

Academic Senate Meeting Summary for Nov. 4, 2021

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	Ambika Silva	X
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	Mike Harutunian	X
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	VACANT	A
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Aaron Silverman	X
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Dr. Paul Wickline	A
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative (Collin Shneour)	A

Guest							
Alfonso Ramirez	X	Dr. Jasmine Ruys	X	Kelly Burke	X	Rebecca Solomon	X
Arshia Malek	X	Jason Burgdorfer	X	Leslie Carr	X	Sab Matsumoto	X
Cardinal Sanker	X	Jennifer Smolos	X	Lisa Sawyer	X	Siane Holland	X
James Glapa-Grossklag	X	Jim Schrage	X	Mark Sillings	X	Wendy Brill-Wynkoop	X
Dr. Jasmine Ruys	X	Kathy Kubo	X	Nicole LaFontaine	X		

A. Routine Matters

1. Call to order: 3:01 pm
2. Public Comment: none
3. Approval of the Agenda
 - a) Motion to adopt the agenda by Tammera Rice, seconded Rebecca Shepherd. Unanimous. Approved.

4. Committee Appointments:
 - a) Claudenice McCalister (Adjunct Faculty), Program Review/CASL
 - b) CTE Toolkit Ad-Hoc Committee List (pg. 3)
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
 - a) Motion to adopt the consent calendar by Lisa Hooper, seconded by Gary Quire. Unanimous. Approved.

Academic Senate Summary, Oct. 21, 2021 (pg. 4-11)	Curriculum Committee Summary October 28, 2021
Program Viability Committee Permanent Programs , Garrett Rieck <ol style="list-style-type: none"> 1. Cooperative Work Experience (CWE) – Nicole Faudree 10/7/21 2. Human Resources Academy (Noncredit) – Christina Chung 10/7/21 3. Career Skills Program (Noncredit) – Garrett Rieck 10/7/21 Approved for Program Modification <ol style="list-style-type: none"> 1. Program Modification – Noncredit ESL – Heather Maclean 10/21/21 	

B. Reports

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

1. 2021 International Forum on Youth (IFY), Nov. 15th, 2021 to Nov. 18th, 2021, Sab Matsumoto & Brent Riffle
 - a) The 3rd week of Nov. is the Worldwide International Week and the 2021 (IFY) event will be held. The website includes event information and a 1-pg. flyer. This is a grant supported program and this year the focus is on transitions. Last year's event was virtual and people participated from all over the world. This event is part of CI. There will be 3 sessions every day with speakers from all over the world. The opening session will include Dr. Dianne G. Van Hook as a key note speaker. The session will discuss the challenges that youth are facing today. The 2:00pm event will be a student panel discussion and at 5:00 pm there will be different topics. There will also be a "Migrant Kitchen" event which will discuss ethnic food from all over the world. The Friday event will be special session about Internationalization. COC is planning to make the campus more international and global for students. Any information please contact Sab Matsumoto and Brent Riffle.
2. Program Review Committee Annual Report, Jason Burgdorfer
 - a) This committee is co-chaired by Jason Burgdorfer and by Dr. Rebecca Eikey. The committee meets on the 2nd Wednesday of every month. The Program Review (PR) committee is responsible for developing the PR process, creating prompts and a putting together a timeline of events. PR is an important process for faculty and is completed every year in the fall. The common conception is that PR is just a request for funds. However, PR is a means for collecting data, SLO, enrollment and LMI etc. Once those prompts are created they are reviewed. This is year 1 of a 3-year cycle and each year is an update. Everything rolls over year to year. On year 1 all prompts are updated and for year 3 prompts for data are updated. This process has been developed in house with COC programs. The committee is looking at how to make program review budget sections. Program Review training is now open the training and if anyone needs extensions the Deans can be contacted. There are two trainings coming up one is on Friday, Nov. 12th from 9:00am – 10:30 and the other is for Tuesday, Nov. 16th, 1:00 – 2:30pm. There will be two budget presentations and the

second hour will cover break out rooms. Career Ed addendum questions will be addressed.

3. PAC-B Committee Annual Report, Jason Burgdorfer
 - a) PAC-B is an advisory committee and includes representatives from all over campus, including Deans, Administrators and Dept. Chairs, faculty and classified. The committee meets on the 2nd Monday of every month from 3:30pm -5:00pm. The committee follows the colleges budget calendar which begins in October. In October the committee looks at the budget parameters. PAC-B discusses how budgeting should occur. Much of the budgeting is tied up with salaries and benefits and most of this can be negotiated. January through March focuses on education and reviewing. The May review and budget legislation takes place in June. The committee is tasked with reviewing the one-time request such as special projects, new equipment items and these are all ranked by the Dean. PAC-B presents to the Budget Committee for consensus through the committee. A tentative budget is produced in June and this is presented to the BOT. The committee developed [AP 6200 \(Budget Development & Administration\)](#) for augmenting budgets. There is now a process for reducing budgets this is communicated. There are now 5 categories of forced cost which includes critical, external and institutionalization. When there is a Program Viability request it goes to PV or to Enrollment Management for discussion. The committee is looking for representatives for both Program Review and PAC-B.
4. Academic Senate Presidents Report, David Andrus
 - a) This item was tabled.

C. Action Items

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

1. SP 22 Program Viability Committee Meeting/Agenda Items Deadline Calendar, Garrett Rieck (pg. 12)
 - a) The committee calendar was created so that the committee can function as efficiently as possible. This calendar will help to avoid late document submissions as this does not allow too much time for review. The deadline will be the Friday of the week prior to the meeting. This agenda will go out on the Monday, per the Brown Act. The AP does not outline how presenters are to submit agenda items. There may be some changes made to the PV AP in the coming months.
 - b) Motion to adopt the calendar by Eric Seubert, seconded by Mike Harutunian. Unanimous. Approved.
2. BP/AP 2750 (Honorary Degrees), Gary Collis
 - I. BP 2750 (pg. 13-14)
 - a) There are no changes to this document.
 - II. AP 2750 (pg. 15-20)
 - a) There are no changes to this document. The second "of" will be removed.
 - b) Motion to approve BP 2750/AP 2750 by Gary Quire, seconded by Regina Blasberg. Unanimous. Approved.
3. AP 4105 (Distance Education), Gary Collis (pg. 21-23)
 - a) There are no changes to the document and legal language taken from law. Per this AP if a student submits work from a private email it would not be graded. There may be times when a student is having issues with their COC email and they need to submit their homework. In these circumstances' faculty could

allow students to use their personal email. James GG will work with IT on how to resolve students COC email account technical issues.

- b) Motion to adopt AP 4105 Distance Education by Lisa Hooper, seconded by Jennifer Paris. Unanimous. Approved.
- 4. 2021 Annual Curriculum Certification for Local Control, Dr. Omar Torres (pg. 24-27)
 - a) This document is required to be signed annually and allows for continuous local control of curriculum. There are some areas where local control is not allowed such as Career Ed. and ADT programs. Local vocational non-credit curriculum needs to be vetted by the Chancellors office. Once this document is approved it will be sent out for signatures.
 - b) Motion to adopt the document by Tammera Rice, seconded by Mike Harutunian. Unanimous. Approved.

D. Discussion

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

- 1. Update – Expiration of Provisional Online Certification (Dec. 31st, 2021), David Andrus
 - I. [Online & OnlineLIVE Requirements for SU and FA 21 & 22 & Subsequent Semesters- Senate Adopted 4.1.21 \(Information only\)](#)
 - a) There are 90 or so provisional trained faculty. Out of the 90 faculty (87%) who have not been trained, 10 are FT and remainder are PT. However, 3 have received the training. Those who are IOI trained can teach Online Live, Online and face-to-face. On December 31, 2021 the provisional training will expire. All who are IOI trained are grandfathered until winter 2022. The deadline will not be pushed further. The 4th training for Online Live is the last training and this is full. The training takes three weeks to complete. If a faculty member is teaching in winter 2022 Online Live, it will be difficult for them to teach online. David, Dr. Torres and Paul met to discuss rolling out a list of various modality and DLA requirements. This list is separate from what a faculty member can teach. This list will be sent out to the Deans. There will be some minor disruption if faculty aren't trained. It would be helpful to have Deans send out reminders of due dates. An idea was proposed to help reduce the friction and to allow for more compassion. The idea is to identify what barriers are preventing faculty from completing the training. Perhaps a more equitable approach could be used as this past year has been difficult with the pandemic and many adjuncts are teaching at multiple campuses.
- 2. AP 4222 (Remedial Coursework), Gary Collis (pg. 28)
 - a) This AP is new and is important to the institution from an accreditation point of view. Much of the language is legal and it tailored for compliance with AB 705.
 - b) According to the CA Acceleration project, most districts are not following AB 705 and many feels that remedial education should not take place at CCC's. After meeting with various senate education consultants and system advisors, there will be legislation proposed which asks for no more remedial classes. Legislatures do not understand why are colleges being paid to teach classes that are not college level. Legislation will be seen in early January or late February.
 - c) The Chancellors office is hoping get IRWIN to float a bill which includes cleaned up language to preserve some remedial coursework. Another area being worked on is to move the remedial classes to non-credit. Those schools which did what

they were supposed to will be penalized. There are CID's which state below college level math courses, COC was discouraged to take some of these courses off the books as many are still identified as pre-requisites for transfer level. This will be another unfunded mandate. There is a CA Acceleration Project report which states that Sierra college and Pasadena have implemented AB 705 with fidelity. Those courses which were below transfer levels were counted and CCC's were placed on a black list, however COC has done much work. Wendy has reached out to Dr. Diane Van Hook and informed her of this. AB 705 is being implemented with fidelity as the law is an interpretation of certain group. Not all students are being placed in lower level. A resolution from ASCCC outlines additional options for Math and English below transfer level courses. David will be voting at ASCCC. David sent out the packet of resolutions and has asked for feedback. Wendy will be asked to return to Senate as the legislative liaison.

3. BP/AP 4025 (Philosophy and Criteria for an Associate Degree), Gary Collis
 - I. BP 4025 (pg. 29-30)
 - II. AP 4025 (pg. 31-33)
 - a) This policy came from Dr. Torres office. PC made some changes to the language in consultation with the Counseling Department. Some of the key changes ensure there are references to DEI principles and having a global and DEI view. The last review was on June 11, 2016. The document is written in a broad and philosophical sense and individual disciplines are not listed. If there is a course that is proposed for a GE category it will be submitted for consideration. Emotional intelligence is being taught via Counseling 150 and in some psychology and health courses. The idea is that general educational should foster the emotional intelligence. Emotional intelligence can be built upon and there are various degrees and components. In theory by taking GE and obtaining an Associates degree the student has learned some emotional intelligence. Employers are more interested in hiring those with higher emotional intelligence as they are more trainable. In section 4025.3 it should include Humanities and Fine Arts. This item will return as an action item.
4. Academic Calendar, Dr. Jasmin Ruys
 - I. 2022-2023 Academic Calendar (pg. 34)
 - II. 2023-2024 Academic Calendar (pg. 35)
 - a) The senate regularly adopts these calendars. There are no big changes. January 2nd and January 3rd are both listed as Monday, this will be corrected. This past fall the committee created operating procedures which includes agreed upon set of guidelines when building the calendar. These include adding federal holidays and the alignment of local calendars with the high schools. As a result of changing registration dates the building of calendars should be adopted 18 months prior. Special thanks to the PC for outlining and developing the operating procedures. This document will be coming forward soon.
 - b) This item will return as an action item.
5. [ISER for Accreditation- Standard IV](#), Dr. Omar Torres
 - a) This item was tabled until Dec. 2nd.
6. Educational Consultants Facilities Plan Update, Jim Schrage & Mark Sillings
 - a) The first stages of the Facilities Master Plan are being embarked. This week a group of faculty leaders got together and met with Mark (MIG) the consultant hired by the District. Faculty provided feedback on a series of prompts. Jim and

Mark will return in the December. The #5 and #6 prompts focus on what has happened in the past what the future of education. There will be a more diverse course modality profile going forward. Some areas that need to be addressed are those areas where students can congregate in between classes. The Student Center needs to be improved to be more student centered, focused and friendly. There is a need to prioritize building spaces, repurposing and building new spaces. COC needs to think about all the technology that supports instructions in various formats including HyFLEX. Could new classrooms have new entry points due to covid and security reasons. The idea is to also reconfigure existing office spaces to allow for social distancing and making them ADA compliant. While the TLC does have testing places it would be great to have additional testing places to accommodate the increase in online classes. There is also a need to have additional offices spaces for adjuncts there are currently only 8 spaces for over 500 adjuncts. There was a request to have adjunct senator join in on the discussion. There are some classrooms that are entirely made of glass. If there are PowerPoint slides the sun glass can make this difficult to see. There are also concerns with the recent Saugus High School shooting and having glass walls. There needs to be more wall space for dry erase boards. There will be more opportunity during the spring semester for faculty to engage and discuss. There is also a request for better cell service and WIFI and the CCC campus. Mark can return at a future meeting.

E. Unfinished Business

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

1. AP 7121 (Minimum Qualifications and Equivalencies), Alisha Kaminsky
 - a. CTE Toolkit
2. Academic Senate Legislative Endorsement Policy, David Andrus

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.

1. HyFlex Policy, David Andrus

G. Announcements

- Next Academic Senate Meeting **Fall 2021:** Dec. 2nd; **Spring 2022:** Feb. 10th, Feb. 24th, March 10th, March 24th, April 14th, April 28th, May 12th & May 26th
- [ASCCC Fall 2021 Plenary Session – Hybrid Event](#), Nov. 4th- Nov. 6th, 2021
- Call for Applications for 2022 Scholarly Presentation, deadline November 12, 2021
- 2021 International Forum on Youth (IFY), Nov. 15th, 2021 to Nov. 18th, 2021
- [ASCCC Part-Time Faculty Institute-Virtual Event](#), Feb. 10th – 11th, 2022

H. Adjournment: 5:03 pm