

Academic Senate Summary for September 3, 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	A	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	X
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A
Nicole Faudree (COCFA President)	X
ASG Student Representative-David Gonzalez	X

Guest					
Albert Loaiza	X	Israel Avila	X	Michael Monsour	X
Ambika Silva	X	Jennifer Smolos	X	Miriam Golbert	X
Ana Palmer	X	Jessica Small	X	Michelle LaBrie	X
Ann Hamilton	X	Jonathan Amador	X	Omar Torres	X
Ashley Murphy	X	Julie Johnson	X	Patti Haley	X
Colette Gibson	X	Kathy Bakhit	X	Patti Robinson	X
Dilek Sanver-Wang	X	Katie Coleman	X	Paul Wickline	X
Dr. Diane Fiero	X	Kelly Burke	X	Robert Wonser	X
Dr. Edel Alonso	X	Lorie Marie Rios	X	Victoria Leonard	X
Dr. Jasmine Ruys	X	Maral Markarian	X	Wendy Brill-Wynkoop	X
Dustin Silva	X	Matthew Carter	X		

A. Routine Matters

1. Call to order: 3:01pm
2. Public Comment:

- Edel Alonso greeted all senator and welcomed all to the fall 2020 semester. Edel also commended all faculty for surviving difficulty and challenges of the spring and summer semesters.
3. Approval of the Agenda
- Motion to approve the agenda by Erica Seubert, seconded by Peter Hepburn. Approve by roll call vote. Unanimous.
4. Committee Appointments:

Tenure Committee	Collegial Committee List
Academic Senate Sub-Committees List	Operational Committee List
Selection Committee (pg. 3)	Budget Cuts Process Task Force (pg.3)
President's creation of standing Constitution & Bylaws Committee	President's creation of standing Academic Freedom Committee

- There are about 5 or 6 committee list which were not included as part of the larger committee list as there is still membership confirmation pending. These committee will be included on the 9/17 agenda. In addition to the committee list there are two new committees being created by the Academic Senate President. One is the newly formed Academic Freedom standing committee. This is per the Administrative Procedure 4030 (Academic Freedom) that has been adopted by the Academic Senate and the College Policy Council (CPC). The other new committee is the Academic Senate Standing Constitution and Bylaws Committee. There was also a clarification that the Selection Committee is also known as the Hiring Committee. These individuals have been appointed to serve on a particular hiring committee for District positions. These appointments are listed without reference to which actual hiring committee each faculty member is serving on.
 - Motion to approve the committee appointments by Aaron Silverman, seconded by Erica Seubert. Approved by roll call vote. Unanimous.
5. Approval of the Consent Calendar
- President went over the function of the consent calendar and to clarify any questions for new Senators. In regards, to placing documents relating to the Program Viability Committee (PV) it was clarified that many of the documents can be placed on the consent calendar per the Senate Bylaws and the PV Operation Procedures. However, if there are any items which warrant further discussion then they will be listed under discussion. These documents can include program pilot status reports. It is important that Senators take the time to review documents that are listed on the consent calendar as they may not be discussed. There was a reminder than anyone can ask clarifying questions, pull something off of consent and move it to discussion or request for an item to be tabled.
 - It was clarified that the Seniority list includes faculty who had intended to retiree but who didn't retire and is the most up to date list.
 - Motion to approve the consent calendar by Marco Llaguno, seconded by Garrett Rieck. Approved by roll call vote. Unanimous.

Academic Senate meeting summary, May 21, 2020 (pg. 4-10)	Curriculum Committee Summary, August 27, 2020
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Academic Senate Special Celebration meeting summary, August 20, 2020 Summary (pg. 11-15)	Program Viability Committee Summary, May 21, 2020 (pg. 20-23)
Academic Senate Retreat meeting, August 20, 2020 Summary (pg. 16-19)	Senate Executive Committee Retreat Summary, August 19, 2020 (pg. 24-37)
Updated Seniority List 2020-2021	Academic Senate Parliamentarian, Marco Llaguno, Fall 2020
Program Viability Recommendations: <ul style="list-style-type: none"> a) Computer Networking - Program Revitalization b) Tax Preparer Program - New Program Proposal (mirrored in credit and noncredit) c) Center for Excellence in Teaching and Learning - New Program Proposal (noncredit) 	

B. Action Items

Below are a list of items that the Senate will take action on. Discussion is allowed, if necessary.

1. Discipline Assignment for new full-time faculty hire date effective 8/24/2020

Dr. Ann Hamilton, Dean, Mathematics, Sciences & Engineering (pg. 28-29)	
Desiree Goetting, Biology (pg. 30)	Leora Gabay, PE/Kinesiology (pg. 32-33)
Gretchen Staton, Chemistry (pg. 31)	Max Keller, Cinema (pg. 34)

- The discipline memos for all newly hired Full-time faculty were reviewed and approved by MQE Committee co-chairs, Aivee Ortega and Alicia Kaminisky. These faculty were also hired last semester but did not have a start date until this semester. There is another group of faculty that have been hired this year and will have a delayed start date of fall 2021.
- Motion to adopt the discipline memo for new full-time Faculty by Tammera Rice, seconded by Peter Hepburn. Approved by roll call vote. Unanimous.

C. Discussion

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

1. Fall 2020 Full-Time Evaluation Process (Pandemic Considerations), Garrett Hooper, David Andrus (pg. 35)
 - It was stated that this item does overlap with COCFA as faculty evaluations are part of the collective bargaining agreement. Special thanks was given to Garrett, Kelly and Nicole for collaborative efforts and for bringing this discussion item to Academic Senate.
 - Background: In spring 2020 the MOU with the district reached an agreement which allowed for evaluations of full-time faculty to be postponed for that semester. An agreement was reached while drafting the MOU for fall 2020 with the district that evaluations would resume.
 - 100% online courses: For faculty who are fully certified to teach 100% online, courses should be evaluated using the online hybrid visitation report. As the evaluation instrument was created for 100% online instruction.
 - On Ground courses: There are 8 essential infrastructure courses that are back on campus and certainly the on-ground classroom visitation report is appropriate to evaluate those courses.

- Synchronous courses: In terms of synchronous classes it was not clear how exactly to proceed with the evaluation. For these courses there is a range of training, comfort and delivery level. A small group was created comprised of Senate representatives, COCFA negotiators and CETL faculty (Julie Johnson & Robert Wonzer). This group worked on suggested language and guidelines for how to proceed for adopted practices for the evaluation of those synchronous classes.
- There was an agreement that the Tenure committee should be the one to make the decision regarding what evaluation instrument was most appropriate based on the feedback and input from the faculty member being evaluated. The committee will also be responsible for addressing any gaps that are being recognized by the evaluation instrument as there was not sufficient time to create a new evaluation instrument for pandemic circumstances. Academic Freedom and flexibility was also taken into account. The group wants to ensure the Tenure committee has the proposed document of practices and guidelines for the current semester. It is also understood that this process may potentially delay the evaluation of probationary or tenured faculty as faculty may be waiting on an evaluation instrument. It is recommended that Tenure committees postpone identifying instruments until a process is confirmed with the negotiations team. A faculty member does not need to be teaching a synchronous course to be evaluated.
- It was clarified that if an instructor is teaching asynchronously and are 100% online certified the online/hybrid form would be the appropriate instrument.
- The current library faculty also do not have an evaluation instrument. A meeting will take place to discuss options with probationary librarians.
- AFT adopts their evaluations forms in consultation with the district. The AFT contract does not trigger Senate involvement. Adjunct evaluations were suspended due to the pandemic crisis. Once evaluations resume a new MOU will be needed.
- Next Steps: The Academic Senate, having discussed the item, requests this document return as an action item on the Academic Senate September 17th agenda. Then the document will be brought back for negotiation as another COCFA MOU will need to be developed with the district. If approved, the MOU would be in effect for the current academic year.

2. Synchronous Instruction Discussion, David Andrus

- Background: This item was discussed among department chairs at the IAC meeting. There is a large percentage of students who want synchronous instructional courses. Many students feel that it is important to get a robust understanding of the material through real time lectures. This is especially true as many of these courses are part of the major. Many students also do not learn very well in an online environment and need real time, synchronous instruction to be successful.
- There is going to be some discussion in an upcoming collaborative meeting between Administration and Faculty regarding what will be decided for certification for instructors for winter and spring 2021.
- Course Meeting Times: There have been instructors teaching real time pre-scheduled courses in an effective way. However, there has also been some inconsistent delivery of instruction by some faculty members. It is important that faculty have regular and

effective contact with students. These courses were listed as real time pre-determined class meetings. There is a concern with students being impacted by this type of looseness. Most of this is a result of needing to transition very quickly to a remote virtual online environment during the spring when the pandemic initially hit. Faculty are being asked to be understanding of the fact that Administration was operating under an enormous amount of uncertainty as the fall schedule was being built.

- Course Modality Definitions: There is a need to have a set of understandings and definitions about the course definitions for students and faculty. Many students do not understand what asynchronous and synchronous means. There is confusion regarding hybrid versus synchronous. Hybrid is a delivery method of a pre and post pandemic world. If synchronous courses are going to be offered the word synchronous may need to be redefined to be clearer for students.
- There has also been some confusion regarding classes being listed as being held on campus when in reality it is being offered full asynchronous. Faculty are then needing to clarify course delivery with students. The definitions for lecture versus lab are also not clear. There have been cases with students being dropped for being late or missing the first lecture because the courses CANVAS was down. Student are then stuck trying to re-arrange their schedules. One idea proposed is to not have courses go live until the orientation letter is submitted and checked by the department chair or dean.
- Academic Freedom: Academic Freedom lives within the realm of Title 5 and Ed Code requirements. There is concern with an instructor teaching a synchronous class that has a standard meeting time and then the instructor alters the meeting times during the first week of class. This is after having the orientation letter and the schedule of classes both state that the class will be meeting on a regular basis. This is a concern in terms of advertisement as the CANVAS shell has to be robust enough to make up for the loss of student and instructor contact time and delivered content. There was a recommendation to require a certain percentage of classes to have real time meetings and to add a note on the schedules of classes which indicates this.
- Provisional DLA: If a course was scheduled as face to face for certain times an instructor cannot required students to meet outside those published days and times.
- Permanent DLA: It is considered pedagogically sound to teach courses 100% online asynchronously. There could also be courses possessing a permanent and a provisional DLA. The lecture portion could be taught 100% online asynchronously but the lab needs to be taught live.
- Next Steps: It is important to analyze what has worked well and what hasn't and make necessary adjustments as needed. In addition, there is a need to adopt a uniform standard professional expectation that faculty understand what is needed when meeting with students and what is expected in terms of real time synchronous class meeting times as published in the schedule of classes. A more formal set of ideas and definitions will be outlined in a document which will be presented to Senate for adoption.

3. Brown Act – Roll Call Votes in Participants Window (Update), David Andrus (pg. 36-37)

- The roll call votes can take up a lot of time in particular for certain committees such as the curriculum committee. The governor's executive order has been looked at. The Academic Senate president has also spoken with Dolores Davison, President of the Statewide Academic Senate. Dolores obtained legal input from the Chancellors Office regarding the use of the participants window feature in zoom. The idea is to use the participants zoom window feature to go through roll call votes. The feature allows for "yes" and "no." votes. The Chancellor's Offices has confirmed that so long as there is a recording or the voting results in the minutes or summary and others can see or hear the voting results the participants window can be used. The other option is to take a screen capture of the participant's window with the voting results. The Curriculum Committee has begun using the participant's window and provided positive feedback. A set of parameters was put together and presented as a discussion item.
 - i. Proxy votes: Proxy votes will need to be verbalized as those cannot be registered on the participant's window.
 - ii. Abstention votes: It was also clarified that any vote abstentions are recorded as a, "no vote" in the participant's window.
- There was a suggestion to have Senator Attendees rename themselves on the participant's window such as adding a number or a letter such as "AS," before the last name. This would allow the host to sort the names on the participant's window so load the senators at the top of the list and would allow the ability to see voting results more clearly. This idea is being proposed as the zoom software does not have a feature of segregating certain participants in the participant's window.
- It was also built into this statement that if anyone want or request an oral vote than can make a motion to do so. This option will also be available for any other committees. Modification will be made to the draft document presented and the document will return as action item at the next meeting.

D. 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, David Andrus

- There was a reminder that reports have been moved to the end of the agenda to allow for more time for action and discussion items. This in no way diminishes the value of the reports. The reports are not discussion items and discussion items are not reports. There is also a reporting template that is being drafted for reports. This template will be discussed at the next Executive Committee meeting which is scheduled for Sept. 15th. There are also now options for committee chairs to presenter reports in verbal, written and video format. If video reports are being done transcript file could be attached as part of the minutes. Videos also need to be 508 compliant and have closed captioning. More discussion will take place regarding where to house video files.
- September is Mental Health Awareness month per the email send by Larry Schallert. The COVID-19 survey results demonstrated from 5 respondents that both mental and physical health has been a problem since working from home. The highest ranking issue since working from home has been the feeling of isolation and disconnection from colleagues/people. It is important to maintain a connection with others even if it is virtually. Collaboration will take place with both Nicole Faudree, COCFA President,

Counselors and Larry Schallert on what can be done to address these issues with students and staff.

2. [Policy Review committee Video Report](#), Gary Collis

- If anyone has any questions regarding this report please reach out to Gary.

E. Unfinished Business

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

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. Announcements

- Next Academic Senate Meetings Sept. 17, Oct. 1, Oct. 15, Oct. 29, Nov. 12, Dec. 3
- [ASCCC 2020 Academic Academy, Oct. 8 – Oct. 10, 2020, Virtual Event](#)
- [ASCCC 2020 Fall Plenary Session, Nov. 5 – Nov. 7, 2020, Westin-South Coast Plaza](#)

H. Adjournment: 4:56 pm.