Academic Senate Summary for September 17, 2020

Voting Members

Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	Rebecca Eikey	X	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	X
VAPA Senator	David Brill	X	At Large Senator	*Rebecca Shepherd proxy for* Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
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			

A. Routine Matters

Guest							
Ambika Silva	X	Don Carlson	X	Joy Shoemate	X	Miriam Golbert	X
Ana Palmer	X	Dr. Diane Fiero	X	Julie Johnson	X	Omar Torres	X
Andy McCutcheon	X	Dr. Edel Alonso	X	Kaia Redfern	X	Patti Haley	X
Ann Hamilton	X	Dr. Jasmine Ruys	X	Kathy Kubo	X	Patty Robinson	X
Brent Riffle	X	Dr. Kathy Bakhit	X	Kelly Burke	X	Paul Wickline	X
Brittany Huerta	X	Dustin Silva	X	Kelly Cude	X	Rebecca Edwards	X
Carmen Oushana	X	James Glapa Grossklag	X	Leslie Carr	X	Robert Wonzer	X
Charles Johnson	X	Jennifer Smolos	X	Lori Marie Rios	X	Sab Matsumoto	X
Chloe McGinley	X	Jeremy Goodman	X	Lynn Huh	X	Sarah Dettman	X
Christina Chung	X	Jerry Danielson	X	Maral Markarian	X	Sebastian Cezares	X
Christine Vahramian	X	Jia-Yi Cheng-Levine	X	Mark Daybell	X	Shannon Doronio	X
Chuck Lyon	X	Joanna Kelly	X	Michael McCaffrey	X	Tim Honadel	X
Colette Gibson	X	Jonathan Amador	X	Michelle LaBrie	X	Wendy Brill	X
Dilek Sanver-Wang	X						

Non-voting Members			
Omar Torres	X	Dr. Wilding	X
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative: David Gonzalez & Israel Avila	X

1. Call to order: 3:02pm
   - There was a reminder that the chat feature has been disabled per the Brown Act. There was a reminder to have all voting members to include the letters "AS" in front of the names on the participant's window for the purposes of counting votes. Roll call will still be done verbally. Proxy votes will also be counted verbally.
2. Public Comment:
   - Thoughts of support and friendship are with the members of the campus community, including those of Academic Senate. There have been some people who have had their homes and their property threatened and others of the campus community who have lost their homes by the wild fires. Best wishes were extended to fellow colleagues. There has also been a strong degree of friendship and support with colleagues helping people evacuate. Special thanks was given to all those who have helped on behalf of Academic Senate.
3. Approval of the Agenda
   - **Motion to approve the agenda** by Peter Hepburn, seconded by Tammera Rice. Approved by votes using the Participants Window. One Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera. Unanimous. Approved.
4. Committee Appointments: *listed on the consent calendar*
5. Approval of the Consent Calendar
   - A correction will be made to the Academic Senate summary from Sept. 3rd, 2020. Senator Peter Hepburn was marked as not present but he was present at the meeting.
   - There was a clarification that the MQ&E Updated 5 year equivalency List that is listed on the consent calendar is not the same document listed under Action items. It was also clarified that on the column on the far right any equivalencies listed will have a "yes" or "no." A "yes" means the equivalency is accepted. These list were vetted by both Aivee Ortega and Alicia Kaminsky who are part of the MQE Committee.
   - **Motion to approve the consent calendar** by Gary Collis, seconded by Lisa Hooper. Approved by votes using the Participants Window. One Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera. Unanimous. Approved.

Academic Senate meeting, Sep. 3, 2020 Summary (pg. 3-9)	Curriculum Committee Summary Sept. 10, 2020
Academic Senate Sub-Committees List	Collegial Committee List
Operational Committee List	MQ&E Updated 5 year equivalency List (pg.)
Nicole Faudree (Faculty Peer Evaluator) replacement to the Tenure Committee for Shaunasey Lane	

A. Action Items
Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.
1. Brown Act – Roll Call Votes in Participants Window (Update), David Andrus (pg. 24-25)

- This item was previously listed as a discussion. There was a reminder that any items which are listed as "Action" can be discussed first. Favorable feedback was received at the last meeting regarding this standing policy. The changes to the documents are highlighted in bold, which include noting proxy votes through roll call vote as they cannot be indicated in the participant's window. It was also clarified that anyone can pull an item, by making a motion with a second, and request for a verbal roll call vote can be made in the same manner. The seconded motion will suffice to institute a verbal roll call vote for any particular item.
- **Motion to adopt Brown Act – Roll Call Votes in Participants Window (Update)** by Erica Seubert, seconded by Peter Hepburn. Approved by votes using the Participants Window. One Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera. Unanimous. Approved.

2. Part-Time Faculty Minimum Qualifications & Equivalencies
   - Adjunct Faculty MQ&E List for Winter 2020 (pg. 26-27)
   - ISA MQ list for Winter 2020 (pg. 28-29)
   - Adjunct Faculty MQ&E List for Spring 2020 (pg. 30-39)
   - Motion to adopt the MQ&E lists by Aaron Silverman, seconded by Carly Perl. Approved by votes using the Participants Window. One Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera. Unanimous. Approved.

3. Fall 2020 Full-Time Evaluation Process (Pandemic Considerations), Garrett Hooper, David Andrus (pg. 40)
   - A workgroup that was formed, which included COCFA and Senate leadership, to come up with a best practices sheet.
   - As a result of not all faculty being fully certified to teach online it was recommended that the committee make the decision on the type of instrument to use. In particular on which form to use if they're teaching synchronously and asynchronously. The faculty member would need to also agree to the instrument.
     - Instructors who are teaching asynchronously and are 100% online certified, should be using the online hybrid visitation report.
     - Instructors teaching on ground should be using the classroom visitation report.
     - There will be variability for any synchronous courses that may be doing some combination of zoom or asynchronous instruction.
   - The current recommendations only applies for full-time faculty. A separate communication was sent out to department chairs regarding how adjunct evaluations will be followed. Department chairs are being asked to forward that email to faculty.
   - A correction will be made to the spacing on paragraph three. The documents will be finalized and uploaded to the Academic Senate website.
   - **Motion to adopt the fall 2020 Full-Time Evaluation Process (Pandemic Considerations** by Gary Quire, seconded by Lauren Rome. One abstention from Aaron Silverman. Approved by votes using the Participants Window. One Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera.

4. Academic Senate Standing Policy Course Modality Nomenclature Winter and Spring 2021, David Andrus & Lisa Hooper- (pg. 41-42)
   - **Background:** In regards to synchronous instruction some areas have gone well and others have not. Improvements need to be made for winter and spring. It is also necessary to make

clear to students, which are online 100%, which are not and what should be expected of them. A uniform approach is needed for instructors so they understand what is expected of them in particular for synchronous instruction.

- **Academic Senate By-Laws and Senate Statements:** There was a reminder that the Academic Senate By-Laws allows for the ability to create senate statements which are different from resolutions. It is also important to have a paper trail for accreditation.
- **Asynchronous and Synchronous instruction:** Students are not understanding the difference between asynchronous and synchronous. There has also been a degree of looseness born out of the instructional crisis management environment. There is now time to plan and make improvements for winter and spring 2021.
- **Class Meeting Times:** Standards need to be adopted within the new norm that align with Title 5 and accreditation standards. It is also important that student expectations are met, especially from the point of registration. Students are currently not allowed to enroll in classes with synchronous overlapping meeting times through zoom. It is important to ensure standards for effective and regular student and instructor contact. For accreditation purposes, students need to be authenticated using CANVAS. This proposal is not meant to impact the way courses are being built.
- Fully online certified instructor will be allowed to teach online live and 100% online classes as there is an overlap. The concern is with instructors that are not fully online certified to teach a full 100% online class where there is not actual interaction (asynchronous).
- **Mockup of the Schedule of Classes:** A group met which included members from Instruction, Enrollment Management, Online Education, ASG, Senate and MIS to ensure that what is adopted is actionable. It was clarified that this policy is not intended to prevent any course from being delivered in the way it is currently being delivered. A mockup of the schedule of classes, under the new adopted nomenclature of course modality, was shared. There was a suggestion to include a department chair and a representative from the union as there are areas that can be a workload issues. Feedback was requested from students and ASG representatives regarding what has been working and what has not. Student discourage the use of the words synchronous and asynchronous.
- **Examples of courses**: Examples of classes scheduled from other institutions were collected to come up with different course delivery naming options. The course description examples were presented to the students.
  - Hybrid instruction: This definition is for courses being taught synchronously plus on ground. The word HYBRID listed under the course meeting time column will be deleted as this will limit student registration. These courses will not be referred to as Hybrid on the course scheduled of classes.
  - ONLINE Instruction – are distance education classes are 100% asynchronous. There will be no set class meeting times for this category of classes.
  - ONLINELive instruction: This course method will refer to courses with an online LIVE component. This was previously referred to as "synchronous". The Online LIVE portion will be conducted via CANVAS/Confer Zoom during scheduled times. Instructors must be available and hold class during the published days and times per the schedule of classes.

- o InPerson instruction: This option will also be available as a method of instruction on the schedule of classes for the essential infrastructure classes only. This category of classes will meet in a physical location on campus.
- A standard template will be included regarding the language that will be consistent from section to section. If there are sections that need to be customized then those will be addressed. No information will be made live or finalized until the chairs and Deans have an opportunity to look over and make the necessary adjustments.
- **Consistency between the Scheduled of Classes & Orientation Letters**: It is important that orientation letters are consistent with the schedule of classes. Deans and their supportive staff should review the schedule of classes to check for consistency. There is concern that the use of the "ONLINELive" Distance Ed. description may still be confusing for students. There was as suggestion to add a link to the course delivery definitions on My Canyons so that students can reference this information when registering for classes. More text can be added to column three of the course description to ensure the course modality is clear for students.
- **Flexibility with synchronous and online live instruction: If** an instructor if fully online certified they have the tools to adapt the contact hours of their course outline in a way that would best deliver the content to the student. The DLA allows for disciplines to determine how they want to teach their course online. This would be the timeframe that an instructor is intending to be live with their students. There is concern that the language does not reflect the flexibility that is being described as there may be a need for optional synchronous and online live instruction being provided.
- There was a suggestion to bring back at the next meeting a Standing Best Practices/Procedures Statement sheet which addresses some of the implementation areas being discussed. The policy statement states that "Online Live classes are not voluntary for student and instructor and are not to be replaced with any asynchronous instruction."
- There is concern in that the statement communicates that instructors have to teach online or 100% online synchronous online live. More clarification is needed in the policy statement to communicate that instructors have the flexibility to deliver their course meeting times. The meeting times will also need to be within the parameters and what is published in the course scheduled of classes. However, there is also concern that adding more language to the statement will further confuse students.
- There is urgency with moving this document forward as the creation of the spring schedule of classes has been postponed. The office of Instruction and Enrollment Management need to not only create the schedule but also enter staffing textbook information. If this document is adopted more follow up will be needed to improve the language.
- **Motion to approve this document with the amended language** to specify that there may be optional synchronous and asynchronous instruction provided by Rebecca Eikey, seconded by Erica Seubert. Voting Results using the Participants window: (21 eligible voters)
  - o 1 "No" Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera
  - o 1 Abstention from Garrett Rieck
  - o 11 No Votes
  - o 8 Yes Votes
- Motion did not pass.

- **Motion to approve the document as presented** by Regina Blasberg, seconded by Peter Hepburn. Results using the Participants window: (21 eligible voters)
    - 1 "Yes" Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera
    - 5 No Votes
    - 15 Yes Votes
- Motion passed.

5. Academic Senate Statement on Course Modality Nomenclature Policy Rationale Winter and Spring 2021, David Andrus & Lisa Hooper- (pg. 43)
    - Motion to table this item and have it return with additional clarifying language and address the concerns of the STEM faculty by Jennifer Paris, seconded by Gary Collis. Results using the Participants window: (21 eligible voters)
        - 1 "Yes" Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera
        - 1 Abstention By Erica Seubert
        - 0 No Votes
        - 19 Yes Votes
    - Motion tabled.

B. Discussion
Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.
1. Academic Senate Standing Policy Online Instructor Certification for Winter and Spring 2021, David Andrus (pg. 44)
2. Academic Senate Statement on Online Certification Standards Policy Rationale for Winter and Spring 2021, David Andrus (pg. 45-46)
    - This item is important to discuss as there are questions about instructor certification. There may be a proposal to roll over restrictions. This can impact how people scheduled moving forward. In regards to those faculty are have been provisionally certified for:
    - Full-time faculty:
        - 12 faculty are provisionally certified
        - 187 faculty are full certified
    - Part-time faculty:
        - 97 part-time faculty are provisionally certified
        - 413 part-time faculty are full certified
    - If these two items are adopted there will be a huge amount of flexibility. These items were tabled due to not having enough time to discuss.
    - Motion to table Discussion items #1 and #2 and bring back at the next meeting as an "Action" item by Lisa Hooper, seconded by Aaron Silverman. Voting Results using the Participants window: (21 eligible voters)
        - 1 "Yes" Proxy Vote from Rebecca Shepherd on behalf of Benjamin Riviera
        - 0 Abstentions
        - 1 No Votes
        - 19 Yes Votes
    - Motion carried, discussion items were tabled.

C. Reports (7 minutes allocated for each report)
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Invitation to the International Forum on Youth (IFY) 2020, Sab Matsumoto
   - https://www.canyons.edu/academics/isp/int_forum_youth.php
   - Sab introduced the main presenter for the International Youth Forum, Dr. Brent Riffle. Both Dr. Riffle and Sab Matsumoto are the coordinators for the internal forum on youth. This is the second year for this event that is being sponsored by ISP. Both have been working with Jia-Yi over the last 1 ½ year to put this event together. Last year's event included scholars from around the world. There were several hundred students and staff in attendance. This year's event will be virtual and will also have scholars from around the word, including Morocco and Japan. Both Sab and Kelly Cude along with others from COC will be giving a talk. This event is really about the challenges that young people face due to the environment that we are currently in as many of the challenges have been heightened. The event is scheduled via zoom for November 16, 2020. More information will be send out via coc-email. There will also be several events throughout the week. Last year's theme was youth identity and this year's theme is migration. Migration will be looked at not just across transnational borders but migration in a very broad context. People are asked to check out the website under ISP. Faculty are being asked to encourage their students to participate in particular in the student forum and other activities. There is going to be a former COC student presenting who is a photo journalist based in New York. Senate President invited both presenters to come back for the next meeting. There was a reminder that video reports can also be presented.
2. Academic Staffing Committee (ASC) Report, Miriam Golbert
   - The co-chair of the ASC is both Miriam Golbert and Dr. Omar Torres. The committee meets on the second Tuesday of each month at 4:00pm. The membership for this committee is composed of one representative from each school. There are some vacancies. The committee purpose is to serve as consultation body where recommendations are made to the chancellor regarding the hiring priority of full-time faculty. In addition the committee tracks vacancies, retirements, terminations and resignations. There are currently 14 faculty who will be retiring between June 2020 and June 2021. The SERP has been extended until June 2022. The deadline for those faculty to commit will be October 31st. It is expected that there may be additional faculty who will be retiring. According to the state the FON for 2019 was 219.7. The actual FON for the college was 220. For fall 2020 the required FON is 207.7. There are actually 219 with four positons that were declared to start effective fall 2021. These include positons in Chemistry, Nursing, and Computer Science & Political Science. By next fall 2021 the FON will be at 223. A call has been sent out for presentation and an email has been sent to department chairs as many will be presenting for replacements due to all the retirements. If any departments have any new positions which are "sun setting" which are on a 3 year cycle a notification has been sent to department chairs so they can determine if they want to present again to keep those positons on the list or not. These positions are outlined in red. The list of these positions are available on the Academic Senate website. Presentations have been scheduled for September 29th, October 13th and October 27th. There are some possible additions, depending on the number of replacements for the retirements after the October 31st deadline. Miriam will be updating the replacement list and will send to the Academic Senate. The list of retirements should be coming from HR.
   3. Academic Senate Presidents Report, David Andrus

- This report was tabled to allow more time for reports #1 and #2 to present.

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.

G. Announcements
- o Next Academic Senate Meetings Oct. 1, Oct. 15, Oct. 29, Nov. 12, Dec. 3
- o ASCCC 2020 Academic Academy, Oct. 8 – Oct. 10, 2020, Virtual Event
- o ASCCC 2020 Fall Plenary Session, Nov. 5 – Nov. 7, 2020, Virtual Event
  - First deadline is October 5th for any faculty who are interested in attending this virtual event. For early registration the prices is $275. David asked that anyone interested send him the email.
- o Upcoming At-Large Senator Election to be held, Sept. 17th to Sept. 23rd

H. Adjournment: 5:02 pm