Many find this to be a barrier and are no longer interested in working with OnBase. OnBase is not intuitive and 30% of the time it does not work properly for many. Pre-Authorization forms also need to be processed by the Administrative Assistants. OnBase is also problematic for adjunct faculty. It is also difficult on the administrative side to track in the system that they have submitted their pay request. The suggestion is to make a list of the glitches and work with IT to correct those glitches.

- c) Enrollment Trends: There is a suggestion collect feedback from CE department chairs regarding enrollment trends. This will help to work with IRD to help identify what may be going on with some programs and how certain areas can be addressed. This item may return in the 1st CE Committee meeting for fall.
- d) Prospect of 9th and 10th Graders, selectively, taking certain department approved courses: In CE there is an interest in having students take introductory courses with the buy in from the Dean and department faculty. The request is to continue this discussion in the fall 2021 or spring 2022.

Next meeting is the week before Memorial weekend.

Announcements: Open Forum for Discussion

Future Agenda Items:

Adjournment: 2:05 pm