Academic Senate Meeting Summary for Sept. 9, 2021

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	*Lisa Hooper proxy for* 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	Carly Perl	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	X
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative (Abigail Royster)	A

Guest							
Collin Shneor	X	Dr. Kathy Bakhit	X	Kelly Burke	X	Urvashi Juneja	X
Dr. Diane Fiero	X	Dustin Silva	X	Lisa Sawyer	X		
Dianne Avery	X	Dr. Jasmine Ruys	X	Sab Matsumoto	X		

A. Routine Matters

1. Call to order: 3:04 pm
2. Public Comment: none
3. Approval of the Agenda:
   - There is a possibility that the last discussion item relating to the survey results may be tabled if there is not enough time to discuss. If this item is tabled it will be prioritized and listed on the Oct. 7th agenda.
   - Motion to approve the agenda by Tammera Rice, seconded by Garrett Rieck. Unanimous. Approved.
4. Committee Appointments:
   - There are several faculty not listed on some of the committee lists as there is still a need to confirm those people's appointments.

- There is inconsistency in some areas of the lists in regards to faculty titles. There was a request to review the list of committees and determine if committee member's titles should be listed by Department, School or Division. In particular, a determination needs to be made as to how to list MSHP division faculty. Should they be listed by discipline or by HPPS or MSE? David will review the list.
- As a reminder there is a provision in the Academic Senate Constitution and By-laws which states that divisions will have senators not just schools. MSHP currently has two divisions and it is important that these designated areas are reflected in the bylaws. This will be further discussed under Action items #2: Academic Senate Vacancies Memo.
- Rebecca Shepherd made an announcement that she and Victoria Leonard cannot serve on the Commencement Committee. Therefore, there are two vacancies on this committee. There was a request to have two new faculty serve on this committee. Faculty involvement is critical as it relates to commencement planning. The committee is meeting every other Monday in the afternoon between 2pm-3pm.
- There is one appointment list on this agenda. It is a retroactive appointment for a Selection Committee from summer 21 and there will be additional committee appointments listed on the Sept. 23rd agenda for fall 21.
- The Joint Academic Senate/COCFA Instructional Evaluation Taskforce will address instructional evaluation instruments. This is an area of overlap between COCFA and Academic Senate.

Academic Senate Sub-Committee List	SU 21 Selection Committees (pg.3)
Collegial Committee List	Tenure Committee 2021-2022 list
Operational Committee List	Joint Academic Senate/COCFA Instructional Evaluations Task Force & Members (pg. 3)
Tammera Stokes Rice, Curriculum Committee appointment *(Fall semester interim appointment, Anne Marenco out on sabbatical)*	

5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
   - Motion to adopt the consent calendar by Gary Quire, seconded by Rebecca Shepherd. Unanimous. Approved.

Academic Senate Retreat Summary, August 26, 2021 (pg. 4-10)	Program Viability Rising Scholars Vocational Program Proposal
Updated Seniority List 2021-2022	

B. Reports
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Policy Review Committee, Gary Collis (pg. 11-15)
   - Gary began serving as Policy Committee chair a year ago. As a reminder, any policies that come through Academic Senate first go through Policy Review Committee about 95% of the time. The committee is tasked with reviewing new and old policies and procedures. Many times, part of the review of old policies is due to a legal change and the policy then needs to be updated. Other times policies are reviewed because they haven't been looked at in quite some time. The committees work load has increased in the past few years as there is a push from the college to implement a more systematic type of review process in conformity with the requirements of the ACCJC standards. Policies are forwarded to the committee from administration, committee members and the Academic Senate leadership. Many of the policies that are reviewed also fall within the Academic Senate 10+1 however other policies are reviewed that are of interest to faculty and the overall campus community. A list of policies and procedures was shared that the committee forwarded to Academic Senate for the 2020/2021 academic year. Academic Senate

President, David Andrus and COCFA President, Nicole Faudree gave special thanks to Gary and all members of the Policy Committee for their hard work.

2. Academic Senate Presidents Report, David Andrus

- **CA Board of Governors Proposed Title 5 changes**: David sent an email to faculty informing them of a CA Board of Governors proposed Title 5 change regarding the excuse withdrawal and the Pass/No-Pass grading policy. There is a 45-day comment period. David will be meeting with Dr. Torres and Dr. Ruys to discuss what may change on campus assuming this moves forward. This was forwarded to faculty as this was an item which was previously discussed in Academic Senate during the pandemic. The CA Board of Governors is now taking a more permanent position in terms of changes to Title 5. There is a possibility that this item will return as a discussion item on a future meeting agenda.

- Brown Act Updates: There is pending legislation *AB 361 Open meetings: state and local agencies: teleconferences* that was shared by Wendy Brill, Legislative Liaison and which was also shared at the September 8th BoT meeting. Essentially, legislation has been amended to go into effect immediately if the governor signs this into law. This would continue the current emergency orders for the Brown Act until approximately January 23rd, 2022. This would not be the Governor extending the emergency orders, rather, the California Legislature. There was a discussion regarding the Brown Act two weeks ago at the previous Senate meeting regarding the awareness of what will happen soon in terms of the format for meetings. David received an email from Dolores Davidson, ASCCC President and ASCCC is advocating for statewide Senates that want the orders extended. ASCCC has been listening to everyone's concerns regarding the complexity Senates as it relates to the Brown Act. The intention was to be remote until October 1st if those emergency orders are lifted. David, Lisa, Marilyn and Patrick Backes will be communicating and meeting with Jim Temple to set up some test runs for setting up hybrid meetings in various technology rooms. Jim is currently working on updating the list of technology rooms as those which were originally in the list can't be used if they are also being used for classrooms. The group plans to meet with Jim Temple next week to test for Senate and Curriculum meetings.

- Embedded Tutors: As per an email from Mojdeh there are a total of 21 tutors total, 14 of them are in English (that total 38 English sections). There is a total 52 sections that maintain embedded tutors. Department Chairs were asked if they wanted embedded tutors for fall 2021 and many do want tutors. The recruitment and hiring of embedded tutors continues and not all tutors that were requested have yet to be successfully placed.

- Online/Online Live Training update: As of last spring 2021 there were about 90 faculty members that were provisionally trained from the summer of 2020. As a reminder, the policy that the Senate adopted spring, 2021 essentially said that those people who are only provisionally trained can continue to teach OnlineLIVE all the way through the fall, 2021 semester. Subsequent to that, those 90 faculty have to be OnlineLIVE trained. If these people don't get trained they can get IOI trained. IOI will satisfy the requirement for certification for OnlineLIVE all the way through summer 2022 only. At the beginning of fall 2022 all faculty need to have completed the OnlineLIVE training, which totals 9 hours, if anyone wants to teach OnlineLIVE. IOI will no longer, per the Senate policy, be accepted as the equivalent to OnlineLIVE training beginning fall 2022. David and Dr. Torres have communicated with James Glapa-Grossklag about making sure all faculty are aware of when they can enroll in CETL OnlineLIVE courses.

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

1. Revised Discipline memos & Discipline Assignments for new full-time faculty hired 8/13/2021

- Alisha Kaminsky, Chair of the MQE committee has reviewed and approved all the below listed discipline memos. There are two discipline memos that were not included on this list as those memos were not completed in time and will be listed on the Sept. 23rd agenda.

- There was a question regarding the discipline memo for Dr. Kathy Bakhit. This memo lists Dr. Bakhit as being interim Dean, however it was confirmed by Dr. Torres and Paul Wickline that she is permanent. This will need to be corrected on the memo.
- There was a clarification that MSHP has two divisions, HPPS and MSE. The Office of Instruction website lists merely "Deans" and not School or Division Deans. These divisions have been in existence since May of 2020. The Constitution and By-Laws does include a clause that divisions are given a senator for representation and this is why there is a vacancy in HPPS. As per Dr. Torres changes will be made to the website for the Office of Instruction Directory that will include the School of MSHP with a break down for two divisions, HPPS and MSE.
- Motion to adopt the discipline memos with the understand that Dr. Kathy Bakhit's discipline memo will be corrected to change her title from "Interim" to "permanent" and her title will also be changed as she is the Dean of HPPS and not the Dean of MSHP by Regina Blasberg, seconded by Peter Hepburn. Unanimous. Approved.

Revised Discipline memos:	Jonathan Ng, Counseling (pg. 19)
Dr. Kathy Bakhit, Educational Administrator, Economics & Noncredit Career Skills (Vocational Short-Term) (pg. 14-15)	Justin Hunt, Computer Information Systems (Computer Network Installation, Microcomputer Technology, Computer Applications) (pg. 20)
Jeremy Patrich, Revised Discipline memo, Geography & Earth Science (pg. 16)	Karl Striepe, Political Science (pg. 21)
New full-time faculty hired 8/13/2021:	Miles Silverman, Chemistry (pg. 22)
Alexandra Mokhnatkina, Biological Sciences (pg. 17)	Tom Gisel, Chemistry (pg. 23)
Carly Gott, Earth Science (pg. 18)	Urvashi Juneja, Computer Science (pg. 24)

1. Academic Senate Vacancies Memo, David Andrus (pg. 25)
   - There is a provision in the Constitution which states that the Senate by a 2/3rds vote has to declare vacancies if they exist. This clause was included to ensure the Senate did not take action unintentionally by mistake and then declared someone's seat vacant. Dustin Silva has sent out nomination emails. There was a resignation in Kinesiology/PE/Athletics by Phil Marcellin, and another forced resignation from Carly Perl who was serving as adjunct faculty senator and now is full-time. There is also a new position for HPPS Senators due to MSHP having two divisions. Dustin confirmed that the Elections Committee has never held division elections. The previous Senate leadership made sure that divisions were represented and this now needs to be built into the electoral process. Currently Shane Ramey serves as Senator for MSHP and he is being considered as the senator for MSE Division. Mary Corbett was reporting back to HPPS however she was an At-Large Senator and was not an actual elected division senator for HPPS. There will now be a call out to finish this one-year term for this position. Afterward, these division senators will be up for a two-year term for the following academic year.
   - Motion that the Senate acknowledge the three seats have been formally vacated by Mike Harutunian, seconded by Erica Seubert. Unanimous. Approved.
2. Academic Freedom Committee Procedures (Chris Blakey) (pg. 26-32)
   - Chris Blakey presented Academic Freedom procedures during the last spring 2021 business meeting as a discussion item. This committee is a sub-committee of the Academic Senate. This item has now been listed as an action item. Unanimous. Approved.
   - Motion to adopt the Academic Freedom Committee Procedures by Gary Collis, seconded by Aaron Silverman.
3. Template Language of FTF Job Description, Dr. Omar Torres- (pg. 33-40)
   - There was a reminder that this item was listed during the last business meeting of the spring 2021 semester as a discussion item. This document is part of the administrative procedures which govern faculty hiring. This document allows the Senate to negotiate with the CIO and the

District a boilerplate set of language for job announcements. Departments and Department Chairs can amend this announcement (but not take away language) for their particular positions. However, as per the BP and AP there is a boilerplate set of language which will be included in every job announcement. Changes were made to this document and were outlined in green.

- Motion to adopt the Job Description by Tammera Rice, seconded by Mike Harutunian. One "No" vote from Erica Seubert. Approved.

D. Discussion

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

1. BP/AP 5700 (Athletics), Gary Collis
   a) BP 5700 (pg. 41)
   b) AP 5700 (pg. 42)
      I. This is a legally required policy which has never been adopted at the college. This policy also includes gender equity language. As a reminder the BP is the policy and the AP is the, "how?" This policy also includes several referenced citations and this is due to overlapping federal, state and accreditation requirements. This item will return as an action item on the next agenda.
2. BP/AP 5110 (Counseling), Gary Collis
   a) BP 5110 (pg. 43)
   b) AP 5110 (pg. 44-45)
   c) COC's Existing BP 510 (Counseling) (pg. 46)
      I. This policy was created back in 1991 and has been in existence at COC for close to 30 years. Counseling faculty and Dr. Jasmine Ruys have engaged in writing this document. The existing language was outdated and was updated to model what is seen around the State which is to have a BP and an AP for Counseling. Special thanks to the Policy Committee and the Counseling Department for all their hard work over the summer. This item will return as an action item on the Sept. 23rd agenda.
3. BP/AP 4050 (Articulation), Gary Collis
   a) BP 4050 (pg. 47)
   b) AP 4050 (pg. 48-49)
      I. This BP and AP are new and are legally required policies and procedures. This policy pertains to articulation and models the suggest language from the CCLC. Dr. Torres' office took the lead in crafting this BP and AP and was written to document the articulation process which the college has been following as a matter of practice. Special thanks to the Policy Committee for their collaboration and feedback. This document will return as an action item on the Sept. 23rd agenda.
4. BP/AP 4070 (Course Auditing and Auditing Fees), Gary Collis
   a) BP 4070 (pg. 50)
   b) AP 4070 (pg. 51)
      I. These policies are also new and are legally required. Much of the language included is what is included in the CA Education Code. The AP was designed by Dr. Omar Torres' office and was created as a way to outline the existing procedures and processes.
      II. How can a department audit a course? How are courses supported? The list of audited courses exists in the college catalog. The approval process is collaborative and informational. The Department chair will submit courses to be audited to the Office of Instruction. This options are reserved for departments which may have repeatability constraints such as Kinesiology, Physical Education or Photo Lab. Other reasons are if there are curriculum changes in the workforce and a student needs to return to the classroom due to emerging technology then those will be addressed. If there is an identified need the Department Chair should work with their Deans and forward that request to the Office of Instruction. This BP and AP will return as an action item on the Sept. 23rd agenda.

5. [Academic Senate Survey Results](#), David Andrus
    I. There were 14 responses. The goal is to get 23-24 responses with the next survey and all senators and non-voting members can fill out this survey.
    II. Reviewing of Academic Senate Goals: There were a few neutral comments which state that the senate frequently reviews progress on its goals. The category was one of the few that had such neutral comments thus possibly indicating room for improvement. Reviewing of goals is also done in Program Viability in which progress reports are presented for various pilot programs. There are various progress reviews built into subcommittees. There is a way to build into and improve the process of reviewing goals at the Senate.
    III. Follow Up on New Academic Senate process and initiatives: Typically, what has happened is something new is created and for various reasons it loses the attention of the the campus due to bandwidth constraints. It is very important to not lose track of those new initiatives and track to make sure these are doing well. For example, with the adoption of Online/OnlineLIVETraining, how can this process be made as easy as possible for people to get trained? It is also incumbent on Senate members to reach out and follow up on the status of these new processes and possibly have them return as discussion items. An example is the naming the new CCC Science Center the Don Takeda Science Center Resolution or the Climate Change Resolution which were adopted by the Senate. At the last BOT meeting there was a presentation made by the Sustainability Committee regarding its efforts and work product.
    IV. Request for more regular notification about the Senate's accomplishments: There are plans to bring back the Academic Senate end of the year celebration that used to exist. A practice started two years ago with hosting end of the year celebrations. The hope is that once everyone is back on campus a celebration can be held which will honor not just emeriti and tenured faculty but all Senate and faculty accomplishments. Once Rebecca Shepherd's Const. & By-laws Committee finalizes the Const. & By-laws documents a more formalized and structured regular newsletter can be established. This will help to engage the academic voice. Much of the work of the Academic Senate is captured in the meeting summaries due to the nature of the shared governance model. These summaries and reports help to capture much of the daily work of subcommittees. The goal is to have the newsletter become its own subdivision of the Academic Senate. However, whomever eventually oversees this initiative could regularly recruit faculty to write articles and would confer with other leaders to see what other content could be included.
    V. How does Senate support other Committees? David has worked on defining the relationship of the Senate Executive Committee with the Academic Senate leadership. It has been made clear to all committee chairs and liaisons how the Academic Senate can support those committees and their good work. The Senate leadership is there to support all chairs and subcommittees as much as possible.
    VI. Frequency of Academic Senate meetings: Almost everyone thinks that the frequency and duration of the meetings is good. Going forward meeting will continue to be hosted from 3:00pm to 4:50pm.
    VII. Frequency of this survey: In order to ensure regular review and self-reflection of the Senate these surveys will need to conducted regular basis. This is important not just for accreditation purposes. The next survey may go out in spring 2022.

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

- o Next Academic Senate Meeting Fall 2021: Sept. 23rd, Oct. 7th, Oct. 21st, Nov. 4th, Dec. 6th
- o ASCCC Fall 2021 Academic Academy – Virtual Event, Oct. 7th – Oct. 9th, 2021.
- o ASCCC Fall 2021 Plenary Session – Hybrid, Nov. 4th- Nov. 6th.
    - ▪ This event will be hosted in hybrid format and anyone can attend in person. However, attending remotely will be at a much lower rate. This is a great opportunity for anyone to attend Plenary and its workshops. As a reminder the first days are filled with workshops, Q&A information on the Brown Act. The next day will discuss resolution writing and voting on Saturday. Any interested in attending the plenary session can reach out to David and Marilyn.
- o ACCCC Area C Meeting –*TBD*

H. Adjournment: 4:25 pm.