

Academic Senate Summary for April 23, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	X
Vice President	Jason Burgdorfer	X	Personal & Professional Learning Senator	<i>Lisa Hooper Proxy for Garrett Rieck</i>	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	A
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 Members (<i>present via Zoom</i>)	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest (<i>All Guest Present via Zoom</i>)					
Ana Palmer	X	Edel Alonso	X	Michael Sherry	X
Anthony Michaelides	X	Gary Quire	X	Miriam Golbert	X
Ashley Murphy	X	James Glapa-Grossklag	X	Nicole Faudree	X
Andy McCutcheon	X	Jennifer Smolos	X	Omar Torres	X
Brittany Huerta	X	Joy Shoemate	X	Siane Holland	X
Deanna Riviera	X	Kathy Bakhit	X	Teresa Ciardi	X
Dilek Sanver-Wang	X	Keri Aaver	X		
Dr. Diane Fiero	X	Michelle LaBrie	X		

A. Routine Matters

1. Call to order: 3:03pm
2. Public Comment: none
3. Approval of the Agenda
 - Motion to approve the agenda by Gary Collis, seconded by Jennifer Paris. Unanimous. Approved.
4. Committee Appointments: (pg. 3-4)
5. Approval of the Consent Calendar

- Motion to approve the consent calendar by Lisa Hooper seconded by David Brill. Unanimous. Approved.

Academic Senate meeting, April 2, 2020 Summary (pg. 5-11)	Curriculum Committee Summary, April 16, 2020
Academic Senate Special meeting, April 9, 2020 Summary (pg. 12-14)	Program Viability Committee Summary, April 16, 2020 (pg. 15-18)
Academic Senate & Curriculum Committee Calendar 2020-2021 (pg. 19)	Discipline memo Ted Iacenda, (pg. 20)

B. Reports

1. Modified Program Survey Language- Canyons Connects, Michelle LaBrie (pg. 21-22)

- The language has been modified for the Attendance flags. The progress surveys for weeks 9 to 11 were supposed to be launched last week. However, the language that was approved by Senate does not address the unique circumstances and the move to remote instruction. The language was taken, with Rebecca's permission, from an email sent to all faculty regarding the Senate's Action on Pass/No Pass and use of Excused Withdrawal. The Attendance flag language has been reviewed by Diane Solomon, counseling faculty. This progress survey is the last one for the spring 2020 semester. If the current crisis continues the language can be modified for the next semester. After meeting with the Executive Senate Committee and obtaining approval of the new language, the progress survey was sent out on Tuesday. An unbelievable positive response was received by faculty. Counselors are currently working on the referrals and flags. If a student has 3 or more flags an intervention is being made and students are being re-routed to the counseling website. The current flag messages and language that has been approved by Senate can be found on the [Canyons Connects website](#). No language will be added or forwarded without Senate approval.

C. Action

No agenda items.

D. Discussion

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

1. Constitution & By-laws revisions, Rebecca Eikey

- Summary of Changes (pg. 23) The proposal includes:
- There is now use of gender neutral pronouns throughout the documents.
- **Adding two new Officer Positions to the By-Laws:** These positions are to help with the succession planning of the leadership and provide more opportunities for faculty to become involved in the leadership process. This upcoming year the Curriculum Chair will serve as Senate President there is currently nothing prohibiting someone from serving in two roles. The job description is broad to allow for these positions to grow and develop. The Senate President is tasked with communicating if and when reassign time will be available. Additional reassign time would need to be negotiated with COCFA. There was a suggestion that perhaps a senator could serve a dual role and serve in both positions. At other colleges there has been positive success with the Senates who have more officer positions and those who serve in those roles may move into possibly the senate president role. Both of these positions would be elected and not appointed positions. Nomination will require the full membership and not the quorum vote.

- **Secretary position:** The idea for this person is to have review summaries of all senate meetings. Marilyn will type up the minutes and this can take an enormous time. The summary is then reviewed by the President or Vice President to make sure the context makes sense or if acronyms are being used and are well defined. The Secretary would support the President and Vice President as needed. This person would attend meetings and the idea is to be more intentional about appointing them to committees and help to close the loop in certain areas.
- These positions are not meant to undercut a person's job responsibilities. Marilyn always ensures the minutes are finished on time. It is important to clarify that these roles will not taking away or remove anything from anyone's job description that will cause a problem for another union. The language in the constitution needs to be clear that this person will review summaries. In addition it needs to be clear that this person will provide feedback directly to the Senate president. This is important as overtime the person in these role will change and it needs to be clear what their responsibilities will be.
- **Treasurer position:** The idea is to have another person review and help to predict the expenditures of the Academic Senate. This person would help with budget development proposals for Program Review and help keep track of potential workshops and conferences that would be appropriate for faculty to attend. This person could help Marilyn and other Academic Affairs Admins with coordinating travel support. The treasurer could be responsible for overseeing subcommittee budgets.
- **Extending the adjuncts terms to two years:** It can become disruptive with having to re-elect adjunct senators every year. Adjuncts are important partners of the Senate and bring in important perspectives. Currently AFT is negotiation with the District to have adjunct faculty who sit on Senate be compensated as they are currently volunteering their time. The current language seems to communicate that Adjunct faculty must have a teaching assignment for the fall semester in order for them to be eligible to serve on the Academic Senate. This is actually in violation of the current AFT contract. So long as Adjunct senators receive an assignment within a three year period they continue to be employed by the district. These changes would also allow the expansion of membership on the Curriculum Committee. If the Constitution is updated and ratified this term, current adjunct faculty serving a 1 year term would then serve a two year term starting July 1st.
- **Curriculum Committee:** There has been concerns with allowing the committee to expand its membership and be more flexible. The Curriculum Committee is currently noted in the Constitution, the proposal is to move this section to the Bylaws. The Constitution will need to be ratified by the full time faculty by a 2/3rds Vote. It was suggested to add an additional representative for every 100 units of Curriculum. The Curriculum Committee composition would change as the Committee grows. Another proposal is to mirror the representation of the adjunct faculty on the Curriculum Committee to match that of the Academic Senate.
- Due to School Senator positions based on schools, more language has been added in regards to what would happened if a school is going to be re-organizing, splitting or merging. What will the involvement of the Senate be?
- More language has been added regarding what the Academic Senate signature means.
- There is a proposal to remove the requirement for resolutions to be restricted in their

format in terms of the number of whereas and resolves'. The original idea was to keep processes in line with ASCCC.

- More clarifying language has been added regarding what it means for Senate to take "Action." What is the difference between a quorum and a membership?
- Academic Senate Constitution with revisions (pg. 24- 32)
- Academic Senate By-Laws with revisions (pg. 33-49)

2. Supporting Faculty & Students during the COVID-19 Pandemic, Rebecca Eikey

- Distance Learning Addendum & Professional Development Plan for Summer & Fall 2020, Lisa Hooper & Rebecca Eikey (pg. 50- 55)
- **Emergency Blanket Distance Learning Addendum (DLA) Background:** Per the direction and guidance from the ACCJC, State Chancellors office the Curriculum Committee approved a Blanket DLA for summer and fall 2020. It is not anticipated that the blanket addendum waiver process will continue into 2021. However, there remains a significant likelihood that restrictions for face to face instruction may continue into 2021. The summer plan will be due May 20, 2020 and the fall plan is due on July 1, 2020. The plan that must be submitted to the state will include:
 - Language specifying how effective regular contact between faculty and students and student to student is being maintained.
 - Identification of locally approved courses that may need to be offered online.
 - Identification of courses that support essential infrastructures and health sectors.
 - For accreditation purposes identification of program degrees or certificates that will transition to more than 50% online.
 - The state is recommending to broaden the definitions of hybrid courses as these courses may require an in person meeting.
- **Professional Development (PD) Plan:** A PD Plan will also be associated with the Emergency Blanket DLA Plan. James Glapa-Grossklag developed this plan with consultation Joy Shoemate in Online Education, Teresa Ciardi, chair of the Faculty Professional Development Committee and Chloe and Leslie Carr in the Professional Development department.
- **Permanent vs Provisional DLA's:** For courses which currently do not have a permanent DLA could those departments choose to have permanent DLA, which would live beyond the duration of the current crisis or could be provisional and enacted due to a future emergency were face to face instruction become unsafe. It is understood that if social distancing restrictions were relaxed some laboratory courses will probably resume to face to face sooner than later. The CSU's and UC's have not provided any indication beyond the spring semester for how they will be process or accept lab courses taught online.
- The Emergency Blanket DLA also refers to correspondence education, however this type of format is mostly limited to the incarcerated students. More thought needs to be placed on what courses will be offered in the summer and fall and understand that there may be some classes that should not be offered online.
- **Courses being approved through Curriculum:** Department chairs were asked to identify which course currently have a permanent DLA. Could these courses be converted to 100% online or hybrid format? For those courses which would like to apply for a permanent or provisional DLA a presentation will need to be made to the Curriculum

Committee to demonstrate various tools and modalities that will help meet the course objective. The presentations should take no more than 30 minutes. There are concerns with departments requesting permanent DLA's as there could be articulation implications for students in the future.

- **Using CANVAS to teach online course:** It was clarified that instructors may not be required to use CANVAS to teach online courses if the course was not first listed as an online course. Accommodations are being made to allow some instructors to visit the campus and record their lectures or labs.
- **IOI Qualifications for summer 2020:** The DLA was created due to an emergency for spring and the IOI requirements were waived for spring. Will these requirements also be waived for summer? In addition IOI training, pedagogical training is also needed. There was a suggestion to compensate faculty who participate in IOI training as training will be available throughout the summer. Adjuncts are only eligible for 9 hours of training. If adjunct wanted to obtain certification over the summer the training would be on a voluntary basis. The Senate needs to take action on this item of discussion separately.
- **Extending IOI waiver requirements for fall 2020:** It is suggested that in order to not disqualify instructors from the ability to teach online courses for fall 2020 that the waiver needs to be extended. There is concern that there will not be enough time to train instructors and even if they are they may not be compensated.
- **Federal Requirements:** The Federal definition of Distance Education states that courses can be taught synchronous and asynchronous so long as communication between the instructor and students is being maintained. Contact has to be initiated by faculty on a regular basis.
- **Authentication of Identity of Students:** There is an explicit requirement from the Federal Government to authenticate the identity of students whom faculty can award credit too. This would be done through a Learning Management System (LMS). Due to "Zoom" not being secure other Academic Senates have stated that faculty must maintain contact through CANVAS.
- **Instructional Advisory Council Meeting:** This meeting will take place with department chairs and Deans. There are plans to continue with remote instruction for summer and possibly into fall. A final recommendation needs to be made for summer will be made soon. Once a decision is made it will then move to the Executive Cabinet and to the Board of Trustees.
- An Academic Senate Special meeting will be scheduled next week on Monday, April 27, 2020 to take action and approve the DLA for summer and fall 2020.

D. Unfinished Business

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

E. 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.

F. 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

G. Announcements

- Next Academic Senate Meetings 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 have resumed after Spring break. Results will be posted on a future Senate agenda.
- **Adjournment:** 5:10 pm