

Academic Senate Summary for May 20, 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	A	At Large Senator	Ambika Silva	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	<i>Lisa Hooper proxy for Gary Collis</i>	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	<i>Tammera Rice proxy for Rebecca Shepherd</i>	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mary Corbett	X
VAPA Senator	<i>Chris Boltz proxy for David Brill</i>	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	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			

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 (David Gonzales)	A

Guest							
Ana Palmer	X	Dr. Diane Fiero	X	Maral Markarian	X	Patti Haley	X
Andy McCutheon	X	Dr. Kathy Bakhit	X	Marco Llaguno	X	Ryan Theule	X
Bianca Philippi	X	Dr. Edel Alonso	X	Michael Sherry	X	Sarah Etheridge	X
Christopher Blakey	X	Dr. Jasmine Ruys	X	Miles Silverman	X	Siane Holland	X
Daylene Meuschke	X	Keri Aaver	X	Pamela Williams-Paez	X		

A. Routine Matters

1. Call to order: 3:05pm
2. Public Comment: none
3. Approval of the Agenda:
 - Motion to approve the agenda by Peter Hepburn, seconded by Lisa Hooper. Votes collected via the participant's window. Approved.
 - (yes) proxy vote for Rebecca Shepherd

- (yes) proxy vote for Gary Collis
 - (yes) proxy vote for David Brill
4. Committee Appointments:
 - Mark Daybell, Interim Photography Department Chair
 - Anna Jane Almeda, Instructional Resource Committee
 - Theresa Winter, Professional Development Committee
 - Summer 2021 Selection Committees (pg. 3-4)
 - Special thanks to all committee members who are serving on the various hiring committees.
 5. Sub-Committee Summaries: none
 6. Approval of the Consent Calendar
 - Motion to approve the consent calendar by Lisa Hooper, seconded by Tamera Rice. Unanimous. Approved.
 - (yes) proxy vote for Rebecca Shepherd
 - (yes) proxy vote for Gary Collis
 - (yes) proxy vote for David Brill

Academic Senate Summary, May 6, 2021 (pg. 5-12)	Curriculum Committee Summary, May 13, 2021
Program Viability Committee Proposals , Garrett Rieck <ul style="list-style-type: none"> • Solar Program approved for discontinuance (3/18) • Sport Medicine AS Degree approved for discontinuance (3/18) • Network Technology including Cybersecurity approved for substantial modification (4/22) • Fire Academy Program (5/6) 	

B. Reports

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

1. Scholarly Presentation Committee Annual Report, Sara Etheridge
 - a. There will be a call out for applications for fall 2021 submission and this will serve to select a presenter for fall 2022. There are plans to host an in-person event for spring 2022. These are presenters who were supposed to present immediately before the COVID pandemic hit. There is a question regarding does the scholarly presentation constitute a special event or can it be labeled as a lecture? As there are different rules for how many people can attend events if there is a public health allowance of 50%. If an event is labeled as a lecture, then the event can allow for up to 200 attendees. The committee will need to know what the health guidelines will be. The idea is to also record the events and post them online then allow for a possible Q&A for those who are unable to attend. There may be a small mini event, similar to what was done this semester, in which a presenter can do a full recap and provide an update on research to keep these scholarly presentations on people's minds.
2. [Area F Ethnic Studies CSUGE Report Update](#), Lisa Hooper
 - a. Background: Last fall 2020 the assembly was attempting to pass legislation requiring an ethnic studies course to be part of the CSE general education pattern. COC was given an opportunity to submit courses for consideration on February 5, 2021. A

group consisting of Patrick Backes, one of the articulation officers, and Curriculum Committee chair, Lisa Hooper worked on discerning which courses in the inventory would be submitted.

- b. Ethnic Studies Sub-section of Area D: There now needs to be an Ethnic Studies sub-section of Area D within CSUG. Courses which had been previously approved and which are still in the catalog were looked at, along with an additional 12 courses. Of these courses, 12 were submitted and 1 was approved. The feedback regarding the selected course was not target specific. The course approved is the [Political Science 290: Ethnic and Gender Politics](#). This course has existed for about 20 years and has historically had low enrollment. However, this course will now be in high demand until there are other courses selected for approval. It was clarified that this new Ethnic Studies course is not an additional requirement of the Social Sciences GE, instead, this is part of the 9 units of the Social Sciences area, 3 of those units are to now be in Ethnic Studies. The total number of units is unchanged.
- c. “ETHNST” prefix: Ethnic studies general education courses are typically not evaluated using a prefix. If a course is deemed appropriate for general education, then it is submitted regardless of the prefix or topic. The group settled on the “ETHNST” prefix. If there is a course in the catalog that should be considered it would be submitted with an ethnic studies prefix. There are cross-listed courses in the catalog, which are courses which live in two places at one. There are 5 competencies in which a course must meet at least 3 out of the 5 competencies.
- d. MQ’s for Ethnic Studies: One reason why there is now a requirement for ethnic studies prefix is to recognize that the majority of the course work in this area ought to be taught by faculty with this specialized academic preparation. Ethnic Studies is an MQ in the discipline handbook and there may be some faculty who meet this MQ. A process has been initiated to see if there are some faculty who would meet these MQ’s, this may also help departments decide which courses to submit. The next deadline for course submission is December 2021. Should faculty be revising or re-writing courses in their disciplines? Yes. The revision of existing courses needs to be done thoughtfully and not so substantially that it no longer serves the original purpose. There are also some courses which have CID descriptors that would be great candidates that were denied. CID articulation also needs to be maintained.
- e. Equity Minded Practitioners subgroup of IE2: Lisa has attended the EMP subgroup of the IE2 and the EMP subgroup is going to work on ways to support faculty who have courses that are approved in this area. There has been a push from the Chancellor’s office to create some CID’s for courses in this area to provide more concrete guidance.
- f. New Assembly Bill: There is also a new assembly bill that will undoubtedly pass that is going to require a similar local GE area to be implemented. This will force the Senate to consider what its response will be? Does the Senate want to revise the current diversity requirement and/or add an ethnic studies requirement? This conversation will need to return to Senate at a later date.
- g. Impact on CE Toolkit: How will this impact the local CE Toolkit in terms of hiring adjunct faculty and how equivalencies are done? Part of this process is to look at GE

requirements and how those align? There may be an ability to determine which general education patterns are to be followed. In local GE there is a diversity requirement and eventually there will be an Ethnic Studies requirement and the college may have some say as to what those requirements will be. A first-time college student starting in fall 2021 will have to complete an "Area F" course if they are seeking CSU GE certification. Catalog rights are specific to when a student's starts at COC.

3. Academic Senate Presidents Report, David Andrus

- a. [AB-1040 \(Community Colleges: Ethnic Studies\) Update](#): Our Chancellor's office, Senate Presidents and districts across the State are being asked to advocate for this bill. The Senate is not in a position to formally adopt at this moment. However, this is the community college requirement which will be adopted. The LA Community College has already endorsed this bill.
- b. [Add Code Changes Update](#): There were three options presented and Option #2 was adopted at the last senate meeting.
 - i. [Option #2](#): This option states that, *"5 & 8-week courses would close the first day of the term. Only instructors would be allowed to add students per the add code. The 16-week semester terms would still have open enrollment for one week simultaneously to instructors offering add codes."*
- c. Dr. Ruys and Director, Steve Erwin realized that the Self Service software will not allow the implementation of Option #2. Instead, Option #3 will be adopted by default.
 - ii. [Option #3](#): In this option, *"Self-service does not allow for open enrollment at the same time add codes are used for add authorization. Particular dates and programs also cannot be selected. All 16-, 8- and 5-weeks terms will close on the first day of the term and the only way to authorize student add codes will be from the instructor."*
- d. In the current round students only have one week to use their add code before it is no longer valid. Will there be a way to extend the period in which students can submit a add code?
- e. [New "Self-Service System"](#): The College is no longer supporting Web Advisor. The District is transitioning to a new "Self Service System" and the "go-live" date is August 16th. This new system will include "add authorizations" instead of "add codes" and will cut students off at the add deadline. It is still not clear how the process for late adds will be as this may change. This will be done during a time period in which neither semester is in an add-period. The week before the fall semester is one of the very few days of the year where there is no semester "add period." It is recommended to have a presentation on the new "Self-Service System" as this is the new software the District is going to be using for enrollment. This information will be brought back during a FLEX training session. A handbook is also being developed to help faculty prepare for the new system. There will also be email communication to get this information out to various Departments and School/Division meetings during FLEX week.
- f. [Senate Executive Committee meeting update](#): Every fall the Academic Senate president needs to appoint all committee members to all the college committees. The sub-

committee chairs of the Senate have been asked to please, before going off for summer break, to confirm with their committee members who wants to continue. This will help with the work load. Many of the collegial consultation committees do not have a faculty co-chair therefore updating these lists does fall on both David and Marilyn. There are faculty committee chairs who also need help with recruiting more members. David is asking Senators of Schools/Divisions as many have school base representatives on their committees to also bring this to the attention of their faculty members at their School/Division meetings.

- g. Online Live/Online Training: David, Dr. Torres, James Glapa Grossklag & Joy Shoemate have been in contact to make sure the OnlineLIVE training is moving forward with what has been adopted. This training is still being developed and will be available soon for those 100 or so faculty members who only have provisional training.
- h. Academic Senate Emeriti Special Meeting: There was a reminder that this meeting has been scheduled to honor both Emeriti and Tenured faculty.
- i. Academic Senate Release Time memo: As per the Academic Senate By-laws, the 350% release time is to be in collaboration with the Curriculum Committee. This release time is to be allocated predominately to the committee chairs that are listed in the By-laws. Release time was discussed at the Senate Executive Committee meeting as the By-laws also require that the Senate President collaborate with the Executive Committee and then report out to the Senate. This memo will be sent to Dr. Torres. There is one committee on the list that is not receiving release time and this committee chair spoke with the Senate Executive Committee. The Senate president supports the request and will work with Dr. Torres and the Chancellor as to how this committee chair can receive release time.

C. Action Items

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

- 1. Graciela Martinez, Counseling, revised Discipline Memo (pg. 13-14)
 - a. The revision to this discipline memo is in regard to changing from Counselor to EOPS Counselor.
 - b. Motion to adopt the revised discipline memo by Garrett Hooper, seconded by Tammera Rice. Approved.
 - i. (yes) proxy vote for Rebecca Shepherd
 - ii. (yes) proxy vote for Gary Collis
 - iii. (yes) proxy vote for David Brill
- 2. Academic Senate Faculty Office Procedures, David Andrus
 - a. Office Procedures (pg. 15-22)
 - i. There was a request to move Section G. "Aspirational Long Terms Goals and Vision" and add to the prior section which states that "Senate reserves the right to have an alternative faculty office allocation system for Canyon Country." These two sections have now been collapsed together. It was stated that this is an "Aspirational Goal" and that no one will ever be removed from their office. It is also important that instructional delivery is not disrupted by the possible clustering of disciplines.

- ii. There was also a question regarding dedicated campuses and whether or not to use the word “dedicated?” Some people may confuse that with naming. A footnote was added with an explanation, this is “...not to be confused with [BP 6620/AP 6620](#) -Naming of District Facilities and Properties.” Rather this section refers to the Office of Instruction, the Administration and the Senate agreeing that there’s a dedicated intent to house various instruction disciplines in one building or multiple disciplines in a building. This aligns with the idea of clustering, Guided Pathways and student needs.
 - iii. There was a question regarding prioritizing science faculty at other buildings such as Aliso Hall Lab and Boykin Hall. This is not possible as it would create too much disruption and creates an equity issue for many faculty who have seniority. While the new building at the CCC is dedicated for science it is also dedicated to bring a presence to the CCC and to ensure science faculty are being prioritized at CCC. This is due to the dangerous nature of some of those disciplines.
 - iv. There is an intent to find a visiting professor office space on the Valencia campus. This is intended for those faculty who have their primary office at CCC and who may be splitting their load and coming to the Valencia campus for one class.
 - v. There was also a question regarding if faculty currently assigned to CCC could get priority over the new offices? One faculty member who is already assigned at CCC asked if they could get first choice in the new offices. This person did submit a 1st choice during a recent office lottery held and was granted their 1st choice. No other FTF at CCC put in any request. It is not necessary at this time to assign priority for CCC faculty.
 - vi. A suggestion was made regarding Section E. which states, “Faculty are required to surrender any and all keys to their vacated office by the 6 week deadline.” Most keys are not digital keys that are controlled with digital access and keys can be re-programmed. This language will be amended to state that, “The Senate will notify the District that the FOB key should be re-programmed.”
 - vii. Motion to adopt the [Academic Senate Faculty Office Procedures](#) with an update to the language regarding keys and with a clarification that those FTF assigned to CCC have an opportunity to select open offices by Regina Blasberg, seconded by Tamera Rice. Approved.
 - 1. (yes) proxy vote for Rebecca Shepherd
 - 2. (yes) proxy vote for Gary Collis
 - 3. (yes) proxy vote for David Brill
 - 4. (abstention) vote by Aaron Silverman
- b. Appendix A (pg. 23-25)
- i. This is the initial allocation of offices. Science faculty had 1st choice and any not selected will open up to all other disciplines.
 - ii. Motion to adopt Appendix A by Lisa Hooper, seconded by Tamera Rice. Approved
 - 1. (yes) proxy vote for Rebecca Shepherd

2. (yes) proxy vote for Gary Collis
3. (yes) proxy vote for David Brill
4. (abstention) vote by Aaron Silverman
3. AP 4250 Academic Probation, Gary Collis (pg. 26-30)
 - a. No changes have occurred to these documents.
 - b. Motion to adopt AP 4250 by Gary Quire, seconded by Garret Hooper. Unanimous. Approved
 1. (yes) proxy vote for Rebecca Shepherd
 2. (yes) proxy vote for Gary Collis
 3. (yes) proxy vote for David Brill
4. AP 4251 Progress Probation, Gary Collis (pg. 31-35)
 - a. No changes have occurred to these documents.
 - b. Motion to adopt AP 4250 by Erica Seubert, seconded by Garret Hooper. Unanimous. Approved
 1. (yes) proxy vote for Rebecca Shepherd
 2. (yes) proxy vote for Gary Collis
 3. (yes) proxy vote for David Brill
5. BP/AP 3250 Institutional Planning, Gary Collis
 - a. BP 3250 (pg. 36)
 - b. AP 3250 (pg. 37)
 - i. The language was been revised to change “Chancellor” to “CEO.”
 - ii. Motion to adopt BP/AP 3250 by Aaron Silverman, seconded by Garrett Hooper. Unanimous. Approved.
 1. (yes) proxy vote for Rebecca Shepherd
 2. (yes) proxy vote for Gary Collis
 3. (yes) proxy vote for David Brill

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 Committee Procedures, Chris Blakey (pg. 38-42)
 - a. Background: The Senate, CPT and BOT adopted BP/AP Administrative Procedures which called for the creation of a standing committee on Academic Freedom. Chris Blakey has been appointed to this committee as chair. David and Chris worked on building this committee composition. Sub-committees of the Academic Senate need to create their own operating procedures and these must then be approved by Senate per the Bylaws.
 - b. Committee Procedures: The purpose of the committee was taken out of BP/AP 4030. An aspirational diversity point was made to make sure there are people serving who have a variety of background and experiences. Section IV. Outlines how the committee will operate then they are issues brought to the committee. Section V. Outlines how the committee will handle requests from faculty members for information advice or guidance. This committee is advisory and provide a faculty voice through a “white paper” that the Senate and the District can use towards an issue. There are still many who are not clear as to what Academic Freedom is in proper practice. This committee is thinking of holding workshops in the future. There was a question regarding if the union would ever get involved in a committee issue? There are overlapping concerns such when teaching in a classroom that is a work condition.

However, Academic Freedom may need to be separated from works conditions. The procedures are set up to allow each Union President or its designee to be a member of this committee. While territories are marked up but there is an opportunity to work together. There is a joint agreement between the Academic Senate and COCFA. The Academic Freedom policy will be added to the COCFA contract and this allows the ability to grieve if the District doesn't follow the policies and procedures. AFT has already added this policy to its contract. Academic Freedom issues can go from student to instructor, instructor to instructor, instructor to department chair or administrator to instructor. The meeting will be open as they are under the Brown Act. Those who serve on the committee will serve a 1 year term. These procedures will return in the fall as an action item to be adopted.

2. Fall 2021 Senate Meetings (Zoom or Campus), David Andrus
 - a. This item is more informational as there is nothing to decide. Currently LA County is in the yellow tier. The State will be adopting CDC guidelines regarding masking. It is also not clear at this moment if the CA Governor is going to lift the emergency orders or part of it. The Brown Act has been modified as a result of the emergency orders. The county orders are still in effect. If the emergency order is lifted entirely then the ability to hold meeting virtually does not go away however, voting members will need to have a publicized location of where they are logging in from. Otherwise votes will not count. Prior to the pandemic there were voting members who were logged in from their office at either the Valencia or CCC campus and their offices had to be listed on the agenda as open and available to the public. If the local board maintains their own state of emergency how will that allow the Senate to continue with Brown Act meetings? The local board emergency order could possibly allow modification of state law regarding Brown Act meetings. The hope is that if the emergency order is lifted that it will be modified in such a way that it would allow for Senate meetings to be flexible for the fall semester. If there is no flexibility then David will communicate what will be allowed in terms of the Brown Act. A local emergency could override the Brown Act. It is more likely that many senators will participate from their offices as it is not possible to effectively socially distance in BONH-330. Who would be allowed to enter the room? It is challenging to manage the in person and zoom environments normally. The Senate will do its best based on what happens legally and health wise. This discussion has taken place at ASCCC Spring 2021 Plenary with various Presidents.
3. Preliminary Report from CBL Committee
 - a. The committee will submit the proposed revisions in the fall. David has served for 14 years on Senate. David kept his notes of proposed revisions or concerns regarding the Constitution & By-Laws and these were forwarded to Rebecca Shepherd, Chair. Many members of the committee have extensive experience serving on the Academic Senate. Dustin Silva, Chair of the Election Committee will put a call out regarding nominations for various positions that will be voted on for the 2nd half of the fall. These include President and Vice President. Last year the Clerk and Treasurer positions were created. There was some discussion that those positions overlap with Marilyn's duties. A footnote was built into the Bylaws and Constitution that essentially says nothing should overlap with Marilyn's duties. Marilyn is the Clerk and the Treasurer and recently received a reclassification. The job description for the Clerk and Treasurer in the By-laws are very benign. The committee may propose to either eliminate one or rename the

other position to a Communications Officer. There are ideas on how to grow the Senate with more purposeful duties that would not align with these titles. A call out must be put out for these two positions, otherwise the Senate is in violation of its Constitution for nominations. It was noted that by the time these positions get elected they may be eliminated or completely revamped. Many of these proposed changes will streamline the Constitution in a way that future changes will not need to be made and any future changes can live in the Bylaws. This is an easier change as the Bylaws only require a 2/3rd vote of the Senate to amend. The Senate Constitution requires a 2/3rd vote of the Senate and then ratification by a majority of the Faculty. In addition to the Communications Officer the committee is proposing an Adjunct officer which would be one of the three adjunct senators.

4. Template Language Full-Time Faculty Job Description, Dr. Omar Torres (pg. 43-50)
 - a. As per new administrative procedure [AP 7120A](#) which was adopted recently by both Senate and CPC, the Senate is to collaborate with and work with by mutual consent adopting a boilerplate job announcement. Those who work on hiring committees or chaired a committee will work with HR and Deans to amend with more detail the disciplinary requirements as the Senate has no role in this. The procedure does state that the Senate will adopt a template. All areas marked in green on the document are those which Dr. Torres and David worked on for the boilerplate job announcement. There are about 10 committees which will be going out over the summer for a fall hire. All 8 committees have voluntarily adopted this language. The importance of revising this document before the fall is that there are going to be many more hiring committees that will be initiating their work at the beginning of the fall. There are some proposed changes to areas that are not in green and those can be forwarded to Dr. Torres. These changes include changing “division” to “school.” There are still some discussions relating to the terminology of how to label administrative organizations. There has been discussion as an institution about increasing diversity and research does demonstrate that job announcements area a barrier when they are too wordy, restrictive or narrow in focus. It was clarified that other DEI language does exist in various forms elsewhere in the job announcement. On page 46 there is language about “will be updated for counseling positions.” There was a reminder that librarians are faculty and they do not have the same conditions such as 10 month versus 11 or 12 faculty member. It was requested to add “will be updated for library positions” as well. It was clarified that this document is the template language which can be built upon but this is the constant baseline language that will be used. Language can be added stating that assignments will require working at all District sites but will be primarily at Canyon Country, Valencia or Online campuses. Under equivalencies there is no language referencing the CE Toolkit. Any language which can help make the job announcement more inviting can be submitted to David, Dr. Torres and Dr. Fiero
 - b. This boilerplate job announcement template can be adopted by Senate in fall 2021.

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 Meeting Fall 2021: August 26th (Senate Retreat), Sept. 9th, Sept. 23rd, Oct. 7th, Oct. 21st, Nov. 4th, Dec. 6th
 - Special Celebration Meeting: June 3, 2021
- [2021 Faculty Leadership Institute, -Virtual Event, June 17, 2021 to June 19, 2021](#)
 - This event is virtual. Attending this events is important for succession. This is a great way to build faculty leaders in Senate. There are funds available to send faculty to this event. Registration is \$250. It would be great to send more people to these events.
- [2021 Curriculum Institute-Virtual Event, July 7, 2021 to July 9, 2021](#)

H. Adjournment: 5:06 pm