

Academic Senate Summary for September 26, 2019

Voting Members					
Senate President	Rebecca Eikey	X	Business Senator	Gary Collis	X
Vice President	Jason Burgdorfer	X	Learning Resources Senator	Ron Karlin	X
Immediate Past President	VACANT	A	At Large Senator	Garrett Rieck	X
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	X	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	A	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portello (Warren Heaton AFT Rep)	A
Dr. Wilding	A

Guest			
Annie Effinger (ASG Student Rep)	X	Teresa Ciardi	X
Jasmin Ruys	X	Kelly Burke	X
Daylene Meuschke	X	Paul Wickline	X
Don Carlson	X	Edel Alonso (via Zoom)	X
Omar Torres	X	Dr. Dianne Fiero	X
Tara Williams	X		

A. Routine Matters

1. Call to order: 3:03pm
2. Public Comment
 - Congresswoman Katie Hill will be on campus on Wednesday, October 2nd. She will be visiting the Welding program including several other CTE and CE programs. The Political Science Department will be hosting a Q&A session with Katie Hill in Aliso-Hall from 10:00am – 10:45am in room 101. Flyers will be available soon. David Andrus will speak with David Brill regarding having Cougar News be present to report on this event.
3. Approval of the Agenda
 - Motion to reorder the agenda by removing “item #3” from Action and moving to Discussion and combining this item with “Item #3” on the Discussion list. Then move

both items to #1 under Discussion by David Andrus, seconded by Wendy Brill.
Unanimous. Approved.

- Motion to approve the re-ordered agenda by Lisa Hooper, seconded by Regina Blasberg.
Unanimous. Approved.

4. Committee Appointments:

- College Planning Team (CPT):
 - Erin Barnthouse, Learning Resources
 - Garrett Rieck, Personal & Professional Learning
 - Teresa Ciardi, MSHP (Spring 2020)
 - Ali Naddafpour, BUS (Spring 2020)
 - Jason Burgdorfer, MSHP
- Selection Committees (pg. 3)

5. Approval of the Consent Calendar

- The Academic Senate is part of the Brown Act body therefore there is a transparency law that requires voting be clear. At the September 12, 2019 meeting a motion was made for a Campus Wide Drill which was non-unanimous. The summary needs to reflect a voting roster. A new spreadsheet was created by Marilyn as part of the parliamentary role to help keep track of motions when the result is split and not unanimous.
- Motion to adopt the consent with the understanding that a correction will be made to add the list of voter names by Gary Collis, seconded by Jennifer Paris. Unanimous. Approved.

Academic Senate Summary, September 12, 2019 (pg. 4-10)	Curriculum Committee Summary, September 19, 2019 (pg. 11-22)
CASL/Program Review Committee Minutes, May 8, 2019 (pg. 27-29)	

B. Reports (time limit 7 minutes each)

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

1. President Report, Rebecca Eikey

- IAC meeting update. The meeting discussed some areas of opportunity for Academic Affairs. This includes supporting department chairs in the “Chairs Corner” meetings. President spoke with IAC attendees regarding the re-organization of Academic Affairs and how that would affect Academic Senate. Any changes which happen in any departments in Academic Affairs, which are represented in Academic Senate, would affect Senate’s ability to effectively participate in shared governance of the institution.
- ASCCC Presentation, Friday, September 20th. The presentation included an inner circle and diagram demonstrating how 10+1 and Guided Pathways both overlay. Information regarding implications for program review, curriculum, looking for bridges to facilitate movement between programs, setting up pathways for student goals and not necessarily degrees or certificates, using data to support curricular decisions, being open minded when reviewing/analyzing data, governance structure and the representation of the senate were shared. In addition, a committees can be defined as a taskforce or a workgroup that will affect the “10+1.” Some things to keep in mind is how are we

describing the task of the committees? What are the decision making protocols? What are current committee structures? Are there certain things those committees should be tasked with doing in an effort to institutionalize Guided Pathways.

- Equity Minded Practitioners Meeting held at the ASCCC Spring Plenary: A photo was shared regarding all gender restrooms with a sign stating it was for “Employees only.” There is a need to take a lead advocacy role as a Senate for our students as students should not have to leave campus to use the restroom. This is about student success and equity. What are we saying about our culture? Are we welcoming if this is not addressed? ASCCC is urging local senates to collaborate and take immediate steps. There are some specifications within the law regarding what the all gender restrooms should look like. Should this discussion be taking place in building plan meetings? There are concerns as some buildings are still not ADA compliant. One success with the sustainability committee was in regards to a recent resolution. The goals outlined in this resolution are now the goals for the Facilities department in terms of sustainable improvement. All gender restrooms could be another success if senate feels this issue could be brought in with other larger ADA compliant issues.
- Guided Pathways (GP) Steering Committee meeting: There will be further discussion regarding a GP Student survey Daylene Meuschke put together related to staff.
- Advocacy Committee meeting: A resource was shared regarding how to stay up to date regarding the state legislature. The packet included examples regarding an argument other colleges are putting together relating to changes needed for the student success funding formula.

2. Vice President Report, Jason Burgdorfer

- A proposed idea was shared to create a faculty group to further discuss what faculty want in terms of facilities improvements. Some ideas shared is to have shelves in the bathrooms so people can place their bags and to eliminate air hand dryers. An idea was proposed to bring in Architecture faculty to these discussions. In regards Pathways, where are faculty offices located in relation to the classrooms? Where are we in terms of Advisement Centers?

3. Annual Faculty Professional Development Committee, Teresa Ciardi

- There are several items on the pre-approved list which are items that have come through committee multiple times. The committee meets once a month. Several vacancies in FPDC were shared. It is important to have representation from each school as this helps with ascertaining what is considering a professional growth activity and putting together flex week. Teresa made a suggestion at the last meeting after several adjunct asked is they can participate in FLEX credit and how they can submit a proposal. There are several adjuncts who do not participate in FLEX credit. There was a request to have all FPDC members go back to their schools and communicate the importance of taking care of adjuncts. There is concern that if full-time faculty are not being guides to adjuncts then adjuncts may not know they can receive up to 9 hours per fall and spring semester. Many adjuncts have stated that FLEX credit is not available outside of the regular 9am-5pm schedule. Flex activities needs to be offered outside of normal business hours such as weekends, evenings and online. However, it was stated

afternoon FLEX credit workshops have been offered but are cancelled due to low enrollment. Variable favorable responses were received regarding a FLEX Conference Style. There was a suggestion to have a wider student success focus. Starting in the early spring the director of Professional Development reminds people if they are short on FLEX credit. By the end of May or June there are usually around 100 faculty who have not met their flex credit hour obligation. In addition, by the end of May or June there are usually around 5 faculty who have their pay docked. There are more people now taking advantage of the webinars and there are some that have no Certification of Completion. There is a need to document the hours. At some point the committee would like to welcome suggestions on how to best track the hours. The Equity Minded Practitioners have some proposals to FPDC which includes, the Mentor Training Debriefing, Faculty Student Mentoring. A note will be made regarding the committee vacancies. There was a reminder the adjunct positions are uncompensated.

C. Action Items

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

1. Academic Senate Statement regarding non-recognition on Department Co-Chairs., David Andrus (pg. 30)
 - The statement outlines the senate's positions as it relates to department co-chairs. Co-Chairs can be recognized by departments but not by Senate.
 - Motion to adopt the statement by Wendy Brill, seconded by Rebecca Shepherd. Unanimous. Approved.
2. Endorsement of Zero Textbook Cost (ZTC) & Low Cost Material (LCM) Definition of Categories & searchable option, Teresa Ciardi & Gina Bogna (pg. 31-32)
 - It was clarified that it should read as Low Textbook Cost (LTC) and not (ZTC). Low Textbook Cost does not have to do with classroom materials but more so for lab manuals. The \$40 amount came out of a survey and research. The current trend at other colleges is \$25-40 or less however, the higher end amount was selected based what the numbers look like in our area. The school of MSHP voted and approved the \$40 amount. There was a request to have school representation from Applied Tech on the Bookstore Committee. If the bookstore raises their prices the faculty will need to follow up with the bookstore to have them change the price back to what it was. Most contracts will hold for 2 years at the bookstore, however after the 2 years faculty will need to make sure to check the prices. If a course has been previously advertised to students at a lower cost and if a new instructor is now teaching this course and chooses to use a different textbook which is at a higher price Academic Affairs will not allow the change per the Higher Education Opportunity Act. It is also important to consider that taxes can raise the price. There may be a need to implement a policy which states that if a book is adopted at a particular price that after taxes are added that it will remain a LTC. The bookstore sends Academic Affairs a list of the classes which do not have the necessary materials denoted. This list is then sent to the deans and the deans forward to the department chairs. The next step is to work with Academic Affairs regarding the scheduling. Should the bookstore send faculty information regarding textbook costs?
 - Motion to approve the definition of low textbook cost of \$40 and that a searchable LTC

function be created by Regina Blasberg, seconded by Sab Matsumoto.

- Roll call vote:
 - Andrus, David- ABSTAIN
 - Blasberg, Regina- AYE
 - Brill, David-AYE
 - Brill-Wynkoop, Wendy-AYE
 - Burgdorfer, Jason- AYE
 - Collis, Gary- AYE
 - Corbett, Mary- ABSENT
 - Eikey, Rebecca- NO VOTE
 - Hooper, Lisa- ABSTAIN
 - Karlin, Ron- AYE
 - Llaguno, Marco- AYE
 - Marcellin, Phillip- ABSENT
 - Matsumoto, Sab- AYE
 - Paris, Jennifer-AYE
 - Pearl, Carly-AYE
 - Rieck, Garret-AYE
 - Riviera, Benjamin-AYE
 - Seubert, Erica-NO
 - Shepherd, Rebecca-NO
 - Silverman, Aaron-AYE
 - Small, Jessica-AYE
 - Torgeson, Erika-AYE

- The motion passed with 15 votes in favor, 2 against, and 2 abstentions.

3. Program Map Principles and Guidelines, Website Template, Erika Torgeson (pg. 33-35)

- *Note:* Due to the re-ordering of the agenda the third “Action” item was moved as the first “Discussion” item.

D. Discussion

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

1. Program Map Principles and Guidelines, Website Template, Erika Torgeson & Tara Williams (pg. 33-35) & Academic Map Approval form-Associate Degree and Certificate (pg. 36-37)

- *Note:* This item was moved from “Action” to “Discussion.” Original item number three was combined with the new item number one under “Discussion.” The remaining items were re-ordered.
- Academic Mapping Principle Guidelines: Once Map areas are approved they will go through the Map Approval Process. The templates will include the degree name, GE track and program description. Associate and ADT forms will include transfer information. In addition the sequence of courses will be included based on the discussions which will take place with counselors to ensure the sequence is correct. The General Ed will be built in around how the sequence of courses will be. If there are critical pre-requisitions those will be included on the map templates. Each template will include base information. There will be information regarding assist.org for transfer CSU and UC. For the CSU, for ADT’s, there is a degree with a guarantee website. The main CSU system website will be included. All maps will include a link to the honors program. The committee may decide to include a website with provides information to students regarding application deadlines versus the main CSU website. The Cal State Apply website will give specific information in regards to dates and deadlines for transfer students. For the UC, assist.org will be included, but in addition the University of California direct link. This link includes all transfer pathway, applications and deadlines are included.
- Website: To landing page was created to ensure faculty could go to one site to begin the process. The page will include all the guiding principles, links, forms and information.
- There will a note included regarding if a student is starting outside of a fall or spring term that map may not be appropriate for them and instead connect them to a

counselor. There was suggestion to add the first two semester on one page and the next semesters on the other page. There was a request to identify the course delivery mode such as hybrid, online, or in person. It was clarified that math and English will not be listed as a first semester on all map programs. There was a request to have students, for some programs, meet with faculty first rather than the counseling department. There is still some discussion taking place regarding having counselors in departments and there will be a need to hire full-time counselors. What language could be added so student do not feel they have to take all 5 courses listed on the maps? There was a suggestion to add a note that if a student is working to consider perhaps taking only 2 courses. Student need to petition if they choose to register for over 18 units. It was clarified that if this items moves forward the forms could always be revisited or revised. In addition, discussion could take place regarding part-time student program maps.

2. Senator responsibilities and communication, Rebecca Eikey

- The purpose of this item is to determine what could be an idealized way of having school senators have additional responsibilities related to communication in the school meetings. To what extent could agendas be shaped at schools meetings so that the senate is an integral part of those conversations? In terms of guided pathways how is awareness raised regarding what is being done with the agenda items. There was suggestion to have a list of agenda items as reminder. Could there be co-chair to help build the agendas? Agendas have been focused on road shows or announcements and not much time is allocated for senate announcements. The Academic Senate is the liaison between all academic matters. Could deans meet with the senators to plan the agendas to prioritize important discussions from Senate and not necessarily all senate items. School meetings should be limited on reports and one guest speaker as this can take over the school meetings. There was reminder that the Senate By-laws do include a section regarding Senator Responsibilities as there is an expectation for senators. A recommendation will be presented at the next senate meeting which will include Senate recommendations in terms of the desire for more collaboration and discussion during the school meetings.

3. 2019 Climate Survey Results, Wendy Brill

- [2019 Climate Survey \(Faculty-Staff link\)](#)
- [2019 Climate Survey \(Admin link\)](#)
- The climate survey was done in 2016. One institutional outcome that occurred from this survey was the creation of a committee on committees. This was due in part to having 180 committees and the need to reduce the number. There was a suggestion that perhaps faculty should be the leaders of the institution as they have been waiting on administration to make changes. Faculty could take major problematic themes and find solutions. The major take away, and in keeping in mind the next accreditation cycle, is that there are policies, procedures and decision making guides; however, this is not how decisions are made. There is a feeling of a lack of transparency as there is not enough information provided regarding why some budget requests are not approved.
- What strategies could be beneficial in addressing the climate issues? Issues related to culture where brought up at the Equity minded Practitioners workgroup meeting. In looking at disproportionate impact and if there are climate issues how is this affecting the climate of the institution? For example, there are was hateful threatening phone call

made regarding the LGBT Mariachi band that was playing for the LatinX Heritage Celebration. The district immediately notified the Gay Straight Alliance, ASG regarding the possibility of a protestor on campus and what to do and campus safety.

- Many of the comments were also regarding the amount of meetings and amount time spent in those meetings discussion items to only have them dismissed. Faculty have concern that they are so busy with meetings they cannot focus enough time in teaching, preparing for class, grading and providing feedback to students. There is a need to be more efficient and inclusive in the decision making process. One idea was to have a governance council so that everyone can make the decisions together as opposed to top down. However, there is a question regarding do the people who run the meetings have the autonomy to do something with the information that is received and to work with faculty. Should committees have by-laws and would those by-laws be followed?
- It was clarified that the administration is taking the comments in the survey seriously. Outcomes of some of the council meetings will be revisited and work will be done to make committee structures more effective. There are some opportunities to identify where there are communication gaps. Perhaps there is a need to have a Budget 101 workshop to explain how does the district budget. If the idea is to change the current culture it is important to not imprint current culture on new staff or faculty. It was recommended to have senator go back to their schools to discuss with their school and have this item come back at a later senate meeting. There was suggestion to develop a solution focus approach with a timeline attached to it so that there is a demand for a solution by a certain date. The survey will be presented at the Board meeting.

E. Unfinished Business

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

- [Accommodating Student Athletes Form](#)
 - Senators are discussing in their academic schools
 - This item will return as an intercollegic student representation item and what is being done to support this. Senators will report out at the Oct. 10th meeting. Suggestion to have more faculty from the Athletics department be present.

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

BP & AP 5010 Admission and Concurrent Enrollment
BP & AP 5410 DSP&S
BP 4240 Academic Renewal
Academic Senate Constitution and Bylaws Revisions
AP 7120 Recruitment
BP & AP 4030 Academic Freedom (Back in Committee per CPC)
Camera Policy

BP/AP Covering Substitute Teachers
Student Conduct (Phase 2 - BPs 5529, 5530 & 5531)
BP & AP 4233 Digital Badging
Freedom of Speech, Harassment
BP & AP – Civic Center and Other Facility Use
Administrative Retreat Rights

H. Announcements

- Next Academic Senate Meetings Oct. 10th, Oct. 24th, Nov. 7th & Nov. 21st 2019
- [2019 Fall ASCCC Fall Plenary Session, Nov. 7-9, 2019](#), Newport Beach

I. Adjournment: 5:02 pm