

Academic Senate Retreat Meeting Summary for August 20, 2020

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	A
Vice President	Lisa Hooper	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	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mary Corbett	A
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	A
Kinesiology/Athletics Senator	Philip Marcellin	A	Adjunct Senator	Aaron Silverman	X
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members	
Omar Torres	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	A
Dr. Wilding	A

Guest					
AJ Alameda	X	Christina Chung	X	Nicole Faudree	X
Ambika Silva	X	Collette Gibson	X	Regina Roscigno	X
Ann Hamilton	X	Dustin Silva	X	Siane Holland	X
Anthony Michaelidis	X	Kathy Bakhit	X	Wendy Brill	X

A. Routine Matters

1. Call to order: 3:02 pm
2. Public Comment:
 - Public Committee 1: An agreement has been reached between COCFA and the district regarding a fall MOU. In the spring the MOU passed was there to govern the districts response to COVID-19 and how it impacted faculty members. An MOU has now been completed for fall and one of the things that was agreed upon was the resumption of evaluation for full-time faculty. However, there was no determination on a specific type of an instrument that would be used for synchronous distance learning classes. There is a classroom visitation report for on ground classes and there are 8 programs that are returning in the fall. There is also the online hybrid visitation report for 100% online classes. There is a need for more discussion with

Senate regarding what would be an appropriate evaluation process or what instrument would be appropriate to evaluate faculty that are teaching synchronous courses. It was confirmed that this discussion item will be placed on the agenda for Sept. 3.

- Public Comment 2: There is a question regarding what will be the required training for teaching online for winter and spring. The determination made last school year was that training had to be a full 36 hour IOI. With winter session now being potentially fully online clarification is needed to be able to relay information to faculty about what training will be required for winter or spring. An update was shared in regards to an evaluation being done on what has been determine to have worked well for some disciplines and what have been some struggles. Discussion will take place with IOI faculty, the office of Distance Learning, VP of instruction and the chair of Curriculum Committee prior to placing this item on the Sept. 17th agenda. Clarification will be made regarding what will happen with the provision training that expires at the end of the fall semester and whether that will be extended, or not.

3. Approval of the Agenda

- Motion to approve the agenda by Lisa Hooper, seconded by Garrett Rieck. Motion approve by roll call vote. Unanimous. Approved.

Addition to the Agenda: Welcome and Introductions were added to the agenda as way to have all senators introduce each other and welcome all new senators.

Message from the new Academic Senate President, David Andrus: The goal of the Academic Senate will be to ensure Senate meetings are structured to reserve as much time as possible for discussion items and that the Senate is a representative of the faculty voice. It is important to make sure there is a balance between being flexible and making sure items are not moved to quickly that it could potentially be a detriment to the quality of the work product. At the ASCCC State Leadership conference there was a continuous emphasis on the collegial consultation module and ensuring collaboration with unions, administration and colleagues. The objective is to make sure collaborative meetings are held as much as possible prior to bringing an item to Senate and that the Senate follows a collegial consultation governance model. While the Senate president needs to remain connected to and take direction from the statewide Academic Senate there is also a need to formulate local policies, establishing behavioral norms respective of their own campus culture.

Lastly, Jason Burgdorfer, past Academic Senate Vice President, has agreed to continue to work with newly elected Vice President, Lisa Hooper on the full-time faculty office allocation process.

B. Action Items

None

C. Discussion

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

1. Responsibilities of the Academic Senate (10+1) and more
 - [A Senate Overview Power Point Presentation](#) was shared with all attendees discussing what the role of the Academic Senate is. The PowerPoint will also be posted online so anyone can go back and review. Faculty are empowered to shape their profession and this is formalized through a statute in Ed code. There is a requirement that faculty participate in the professional development of our college and the CCC system. The Senate has a responsibility to annually orient the faculty to Academic Senate and Curriculum Committee matters of operation. The Board has also allowed the Senate to participate in collegial consultation, per college policy. There was a reminder that Ed code comes from the legislature and the California Community College Board of governors takes their guidance from statutory law and then further defines it by way of Title 5 regulations. Title 5 is set of regulations that give specific language for the Curriculum Committee and for Academic Senate as set for by the CCC Board of Governors.
 - Title 5 is a set of regulations established by the Board of Governors for the California Community College system. These regulations also emphasize that Academic Senate is an organization with a primary function of representing faculty and making recommendations. This language found in [AB 1725](#) encapsulates the power that is vested in faculty through Senate's to participate in governance.
2. Robert's Rules of Order and Brown Act
 - It is up to the Senate President to ensure that the Academic Senate is in compliance with the Brown Act. The Brown Act ensures and creates a manner of transparency with public meetings for deliberative bodies that make decisions on public policy and business. The Brown Act also makes sure business is not done behind closed doors.
 - Both David Andrus and Gary Collis attended the ASCCC Faculty Leadership Conference in which attorney Jake Knapp from the Los Rios College Vice Chancellors office gave a presentation on the [Brown Act and Local Academic Senates](#). This presentation will be uploaded and made available on the Academic Senate website for anyone who wishes to review at a later time. Due to the recent COVID-19 crisis college's turned to remote learning, The state of California's governor Executive Order changed many of the requirements for the Brown Act. The changes no longer require the announcement of the physical meeting locations for each member of the Senate and the need to make that location available to the general public. Another change is the requirement to provide updates from state local official regarding the COVID-19 crisis the Senate.
 - Roll Call Votes: There is concern that taking roll call vote via zoom can be very time consuming and takes a lot of time away from the meetings. There is a possibility going forward of utilizing the participants window in zoom as this window has a built in voting system. The legality of this option will be further explored. This is similar to states legislatures voting boards where there are green and red lights visibly displayed.
3. Senate Agendas
 - The Academic Senate agendas have grown substantially over the past couple of years mostly due to growth of the Academic Senate's work load in campus governance. Along with College of the Canyons many other colleges around the

state have seen an increase in workload. It was emphasized that what goes on the agenda may be overwhelming and that perhaps it needs to be presented in a more digestible manner.

- Discussion items: The objective is to make sure that discussion items are thoroughly discussed collegially with other groups prior to arriving at Senate, as much as that is possible. It is important to make the best use of everyone's time and to ensure institutional effectiveness. It is recommended that a two minute brief history on a discussion item be regularly given first so Senators understand why an item is coming through and what the desired outcome is. A discussion item can be framed and discussed as follows,: overview of the issue, including its history and relevance to Senate input, what specific issues are before the Senate for discussion and potential action and then to initiate a discussion with Senators to move forward with input and direction for next steps.
- The agenda will also be slightly re-arranged in that action items will be first, then discussion items and lastly reports. Items will be prioritized so that guests have an opportunity to go first.

4. Senate Meeting Processes

- Reports: Anyone scheduled to give a report will also have an opportunity to submit a written, video or in-person report. A report template will also be put together and made available to serve as a guide on what committee chairs should report on. There was a reminder that reports are not discussion items and discussion items are not to be reports.
- Consent Calendar: There are some items at the Program Viability Committee, such as PV recommendations, that can go on the consent calendar as they have already been extensively discussed in PV. Other items such as 3 year pilot/status reports may, or may not, be recommended for consent. There was a reminder that anyone can pull an item off of consent if it warrants further discussion.
- Agenda notification emails: It is recommended that if there is an item on the agenda which may need more discussion that an email can go to Senators asking them to focus on a certain part of the agenda.
- Senate meetings will continued to be scheduled from 3:00pm to 4:50pm. There will be a discussion item on a future agenda, as an action item, next semester in which Senate can decide the meeting end time. Per the Senate's Bylaws, this decision is to be made during spring semesters.
- There was concern shared that in the drive to become more efficient that this process doesn't lead to a lack of transparency.

5. Academic Senate Constitution & Bylaws Standing Committee

- For several years David Andrus chaired the Constitution and By-laws committee. There was a discussion in the Senate Executive committee regarding the need for changes in the governing documents. After some discussion and due to the work of the Committee on Committees the Constitution and By-laws Committee was disbanded and merged with the Policy Committee. However, due to the large queue of the Policy Committee not much work was done in terms of the Const. & By-laws. The Constitution & Bylaws committee was recreated as an Ad-hoc committee by Rebecca Eikey. The intention in fall, 2020 is to re-establish the standing Constitution and Bylaws committee. There is an enormous amount of review that needs to take place with both the Constitution and By-laws.

- There are also commitments being made to address the campuses commitment to breaking down institutional racism. A full review of governing documents will be made to identify if there are any barriers in place. People who will be recruited to join the Const. & Bylaws committee will be asked to just look at the practical aspects of the revision but also those of anti-racism, equity and diversity issues in all Senate documents, functions and norms of operation.

D. Reports

None

E. Announcements

- Senate Elections call for one open senate seat
 - At-Large (Term 7/1/20 – 6/30/22)
 - There was reminder that the call for nominations for the At-large position will end on the second week of instruction by 5pm on that Friday.
- Next Academic Senate Meeting, September 3, 2020
- Next Curriculum Committee Meeting, August 27, 2020

F. Adjournment: 2:01 pm