

Academic Senate Summary for May 21, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	A
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	X	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	<i>Lisa Hooper proxy for Philip Marcellin</i>	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	
Business Senator	Gary Collis	X			

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

Guest					
Ambika Silva	X	Gary Quire	X	Michelle LaBrie	X
Ashley Murphy	X	Harriet Happel	X	Nancy Mayer	X
Brittany Huerta	X	James Glapa-Grossklag	X	Omar Torres	X
Christina Chung	X	Jennifer Smolos	X	Paul Wickline	X
Dr. Diane Fiero	X	Maral Markarian	X	Rebecca Laff	X
Dustin Silva	X	Maria Sanchez	X	Siane Holland	X
Edel Alonso	X	Michael Monsour	X	Tim Baber	X

A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
 - There was a question regarding how more faculty can get involved and contribute with the work being done to help transition the campus back to face to face functionality. Rebecca will forward this question over to the administrators.
3. Approval of the Agenda
 - Motion to approve the agenda by Aaron Silverman, seconded by Gary Collis. All other present voting members approved by roll call. Motion Approved.
4. Committee Appointments (pg. 3)

- Appointment of Gary Quire to serve as CE liaison 2020-2022.
 - Additional committee appointments were recognized for those serving on the Selection Committee and Ad-hoc Single Person Department Chair Procedure Committee.
5. Approval of the Consent Calendar
- Modifications will be made to the summary from the May 7th Academic Senate meeting. On page 8 under “Provisional DLA” it will now read as , “**This closure could...**” and under the “Emergency Blanket Addendum” section the following date will be changed to, “**spring 2021**”
 - Two modified pathways were listed on the Curriculum Consent Calendar that were deleted but the pathways were created and reflected that course.
 - Motion to adopt the consent calendar with two modifications to the May 7th Senate meeting summary and with the current program maps for Liberal Arts & Sciences with an emphasis in Humanities for CSU and IGETC transfer by Lisa Hooper, seconded by David Andrus. Approved by roll call. Unanimous.

Academic Senate meeting, May 7, 2020 Summary (pg. 4-10)	Curriculum Committee Summary, May 14, 2020
Senate Executive Committee Summary, May 12, 2020 (pg. 11- 13)	Program Viability Committee Summary, May 7, 2020 (pg. 14-17)
CASL/Program Review Summary, March 11, 2020 (pg. 18-20)	CASL/Program Review Summary, April 1, 2020 (pg.21-23)
Construction Management & Technology Ad-Hoc Committee for Department Chair Summary & Recommendation (2020-2022) (pg. 24)	Faculty PD committee Summary, May 18, 2020 (pg. 25-26)
Spring 2020 Election Results for School Adjunct Senator, At-Large Curriculum & Dept. Chair (pg.28-31)	Faculty PD committee recommendation to remove 21 day deadline (pg. 27)
Distance Education (DE) Handbook	Ratification to the Constitution and Bylaws Voting Results (results available May 20 th) (pg. 32)
Modified Language for Attendance Flags for Canyons Connects for Summer/Fall (pg. 34-37)	Recommendation from Ed Tech for the Extension of the Refresh Course (pg. 33)
	BP 4240 Academic Renewal corrections (pg. 38-42)

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
 - Commencement update: The commencement will be held virtually. An outside company has been hired that will create a [Commencement Website](#) which allow for videos, text and each student can [submit a slide](#) with their picture and their degree. Rebecca participated in a Welcome video of Honors and Valedictorian students. Interesting commencement facts were shared which can be found on page 27 of the “Commencement by Numbers” section of the [Class of 2020 Commencement Ceremony program](#) as a way to celebrate and recognize student achievements.

C. Action Items

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

1. Provisional DLA, Lisa Hooper (pg. 43-44)
 - The DLA form was created generically to allow for departments to tailor to their needs

and which could be revised on the same five year cycle as a normal course revision. Lisa outlined the Provisional DLA form which included the following sections.

- Student Authentication: There are three legal requirements for distance education, 1.) Students must be authenticated, 2.) Faculty must engage with students in a regular and effective way and 3.) Ensure that students engage with each other.
- Regular & Effective Contact: Faculty members can review the options and determine which areas are consistent and appropriate with the type of course being taught. Under the list of options for both Instruction and Student-to-Student contact the language will be changed to read as “check all that **may** apply.”
- Assessment: Faculty also need to determine an assessment process and how it will be accomplished. The following language will be changed to read as follows, “assessment **should** be electronic” as there may be some departments which may be allowed to do assessments and proctor exams on campus. It is recommended to continue to have students submit assignments, check grades and follow up via CANVAS.
- Unlike the course outline of record the lists of options are not binding. Faculty have the Academic Freedom to determine how content will be delivered. For example, the lab sciences are using simulations.
- Example of adding a Permanent & Provisional DLA to a course: In transfer lab science classes there are concerns with putting a 100% permanent online DLA as there is a potential that those courses would not be accepted once transferred. Chemistry and Biology faculty are being encouraged to put a permanent hybrid DLA to their courses and then submit provisional DLA for their labs, which is the face to face component. These courses would only be taught via distance education in the event of an emergency such as the current COVID-19 pandemic. Ultimately, these courses would have both a permanent and provisional DLA in place and would only be enacted in the event of an emergency.
- Provisional DLA: In the event of an emergency if any course which had a provisional DLA, through mutual agreement with the district and if it is decide to move the course to online or distance education, can enact the provisional DLA. The mutual agreement piece is the part that is recommended by the state to use for language in the event a particular facility is not accessible. The question is does a course get moved to distance ed, does the course get moved to a new facility or does a course get cancelled?
- Permanent and Provisional DLA for all courses? It is recommended that all courses have either a permanent, provisional or combination of both DLA. The state will not offer a blanket DLA for spring 2021.
- 100% and Hybrid DLA's: There is no 100% DLA with a flexible in person assessment piece. This may be an option in the fall due to the [Online with In-Person Proctored Assessments \(OPA\)](#) option being approved by the Statewide Academic Senate. The FOMA option may create a new category to include in the permanent DLA. Academic Affairs has communicated to students through the Orientation Letter that courses may be fully online with the expectation that the assessment portion will be done on campus.
- Motion to approve the DLA with the understanding that the following edits will be made to the document to read as follows, “check all that **may** apply” and “assessment **should** be electronic” by Wendy Brill, seconded by Jennifer Paris. Approved by roll call vote. Unanimous.

2. Program Viability Recommendations:

- Three Year Status Report for the Department of Computer Applications and Web Technologies, Garrett Rieck (pg. 45-50)
 - There was a reminder that all programs in pilot status must do a pilot status report once a year for three years. At the conclusion of the three years the Program Viability Committee is to send a full report to Academic Senate to determine whether or not to remove this program from Pilot status. It is noted in the report that there was a delay with the implementation of the CAWT curriculum due to circumstances beyond their control. This program currently offers AS, Certificates of Achievement and non-credit courses. There is also a need for more faculty to teach the courses in this program. The recommendation from the Program Viability Committee is to move this program from pilot to permanent status.
 - Motion to move the CAWT program from pilot status to permanent status by Wendy Brill, seconded by Aaron Silverman. Approved by roll call vote. Unanimous.
- Program Revitalization for Recreation Management, Garrett Rieck (pg. 51-69)
 - This program has been at the college for a number of years. The Revitalization proposal allows an opportunity to revitalize the program. This is the first time a program has been proposed to go through this new process.
 - Brittany Applen has been teaching some of these courses and is very passionate about this program. Originally there was a proposal to create a new Recreation Management department however, after some discussion the committee felt it best to instead proceed with a Program Revitalization process. Brittany formed both an Advisory Board and collected Labor Market Data to request additional resources for the program. Through this process community buy in was achieved with the Santa Clarita Parks and Recreation. This demonstrates that the program does not need an immediate building or new facilities. The idea is to teach these courses using existing facilities in the community such as Rock Climbing. Brittany is seeking 20% reassign time to be the Program Coordinator as a way to help create new curriculum.
 - Motion to adopt the recommendation from Program Viability to revitalize Recreation Management by Marco Llaguno, seconded by Jessica Small. Approved by roll call. Unanimous.
- Program Modification for Construction (pg. 54-67)/Manufacturing, Garrett Rieck (pg. 70-80)
 - These two departments have been listed together due to being connected to a \$1.5 million grant, awarded to COC, by the state Chancellors office to build an Advance Technology Center. The funding is over a 3 year period. The goal of the grant is to modify the Manufacturing Program, obtain needed resources and develop the curriculum. Many times manufacturing in Santa Clarita is associated with the Economic Development department such as CACT the CNC cohort and not necessarily a credit program.
 - These efforts are to bring this program into today's environment with Industry 4.0 and establish industry connections with Northrop Grumman and Lockheed Martin. These employers are in need of skilled technicians.

- Latest alumni data released in January shows a demand for both manufacturing that includes the CNC Machining, Welding and Construction Technology. Due to these sectors being very central to the economic infrastructure for the State of California there is a possibility of some federal funding through NSF grants and through a relationship with the National Coalition on Advance Technology Centers. In meeting with industry and political leaders including K-12, economic development via the Chamber there is an agreement that this is needed throughout the region.
- While Construction Technology is a component of Construction Management they are two different paths as Construction Technologies focuses on entry level technical skills. Students need a combination of education and work hours to secure a contractor's license. This grant will help pay for supplemental services to help align curriculum with industry recognized credentials as this is the initiative coming from the State Chancellors Office.
- Motion to approve the program modification for both the Construction and Manufacturing Technology by Garrett Rieck, seconded by David Andrus. Approved by roll call. Unanimous.

D. Discussion

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

1. Adjunct Climate Survey, Aaron Silverman

- The Workplace Climate Survey was conducted in April 2020 which had 540 adjunct faculty or 31% participants. The survey results demonstrate that the majority of part-time faculty feel included in their department culture. Adjuncts feel that there is communication on regular basis with their department chairs and interest in participation in committees and Senate.
- This Climate Survey is a response to and an expansion of the Climate Survey conducted last spring by full-time faculty which had over 200 participants. The perspective of this Climate Survey mostly demonstrates full-time faculty member's needs. The goal of the Climate Survey was to ascertain the institutional inclusiveness of adjuncts at the college, quality of effective workspace and the extent of professional decorum towards adjuncts as a whole.
- The survey demonstrates that there are some faculty who teach more than 10 classes in an academic year. It was clarified that this is based on both classes taught during a semester and intercession. Per state law adjuncts can only teach up to 67% of their load, with the exception of nursing. About half of the adjunct faculty are also teaching in more than one school and others teach at other colleges. This can be a benefit in terms of helping to expand our colleges understanding of what other colleges are doing from their experience. About 61% of adjunct feel that department meetings are held during a time when they are able to attend.
- Many of the areas which show gaps in the survey have already been addressed. For example, changing the Academic Senate Constitution & Bylaws to allow more time for Adjuncts to serve thus creating some service continuity. The new Bylaws also expand the number of adjuncts from one to three who can now serve on the Curriculum Committee. This allows adjuncts to gain more institutional knowledge and may help adjuncts to participate in more committees. In addition, in working with the district, this

may help to ensure adjuncts are paid for these opportunities in contract negotiations. Current AFT contract only allows compensation for one adjunct faculty member for most committees.

- In the past some surveys have been run by the Academic Senate and the district. There have been survey also conducted by all staff and other run independently by the union.
- The survey results also demonstrate that many adjunct faculty feel there is not enough adjunct office space. In order to meet FERPA guidelines adjuncts have been give the flexibility to conduct office hours remotely. There was a reminder that this is a union negotiable item.
- The survey results also indicate that 54% think the hiring process is fair while 46% do not. Many adjuncts feel the hiring process is not very clear in terms of when positions are going to be made available or how decision are made. There is a possibility of offering workshops, through professional development, for adjuncts looking to apply which can help them understand the hiring process.
- There are concerns with calling out some individual in a negative light in the comments section of the survey as this can become part of public record. Is there a checks and balances process before releasing survey results? Should there be a disclaimer before someone fill out a comment section that this information will be made public? These concerns will be communicated to the board who conducted the survey. The link to the survey will be removed and the survey results will be re-submitted without the comments section. Overall, the survey revealed positive results.

E. Committee Report

MQ&E Committee Written Report, Aivee Ortega

- The Minimum Qualifications and Equivalency (MQE) Committee has been moderately quiet this year. The discipline equivalencies are now in the 5-year review and department chairs have been notified if they wish to continue equivalencies for their respective discipline. The updated equivalency list will be sent to Academic Senate for review by the start of the fall term. The committee welcomes Alisha Kaminsky as co-chair of the committee and Aivee Ortega will continue on as co-chair for one year.

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 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

H. Announcements

- Next Academic Senate Meetings Sept. 3, Sept. 17, Oct. 1
 - Academic Senate Special Celebration Meeting, May 28, 2020
- [2020 Faculty Leadership Institute, June 18th – June 20th](#), Virtual Meeting
- [2020 Curriculum Institute, June 8, 2020 to July 11, 2020](#), Virtual Meeting

Adjournment: 4:49 pm.