

Academic Senate Summary for April 2, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	X
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	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present (<i>all members present via zoom</i>)	A= Absent	
Business Senator	Gary Collis	X			

Non-voting (<i>members present via zoom</i>)	
Joe Gerda	X
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest (<i>all guest present via zoom</i>)					
Aivee Ortega	X	Dustin Silva	X	Nadezhda Monosov	X
Ana Palmer	X	Edel Alonso	X	Nicole Faudree	X
Anthony Michaelides	X	Jasmine Ruys	X	Omar Torres	X
Ashley Murphy	X	Julie Johnson	X	Paul Wickline	X
Basil Aranda	X	Kathy Bakhit	X	Robert Wonser	X
Brittany Huerta	X	Kelly Burke	X	Sebastian (ASG President)	X
David Gonzales	X	Kelly Cude	X	Tiffany Pawluck	X
Daylene Meuschke	X	Maral Markarian	X	Tim Honadel	X
Dilek Sanver-Wang	X	Michael Sherry	X		
Diane Fiero	X	Miriam Golbert	X		

A. Routine Matters

1. Call to order: 3:05pm
2. Public Comment: President clarified that the chat feature in zoom will be used for public comment. There was no public comment.
3. Approval of the Agenda:
 - Motion to approve the agenda by Wendy Brill, seconded by Rebecca Shepherd. Unanimous. Approved.
4. Committee Appointments: (pg. 3-5)

- The list for the Accreditation Writing team members has not been finalized. There will be additional adjunct faculty representation on this team.
5. Approval of the Consent Calendar
- There was a request for a correction to the March 5, 2020 summary on page 10 under section “C. Action Items, #2 CAGP 2020-2022 & Cost Estimates.” This portion of the summary noting “**Voting Results**” will be changed to read as follows, “Abstained votes are **NOT** counted as “no” votes, therefore motion passed. In re-reviewing the Robert’s Rules of Order the abstained votes by virtue of being abstained votes do not count towards the quorum of votes. The first rule that it did pass was the correct motion. However, Robert’s Rules of order does state that if it is a required vote of the quorum then votes would count. This was not a categorical vote. Another discussion relating to adding more information on the Constitution and By-laws can take place and more information regarding Robert’s Rules of order can be added. There was a clarification that the Senate President, in accordance with the Constitution, would only vote when voting would change the outcome.
 - Motion to approve the consent calendar with the understanding that the summary from March 5th will include the correction to page 10 and the insert of the word “**NOT**” by Wendy Brill, seconded by David Andrus. Unanimous. Approved.

Academic Senate meeting, March 5, 2020 Summary (pg. 6-13)	Curriculum Committee Summary, March 12, 2020
Academic Senate Special Emergency March 13, 2020 meeting Summary (pg. 14-18)	Curriculum Committee Summary, March 26, 2020
Program Viability Committee Summary, March 5, 2020 (pg. 19-22)	

B. Reports (7 minutes allocated for each report)

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

1. Academic Senate Presidents Report, Rebecca Eikey
 - President has been strongly advocating for the involvement of the Academic Senate and faculty in the decision making relating to the Executive Orders and the Guidance by the Chancellor’s Office. Wendy Brill shared the American Association of University of Professors (AAUP) [Principles and Standards for the COVID-19 crisis](#). This includes “critical principles and standards on academic decision-making in American higher education and are set forth in the AAUP’s [Statement on Government of Colleges and Universities...](#)” AAUP states the pandemic should not become the occasion for administrations to circumvent widely accepted principles of Academic Governance as some faculty have reported is happening in their institutions. This statement also includes a list of questions such as, how can faculty exercise their important role in decision making? At our college we need to assert that faculty need to be involved in the decision making such as how the college is going to implement the suspension of parts of title 5. Having faculty input can help to create the best outcomes for our students. Faculty have also received many questions regarding commencement, Incomplete “I,” and “Pass/No Pass” grades. A meeting took place with faculty, COCFA union reps and administrative colleagues to discuss one of the guidance letters.
 - In terms of the CAGP 2020-2022 and the college’s desire to continue the extension. Chancellor Dr. Van Hook expressed concerns about the ability for the college to continue with the extension given the all that is going on with the pandemic. The

Chancellor has the ability to not accept the recommendation from the Academic Senate and not continue forward with the extension. The Chancellor is asking the Senate to reconsider. If the Senate thinks otherwise this item could return on a future agenda for re-consideration. However, Senate President does not feel this item is a priority at this time.

2. CETL, Julianne Johnson & Robert Wonser, (pg.23)

- Now more than ever the work of CETL is very important in supporting faculty transitioning to online teaching modality. CETL has been working with the Online Education Department (OED). Both Julianne and Robert have hosted several zoom meetings with the Introduction to Online Instruction (IOI). There are currently two IOI sections running right now. There will be two additional sections added for July. The two new additions will be announced based on demand. The additional sections will help get faculty training for later sections in summer and fall 2020.
- **Skills Teacher Certificate:** This certificate is now completely online for the remaining of the semester. Faculty will be working on the portfolios in an online format.
- **CETL Website:** The website has been updated to get more interaction from the faculty community. There is a new contact form for both full-time and adjunct faculty who may be interested in IOI or any other of the CETL courses offered in an online or remote format. The link which was included in the committee update has been updated and Julianne will send Marilyn the new link.
- **CETL shift to non-credit:** Garrett Rieck, Julianne Johnson have been working with Garrett Rieck in non-credit to convert CETL courses to non-credit or create new ones. Progress was being made but was halted due to the current COVID-19 crisis. The idea is to create Certificates and Programs focused on full-time and adjunct faculty training. A meeting will take place with Program Viability on April 16th to get this project started. A program in Santa Rosa is also being looked at that is offered through non-credit. The goal is to take some of their strengths and apply them towards the COC CETL program.
- **Teaching Strategies:** This has been postponed and will resume whenever possible.
- **Project FIT:** There is hope to bring this project back.
- **CETL Blog:** There will be blog on the CETL homepage which will discuss the status of current CETL work.
- **Online certification:** Equivalencies are accepted. Faculty should work with their department chair and DE people.

C. Action Items

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

1. BP 4240 Academic Renewal, David Andrus (pg.24-25)

- As a reminder the changes to this document would allow more flexibility for students to get their Academic Renewal in progress. It was emphasize that due to the current crisis this change will help students.
- Motion to approve the modifications to BP 4240 by David Andrus, seconded by Wendy Brill. Unanimous. Approved.

2. Lisa Hooper, Appointment of Curriculum Committee Chair, term 2020-2022

- Lisa will continue as Curriculum Committee Chair for a 3rd term. Motion to approve by

David Andrus, seconded by David Brill. Unanimous. Approved.

3. Gary Collis, Appointment as Policy Review Chair, term 2020-2022
 - Gary has been serving as a member of the Policy Review Committee for a few years.
 - Motion to approve Gary Collis as Policy Review Chair by David Andrus, seconded by Rebecca Shepherd. Unanimous. Approved.
4. Academic Senate & Curriculum Committee Calendar 2020-2022 (pg. 26-28)
 - In the spring of even years the Senate and Curriculum Committee put together a calendar for the next two years. The local board has approved a calendar for 2021 but has yet to approve one for 2022. The version of the 2022 calendar is a best guess that it will mirror the 2021. There is also a list of approved holidays that the State Chancellor's office recommends. For the year 2022 the State Chancellor's Office recommends that Veteran's Day be held on either a Thursday or a Friday. In the past the college has observed Veteran's Day on a Thursday this was mostly due to faculty and staff feeling uncomfortable with not observing Veteran's Day on the actual National day. It is possible that the Calendar Committee would recommend a Friday instead of a Thursday. The concern with observing Veteran's Day on a Thursday is that it can cause issues with the scheduling of labs. The other concern is that if Veteran's Day is observed on November 11th there would be no Curriculum Committee meeting held in the month of October for 2021.
 - In both calendars for fall semesters a meeting is being proposed during finals week. Both calendar proposals also end with a Curriculum meeting in spring which may be problematic as any work would carry over into the next semester. There was a suggestion to end with a Senate meeting on both calendar versions.
 - There was a clarification that if the campus is still working remotely in the fall the meeting would continue to be held via zoom.
 - For the 2021 Calendar the schedule could be adjusted to add a Curriculum meeting for spring 2020 if Veteran's Day is held on a Thursday. For both calendars the idea is to end with a Senate meeting for spring semesters. No action will be taken on the calendar the revised calendars will return for the next meeting.

D. Discussion

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

1. Grading Policies, Rebecca Eikey
 - [Executive Order 1](#)
 - [Executive Order 2](#)
 - [Title 5 Section 55023](#)
 - [Title 5 Section 55022](#)
 - [Title 5 Section 55045](#)
 - [Title 5 Section 55702](#)
 - [Title 5 Section 58002](#)
 - [Title 5 Section 55024](#)
 - [Title 5 Section 58509](#)
 - This item is to discuss how faculty can be supported and who should be involved.
 - **Executive Order change to Pass/No Pass (P/NP) grading policy:** What will this change mean to local degrees in terms of students GPA? As listed in the COC Catalog any course can be taken as a P/NP option except for courses within the local degree's major. Outside of local degree there are a lot of considerations when it comes to ADT's, transfer to a Cal State or UC and a major a student will be looking into. Counseling has received many requests for the P/NP for English 101, Math and for courses relating to students majors at their transfer institutions. Currently the forms are not being processed as the college is waiting for further information from the CSU and UC's. Any student who requests a P/NP will still need to consult with a counselor. A counselor can communicate the possible consequences of the decision

- **CSU's blanketed Distance Learning Addendum (DLA):** CSU's have relaxed transfer requirements and have begun to accept remote learning and the Pass as an acceptable transferable grade. This change would only apply for students who have applied for transfer, in which spring 2020 would be their last semester, to a CSU or UC. Many students will need an extra year to complete their requirements.
- **Should COC relax their Pass/No pass requirements?** There are some students who are frustrated with the process and are considering dropping classes. Other students feel that if instructions goes remote in fall they will not enroll. The more barriers which can be removed, during this this pandemic crisis, the better the college can help support students. Does the college want to be specific to this semester or only for as long as there is a crisis?
- **What does the P/NP mean for students?** Many students will take this option so that a lower grade does not affect their GPA. It is important to understand what the intent of the course is and where this course is being transferred too? If a course is transferred into a particular program it could be counted as a "C." But if it's not it will be counted towards the GPA. There is no one solution for all. In terms of Title 5 the language states that a student can elect for a P/NP option and colleges "may" choose to have this option and not that they "will." The No Pass has been waived, per the Executive Order, in terms of being probationary or negative for the student. There is no information regarding the P/NP grading policy change and what this would mean for institutions outside of the state.
- **Proposal:** A proposal will be drafted and will return on next agenda for April 23rd. President organized a group of faculty to help craft the proposal, they include Erika Torgeson, Gary Collis, Diane Solomon and other counselors.
- **"W" and "EW" Grading Policies and Refund:**
 - The "W" would appear on a student's transcript. Any student who request this option will receive an email informing them of the option for an "EW" or the "W" with a refund.
 - The "EW" or Excused Withdrawal is used when there are extraordinary circumstances such as an emergency. This code would appear on a student's transcript but the student will receive a refund.
 - The "W" with a refund does not show up on the transcript and the student will receive a refund.
- Each student will choose a different option depending on the students' academic plan. The COC website has been updated, the petition and its requirements have been removed, and only a form is linked. Jasmine will call a group to review the information on the website.
- **Federal government guidance with Financial Aid:** Guidance has also be received from the Federal government, students will not lose their financial aid eligibility status if they withdraw due to the pandemic. In regards to the Satisfactory Academic Progress this is still being debated at the federal level. The federal government has not stated Veteran students can withdraw and continue with their benefits
- **Incomplete Grade and In progress:**
 - **Incomplete "I":** Student are assigned an Incomplete "I" are given a year to complete the grade work. The "I" Option allows students to work one-on-one with the instructor. Some faculty are giving Incompletes due to the inability to access clinical sites as result of the pandemic. There was a suggestion to reserve seats for

these students so they can add a lab course and complete their requirements. Anything that is in conflict for a college to enact an Executive Order is suspended. This item will require additional discussion regarding flexibility for students.

- **“In Progress “IP”:** This option gives students an extension of time to complete the grade work.
 - The 10+1 and the student prevue cannot be put aside due to the current pandemic. Academic Senate needs to have a conversation with Administration whether it is through an Emergency or Special meeting of the Senate. While the State Chancellor’s office does set aside local policy it does not set aside local governance.
2. [Supporting Faculty Transitioning to Technologically Mediated Instruction](#), Rebecca Eikey
- The tracking sheet outlines areas of Senate prevue, 10+1, topics related to remote learning, references and resources from the Chancellor’s Office and which faculty groups should be involved. Most of the action, which already has been taken, has been done through Ad-hoc groups to identify resources. The area for Credit by Exam will be renamed as Credit for Prior Learning as it is a large category. Per the new Executive Order, by May 20th, the college needs to submit the intent to move forward with an Emergency Blanket Addendum for summer and for fall by July 1st. Various courses which are being taught in a remote manner will need to be evaluated. Input from faculty will be solicited for those courses which currently are not included in the permanent DLA. Academic Affair is working on adding a comment for all the face to face classes in the schedule of classes. Those classes which do not have a permanent DLA, but which are being taught remotely, will state “in the event of a continuation of the COVID-19 pandemic, this class may be taught in remote manner.” It was clarified that if a course does not have a permanent DLA in place the course will not be moved to 100% online but instead the course will be taught remotely. Online courses must be taught by a certified online instructor. Many Career Tech courses will be suspended due to challenges with meeting the course objective online. Part of the communication to students in the schedule of classes will be in the form of a hyperlink explaining the difference between remote versus online learning. The DLA was worded such that it ends at the end of the spring semester. The Emergency Qualification waiver is written so that it could be invoked anytime the district feels that there is need to reduce the number of people on campus due to health and safety reasons. This item will return for further discussion.
3. Revisions to the [Constitution](#) & [By-Laws](#), Rebecca Eikey
- There is a proposal to change the Constitution to support the Curriculum Committee. The idea is to remove the composition of the Curriculum Committee from the Constitution and add this language to the bylaws. This would allow for a change by a 2/3rd majority vote by the Senate. There is concern with appointing additional people to the committee who are part of the committee but are who are doing the work but don’t have the ability to vote. Other changes include, a proposal to add a Secretary and Treasurer Position, gender specific pronouns were change to gender inclusive, changing adjunct terms from one year to two years, ensure language regarding eligibility for adjunct senators mirrors that of the AFT. There is concern that if all that is going on that many may not be cognizant to process these changes at this point. There was a suggestion to table this item and have it return in the fall semester.
4. Developing Department Policies, David Andrus
- This item was tabled due there not being enough time to discuss.

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 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 (new policy)
BP 3725 & AP 3725 Information & Communication Technology Accessibility & Acceptable Use (new policy)
BP & AP 4231 Digital Badging (new policy)
BP 5517 & AP 5517 Student Clubs, Organizations, Extracurricular Activities & Travel (new policy)
BP & AP Covering Substitute Teachers (new policy)
BP & AP Freedom of Speech, Harassment (new Policy) <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 April 23rd, May 7th & May 21
- [ASCCC 2020 Spring Plenary Session, April 16-18, CANCELLED. May be re-scheduled for July 2020](#)
- [ASCCC Career and Noncredit Institute, April 30th – May 2nd, CANCELLED](#)
- [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 School Senators, Department Chairs and Curriculum Committee Members, 2 year term to be held 7/1/20-6/30/22. Adjunct Senator Positions, 1 year term to be held 7/1/20-6/30/21.
 - Special Note: Election nominations will resume after Spring break.

I. Adjournment: 5:03 pm