

## Academic Senate Meeting Summary for Oct. 21, 2021

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	<i>Erin Barnthouse proxy for Peter Hepburn</i>	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	<i>Shane Ramey proxy for Erica Seubert</i>	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 (Abigail Royster)		A

Guest							
Alisha Kaminsky	X	Dustin Silva	X	Jon Amador	X	Sab Matsumoto	X
Arshia Malek	X	Dr. Edel Alonso	X	Joy Shoemate	X	Teresa Ciardi	X
Collin Shneour	X	James Glapa-Grossklag	X	Maral Markarian	X	Tricia George	X
Dianne Avery	X	Jennifer Smolos	X	Michael Monsour	X		

### A. Routine Matters

1. Call to Order: 3:01 pm
2. Public Comment: none
3. Approval of the Agenda:

- I. Motion to approve the agenda by Tammera Rice, seconded by Mike Harutunian. Shane Ramey proxy for Erica Seubert (yes vote), Erin Barnthouse proxy for Peter Hepburn (yes vote). Unanimous. Approved.

4. **Immediate Action Item:**

- I. **Resolution to Implement Teleconferencing During a Proclaimed State of Emergency**, David Andrus (pg. 16-17)
- II. This item is following the BOT agenda format in order to ensure this meeting is valid according to AB 361. As a reminder, the Senate Bylaws allow for the adoption of a resolution with only one read if there is an emergency or exigent circumstance. This resolution was also approved by the Executive Committee as this is also required per the Bylaws.
- III. AB 361 (Open meetings: state and local agencies: teleconferences): AB 361 was signed by Governor Newsom into law. There is now a requirement that local agencies, who are subject to the Brown Act, adopt a “statement of finding” if they are going to continue to meet remotely. The statement must indicate that there is a public health emergency and/or crisis that requires social distancing in order for meetings to continue via teleconferencing modality.
- IV. Executive Orders N-29-20 and N-35-20 Suspended Provisions of the Brown Act: Prior to AB 361, Governor Newsom signed an emergency order which allowed for modification of the Brown Act and which stated that meetings could be held entirely through teleconferencing with other minimized requirements as a result of the pandemic. These orders were rescinded as of Oct. 1<sup>st</sup>, 2021. In consultation with Eileen O’Hare, who is legal council for the District, she confirmed that if the District is going to use AB 361 then an initial resolution has to be adopted. There are two parts to the resolution.
  - a) The first part is the requirement of the initial finding which is that there is a public health crisis requiring distancing and that the Senate intends to continue to meet remotely through teleconferencing as a result.
  - b) The second requirement is the need to renew the resolution and/or initial finding every 30 days.
- V. Hybrid Meeting Rooms: Earlier in the semester the idea was to identify a way to meet on campus via a hybrid model. David, Lisa and Marilyn met with Jim Temple to identify an adequate room. This is now off the table given AB 361.
- VI. AB 361 implementation was also discussed at the ASCCC Area C meeting. ASCCC Vice President, Virginia “Ginni” May advised that senates consult with their district’s local council. A list of concerns regarding this bill has been identified and David will bring those concerns and questions back to Eileen O’Hare.
- VII. AB 361 will sunset on January 2024, however it is not clear how long the state of emergency public crisis will be in effect. If this resolution is not adopted then meetings will go back to being held with the pre-pandemic Brown Act requirements. If the Governor lifts the state of emergency then meetings will go back in person and AB 361 will no longer be in effect. The adoption of this resolution would allow for both Senate and Senate-sub-committees to continue to meet via a teleconferencing modality. As a reminder Academic Senate is a sub-committee of the Board of Trustees. Collegial Consultation committees are governed by Administration and the CEO. While the BOT can state there is a state of emergency, Senates do have their own autonomy. Similarly, the state of CA can state there’s a public health crisis and the BOT can decide not to invoke this, per AB 361.
- VIII. David has been counseled that this is an all or nothing proposition. That means, that if the resolution is adopted then voting Senators cannot meet in person at the same location while others are remote. However, voting senators can be on campus and join a meeting via teleconferencing in their individual offices. Non-voting members can get together on campus for a meeting at a singular location. The interpretation of AB 361 implementation is subject to change as continued discussion and legal advice is solicited.

- IX. Motion to approve this resolution by Lisa Hooper, seconded by Regina Blasberg. Shane Ramey proxy for Erica Seubert (yes vote), Erin Barnthouse proxy for Peter Hepburn (yes vote). Unanimous. Approved.
5. Committee Appointments:
- FA 21 Selection Committees (pg. 3)
6. Sub-Committee Summaries:
- Senate Executive Committee Summary, Sept. 16, 2021 (pg. 11-15)
7. Approval of the Consent Calendar
- Motion to approve the agenda by Tammera Rice, seconded by Gary Quire. Shane Ramey proxy for Erica Seubert (yes vote), Erin Barnthouse proxy for Peter Hepburn (yes vote). 1 abstention from Rebecca Eikey. Approved.

Academic Senate Summary, Oct. 7, 2021 (pg. 4-10)	<a href="#">Curriculum Committee Summary, October 14, 2021</a>
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## B. Reports

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

1. [Curriculum Committee Annual Report](#), Lisa Hooper
  - I. Curriculum Committee membership has remained largely intact and this has been of benefit to the Committee in terms of work flow. Many of the members have also attended the ASCCC Curriculum Institute on more than one occasion. Lisa Hooper's term as Curriculum Chair will end at the end of the 2021/22 academic year and Tricia George will replace Lisa. Tricia has been serving on the Committee for the past 7 years. The Committee is tasked with local control over courses and programs. The work has to be aligned with both internal and external standards.
  - II. Course Audit Trail: The audit trail added a stop for this year - Learning Resources. As a reminder Erin Barnthouse is the Learning Resources auditor. Erin has vetted OER courses and made them available for students. Erin has been auditing course outlines of record to help identify older versions of texts and adding new textbooks and suggestions for authors. Courses have to go through Articulation and they need to transfer to the CSU and UC systems. The Articulation officers Patrick Backes and Julie Hovden craft courses so they are as flexible as possible for students. There is also an MQE stop which looks at MQ's and disciplines. SLO reviewers are there to ensure a course assignment that is listed as being an assignment to assess the SLO is congruent. The last stop is with a School representative.
  - III. Courses in the Technical Review Process: There were a lot of new credit courses and many modified credit courses which went through the technical review process. There was much work done with DLA's, FOMA DLA's, revisions to DLAs to capture online courses and DLA to courses which never had a DLA applied. There are 1,400 courses currently in the catalog. There was the implementation of AB 705 for English and ESL and this has helped many students complete 1<sup>st</sup> year math. FOMA would be enacted to a course in the event of a natural disaster or if there was a damage to a building on campus. FOMA would be a form of an addendum that would exist post-pandemic.
  - IV. Correspondence Addendum: A Correspondence Addendum was also created for Justice Involved Students (previously Incarcerated Students).
  - V. Ethnic Studies Requirement: There is an Ethnic Studies requirement for the CSU system. There were 12 courses submitted and 1 was approved.
  - VI. Cultural Competency Checklist: This list was created for faculty when there are revisions or initiation for curriculum. There is some concern with starting this process in Curriculum. The

suggestion is to have everyone think about what is being taught and if it is inclusive to these check list items as related to the discipline and course in question.

- VII. Program Viability Committee: The PV Committee satisfies the demonstrable, human, financial costs and resources need for curriculum and the Curriculum Committee.
  - VIII. NEW! Distance Learning Addendum: This year Curriculum Committee is working on a new Distance Learning Addendum to capture the changes to Title 5, new learning modalities, refine an understanding of Ethnic Studies and to implement a local Ethnic Studies GE requirement. The Ethnic Studies competencies are much more involved than the current requirements to satisfy the diversity requirement. Ethnic Studies is its own discipline and there are faculty who are specifically trained in those minimum qualifications.
  - IX. First-Responder Curriculum: There is also work with the First-Responder Curriculum and this will be expanded to other programs such as Admin Justice, Fire Tech. and ISA's. This is part of the CCCCO's 2020 Call to Action.
  - X. Curriculum's response to Legislation: In regard to AB 928 all students will need to be placed in an ADT and they will need to opt out. AB 1111 is the common course numbering system to allow CCC's to have the same numbering system as the CSU's. There were also changes to Title 5 related to substantive interaction and effective contact. The terminology was revised.
  - XI. Permanent Distance Learning Addendum: This is being revised to include a list of new modes of delivery, such as FOE, FOS, FOC, POA, POS, FOIA, FOMA and HyFlex. The reason for this is that there are some Nursing accrediting bodies and transfer institutions that are not going to take online asynchronous instruction in a certain discipline. FOIA is of particular interest to Math faculty due to the concerns with the increase in cheating. In term of HyFlex is it still not clear how this will be defined.
  - XII. Special Thanks: Dr. Edel Alonso shared special thanks to Lisa Hooper and the entire Curriculum Committee for all their hard work.
2. Academic Senate Presidents Report, David Andrus
- I. Fall, 2021 ASCCC Resolution Packet, David Andrus invited faculty to review the packet on their own time and provide any input they deemed necessary prior to the plenary session.
  - II. Ribbon Cutting Ceremony for Naming of the Science Center: There is a tentative date of Dec. 1, 2021 for the ribbon cutting ceremony and naming of the science center as the Don Takeda Science Center. David has been in contact with Dr. Van Hook, Nicole Faudree, COCFA President and Miriam Golbert from Biology to ensure faculty have a dialogue as to how to participate in this event.
  - III. Senate Elections update: There have been no nominations received for KPEA or HPPS. Dustin Silva will send out one more round of nominations, otherwise these Schools will not have any representations on Senate for the current academic year.
  - IV. Joint Townhall COCFA/Senate meeting: The first meeting was held on Monday and went well. There are two more meetings scheduled. These meetings are being put together to allow for discussion about the academic/educational profession of community college instruction and what COC will and should look like academically in the future as related to the overlap of working conditions. There are many people who still have concerns and it is important not to allow a remote working environment have unintended negative consequences.
  - V. ASCCC Linked Resolution Packet: This packet has been updated and will be sent out soon. There were last minutes resolutions, amendments and changes made. As a reminder David serves as a trustee of the Senate and will vote on behalf of the Senate at the fall, plenary meeting. David is suggesting that everyone look through the packet as there are some relevant resolutions with items that are being worked on locally such as HyFlex and Academic Freedom. Any input can be submitted to David up to Saturday, Nov. 6<sup>th</sup>.
  - VI. David will share updates regarding other items at a later time.

### **C. Action Items**

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

1. Part-Time Faculty MQE list for Fall 2021 (pg. 18-39)
  - I. Motion to adopt this list by Garret Rieck, seconded by Mike Harutunian, Shane Ramey proxy for Erica Seubert (yes vote). 1 abstention from Ambika Silva. Approved.
2. Faculty Professional Development Committee (FPDC) Guidelines & Operating Procedures, Teresa Ciardi (pg. 40-48)
  - I. On page 42, at the top of the page on Section E, the language states, "If a new academic School is created, it will immediately be entitled to representation within the committee." It was clarified that this should read as, "School/Division." One section VII. Voting, "he/she" was taken out and will be replaced with "they also act as..." The binary language was removed. The Student Services School will also be added to the list of schools. There was a discussion at the last meeting regarding section #16 at the bottom of the document and all legal language was stricken. However, there are some who feel it may be important to leave in this language for reference and guidance. A statement was included in place of this language.
  - II. Motion to adopt the FPDC Committee Procedures with the noted amendments by Gary Collis, seconded by Regina Blasberg. Shane Ramey proxy for Erica Seubert (yes vote). Lauren Rome proxy for Tammara Rice (yes). Unanimous. Approved.
3. Committee on Academic Freedom Conditional Report (Faculty Authored Textbooks), Chris Blakey
  - a) Conditional Report (pg. 49-52)
  - b) [AP 4030 Academic Freedom](#) (for reference only)
  - c) If this documented is adopted it would become a final report, per AP 4030 and would then be formally sent to the CEO and CIO.
  - d) Motion to adopt the conditional report by Gary Quire, seconded by Lisa Hooper. Shane Ramey proxy for Erica Seubert (yes vote). Lauren Rome proxy for Tammara Rice (yes). 1 abstention from Mike Haratunian. Approved.

#### **D. Discussion**

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

1. Academic Freedom Final Report-Faculty Authored Textbooks, David Andrus
  - I. There was some discussion regarding whether or not to have David work with the relevant group to develop a best practices sheet, a resolution or have the report stand as is and without any further action. Much of the OER content is authored by faculty, as allowed by the adopted final report. However, a best practice should not be to encourage or discourage a faculty member author a textbook? That is an individual choice. This issue is more so about the cost of a textbook and what are the implications of that might be in any particular instance. It is recommended to have some best practices guidance for how textbooks are selected within departments. Within departments there should be conversation and it should not preclude someone from using, or not using, a faculty authored textbook. Students would be factored into the conversations. If an OER textbook is factored in there is a commitment to delivering lower cost options for students. The best practices resolution could affirm the Academic Freedom for selecting textbooks. What are the best practices for faculty authored textbooks? There will be follow up reports relating to OER and the bookstore. There are some faculty in departments where there are disagreements about whether there should be an OER textbook. There are others who feel there is pressure to adopt an OER textbook. It is challenging for students when there are 30 different sections and there are 10 different textbooks. It may be a best practice to have these discussions at the departmental level to use used textbooks, obtain better purchasing agreements and lower rates. Some faculty choose to use older editions however others don't agree and feel there is a need to use the current edition. Some faculty want and need to use publisher textbooks and resources for the good of instruction and the students. The suggestion

is to have the Academic Freedom committee take up specific discussions regarding issues that may have multiple parts concerning textbooks. Each report will address different areas. The intent is to constitute a group of people to consider a best practices resolution as it relates to the outcome of these collective reports. The Senate will wait on the relevant committees to have a more comprehensive resolution.

2. ISER for Accreditation, Dr. Omar Torres

- I. The first draft has been finalized for the accreditation report. The draft Institutional Self Evaluation Report (ISER) was published for the ACCJC. Colleges were limited to no more than 250 pages of narrative and COC came in at around 247 pages. Dr. Torres is doing the road show and has met with ASG, is meeting with the Academic Senate and will also soon be meeting with Classified Senate and the BOT. The BOT present this item as informational.
- II. Standard 4: This section was omitted as there was a need to provide further input from others, including Dr. Edel Alonso, COC BoT President. Dr. Alonso's input has been provided and those changes will be made to the document.
- III. Availability/Review of the ISER report: The entirety of the report will be posted on the COC website for all to review. Everyone is encouraged to take a look at the report that is linked on the agenda. If there are needed corrections those can be submitted to Dr. Torres who is serving at COC Accreditation liaison.
- IV. Collaboration Teams on Campus: This has been a collaborative effort with over 100 participants from the college. Collaboration has been a combination faculty, classified, confidential and administration.
- V. Evidence: There are over 1,632 pieces of evidence. The educational facilities master plan and strategic plans may have been mentioned more than once. Included in the ISER draft are more than 1,500 pieces of unduplicated work. Various groups met primarily during the spring, 2021 semester, after the evidence was collected. The group began writing to the prompts associated with the subsections of each standard. The ISER used ACCJC templates and guides provided by the ACCJC for such work. The guide provided suggested pieces of evidence which could be used to answer each of the various prompts which were put forth by the commission that the college has to respond too. All pieces of evidence have been properly referenced and cited. Faculty who served on the evidence collecting and writing teams were recommended by former Academic Senate President Dr. Rebecca Eikey. Additional faculty members were recommended by David Andrus.
- VI. AP 4050: The only reference which is highlighted is the reference to the Board Policy and Administrative Procedure 4050. This procedure is associated with articulation and is currently going through the approval process for the BOT. The first reading of the BP with the accompanying AP is coming up. Once this policy is approved by the Board it will be inserted for the particular reference in the ISER draft.
- VII. Aspirational Themes: The guide outlined that the ISER could focus on 2-3 forward thinking aspirational themes and the midterm report. The focus is aligned with IE2 and Canyons Completes. There is no penalty to change the course of action on the ISER there just needs to be an explanation.
- VIII. 2014 ISER: The last accreditation report was over 500 pages. The current report is half of this. A lot of work has been included to ensure the narrative is comprehensive regarding the work that was done since the previous accreditation report in 2014. The footnote functionality as well as notes in the master list of evidence were used as a means to capture and reference the work that is done with credible evidence. Much progress has been made by the College since the last accreditation cycle.
- IX. Site Visit: The site visit will take place during the spring 2022 on the week of March 7<sup>th</sup> and this will be a virtual site visit.
- X. Next Steps: Dr. Torres is required to submit the ISER report 60 days prior to the visitation team's arrival along with all the evidence during the last week of the semester before the

Winter holiday break. This will be between December 14-21<sup>st</sup>. A formal copy of the ISER will be submitted electronically and a formal copy will be mailed to the Commission to ensure it is received by January, 60 days before the site visit.

- XI. Special thanks to all who worked on the ISER report including Dr. Torres, full-time and adjunct faculty, administration.
- 3. BP/AP 2750 (Honorary Degrees), Gary Collis
  - I. BP 2750 (pg. 53-54)
  - II. AP 2750 (pg. 55-60)
  - III. This policy will now be numbered BP 4110 to align with the iteration of the honorary degree template as listed by the CCLC. There are no proposed substantive changes to this policy. The committee re-worked the document to improve its readability. Included in the agenda are both the clean and marked up versions of this document. Some changes made to this policy includes eliminating the BOT requirement to establish the number of honorary degrees. In the AP some context was added for the requirement of the receipt of the honorary degree. Another addition was to craft a provision that would allow the awarding of an honoree degree for a student who, for one reason or another, was unable to finish their degree due to some awful circumstance. Many times, an honoree degree will be awarded to a scientist or politician however, the committee felt that some of the most deserving people may be someone from within the community. There was also language added to include the option of awarding a posthumous honorary degree.
- 4. AP 4105 (Distance Education), Gary Collis (pg. 61-63)
  - I. This is a new policy and was forwarded to the Policy Committee from Dr. Torres. This policy was passed by the Chairs of the Ed Tech Committee. Much of the language added to this policy was an effort to adjust to our own terminology to track with the updated Federal Code/Regulations. There has been some terminology change from “effective” to “substantive”. Much of this policy is a repeat of either the code of Federal Regulations with respect to Distance Education or with the Title 5 equivalent aspect of Distance Education. The Committee worked with Dr. Torres to craft the student verification language with respect to the use of CANVAS. Under sections B. & C. those paragraphs outline the use of the District provided Learning Management System for the purposes of verifying student identity. Section A., B., and C., all come from Federal law and the Federal law requires that student identity be verified in distance education classes using one of the many methodologies. Some of the methodologies are a bit broad. COC understands this as endorsing the use of CANVAS as a method for student verification. CANVAS is also being used as a repository for much of committee and campus work product. The verification requirement has been in place since 2008. Historically, COC has not had an AP but the outlined elements are legally required and these have been distributed through other AP’s and BP’s. With Accreditation coming up, the idea is to have these elements in one place so they are more visible to everyone. This item will return on the Nov. 4<sup>th</sup> agenda as an action item.
- 5. AP 4222 (Remedial Coursework), Gary Collis (pg. 64)
  - I. This item was tabled and will return on the next agenda for Nov. 4<sup>th</sup>. There will be two other policies listed as discussion.

#### **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
  - b. Gary Quire and Regina Blasberg are working with Alisha Kaminsky to put together an Ad-hoc work group. David has also met with Alisha to work on capturing some of the



Senate's questions regarding this item and putting them in writing in order to eventually have an effective follow up discussion of this matter at the Senate.

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: Nov. 4<sup>th</sup>, Dec. 2<sup>nd</sup>
- [ASCCC Fall Curriculum Regional Meeting- Virtual Event](#), October 18<sup>th</sup> OR Oct. 21<sup>st</sup>, 2021
- [ASCCC Fall 2021 Plenary Session – Hybrid Event](#), Nov. 4<sup>th</sup>- Nov. 6<sup>th</sup>, 2021
  - An updated Resolutions packet will be sent out soon.
- Call for Applications for 2022 Scholarly Presentation, deadline November 12, 2021
- [ASCCC Part-Time Faculty Institute-Virtual Event](#), Feb. 10<sup>th</sup> – 11<sup>th</sup>, 2022

**H. Adjournment:** 4:58 pm.