Academic Senate Summary for April 22, 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	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mary Corbett (via phone)	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	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							
Ann Hamilton	X	Dr. Edel Alonso	X	Marla Markarian	X	Siane Holland	X
Daylene Meuschke	X	Dr. Kathy Bakhit	X	Michelle LaBrie	X	Teresa Ciardi	X
Desiree Goetting	X	Dr. Jasmine Ruys	X	Mike Harutunian	X		
Dr. Diane Fiero	X	Gary Sornborger	X	Miriam Golbert	X		
Dilek Sanver-Wang	X	Kelly Burke	X	Patty Robinson	X		

A. Routine Matters

1. Call to order: 3:04 pm
2. Public Comment: none
3. Approval of the Agenda:
   - Motion to approve the agenda by Tammera Rice, seconded by Gary Quire. Unanimous. Approved.
4. Committee Appointments:
   - Hiring Committee

- o Connie Perez, Counseling
- o Garrett Hooper, Counseling
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
   - Motion to approve the consent calendar by Tammera Rice, seconded by Lisa Hooper. Unaimous. Approved.

Academic Senate Summary, April 1, 2021 (pg. 4-22)	Curriculum Committee Summary, April 15, 2021
At-Large Senator Election Results (pg. 12)	Curriculum Committee Handbook, Lisa Hooper

B. Reports
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Civic Engagement Annual Committee Report, Patty Robinson
   a) Due to some technical issues the liked report was not loading properly. This report will return on the May 6, 2021 agenda. Special thanks to Patty for her collegiality and her willingness to return on the next agenda.
2. Academic Senate Presidents Report, David Andrus
   a. Senate Program Review/Budget, David Andrus
      i. We are the end 3 year cycle and next year is year 1. There was a budget request for $25,000 for conferences and expedentires. There are some goals included for DEI and Anti-Racism. It is recommended to have senators review so a discussion item can be included in the fall and collect input to submit the new year program review cycle.
      ii. Congratulations to Marilyn for new her new apple mac and mouse computer. Senate authorized the use of funds to purchase the new Academic Senate laptop. The Academic Senate budget report was shared for spring 2021 which shows there are now $2,681.37. The apple computer was a bit more than the $1,600 that was estimated. Other expenses included registration fees for faculty to attend ASCCC events. Since there is now travel there is some funds left over in the budget that is unspent. If anyone has any ideas on how the Senate could best use those funds please let David know. After the Senate pays for faculty to attend the ASCCC Non-Credit Inst. There may be $300 left in the budget.
   b. Special Thanks: The BOT, Dr. Torres and other administrative leaders are aware of how hard everyone is working. The BOT members are appreciative of all the work everyone in such a fast pace environment. Everyone is encouraged to take a break if needed and ensure we do self-care.
   c. Chancellors Report Update: Chancellors sent out a staffing memo based on the ASC staffing recommendations. This memo will be forwarded to the BOT. There will be 14 new FTF for 2021-2022 year and 6 more for the 2022-2023 year.
   d. Commencement Committee Update: David is part of this committee. There will be grad walk that will be modeled after other institutions. The county is opening up but orders are still in place up to June. Dr. Jasmine and Kelly Dapp have given thought to an alternative approach at the football stadium. However, this may not be the direction the campus will go in. The Grad Walk will take place at the University Center over the course

of 4 days from June 2nd to June 5th. David will be sending out an email in the next couple of days with more detail. Graduates will have an opportunity to have their pictures taken, names read, with limited attendees for 15 minutes or so. There will be appointments where students can sign up and where family can attend. There is a need for many more readers over the course of multiple days. The email will include a doodle poll to sing up to be a reader for different increments of time. Faculty are also being encouraged to attend graduations not just as readers. There is also a possible of hosting school celebrations which will most likely be held virtually. It would also be preferrable to have schools walk on a particular day.

e. <u>Academic Senate Survey Results:</u> David will include results as a discussion item at the fall 2021 retreat meeting.

f. <u>ASCCC Spring 2021 Plenary update:</u> This is a 3-day event which is now virtual. There were some useful workshops, it is always a good idea to send a team. Curriculum Committee has sent a team. For fall 2021 the event will be in hybrid format as some will be able to attend in person. ASCCC Saturday Resolution voting is interesting and rewarding as there can be range of philosophical differences regarding pedagogical standards or needs. David has some ideas as to how we can expand our involvement statewide. Ideally it would be preferrable to have local discussion regarding ASCCC resolutions. The idea is to not discuss for informational purposes for more so for to be more informed when voting. The resolutions could trigger interesting academic and professional discussion.

g. <u>ASCCC Curriculum Committee Institute:</u> The Curriculum Committee is planning to send 6 faculty to this session to ensure coverage in as many workshops as possible. There was a request to have Senate pay for the 6th person to attend. Faculty are sent based on their areas of expertise or tracks.

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

1. AP 7120A Recruitment & Selection Academic Employees, Gary Collis & Dr. Diane Fiero (pg. 13-24)
   a. The documents have not been updated since the last Academic Senate meeting. Adoption of this policy will trigger a repeal of the part the faculty section of the existing AP 7120 that will happen at CPC.
   b. Motion to adopt AP by Lisa Hooper, seconded by Gary Quire. Mary Corbett, verbal (yes) vote. Unanimous. Approved.
2. Add Code Enrollment Procedures, David Andrus (pg. 25-26)
   a. <u>Option 1:</u> This option is the current system in place.
   b. <u>Option 2:</u> This option has been changed. This option is a balance between the 5–8-week classes and the 16-week classes.
      i. **5–8-week courses:** For 5–8-week short term courses open enrollment would be based off of the conclusion of the 1st week. Faculty would not have access the 1st week.
      ii. **16-week courses:** In this option add codes would not be used until the 2nd Monday.

iii. There was some discussion in the School of Applied Technology about the idea of keeping the 16-week courses open to open enrollment for a week. In regards to 5-8 classes faculty are losing a lot of instruction time. For many Applied Tech and CTE area this option is a benefit for students as it allows extra days for students to register. Many CTE courses are lower enrolled and student tend to enroll late. Adjunct faculty are working ful- time in their industry and tend to have a slower response time.

iv. In this option, 5–8-week short term courses halt the practice.

c. <u>Option 3:</u> This is the option that was included in the last version of this proposal. This option changes the system and gives control of student enrollment to faculty. This option halts the practice of allowing student to self-enroll at the end of the 1st week of the class.

d. SBS voted for option # 3 and Humanities voted for option #3 with a possibility for option # 2. VAPA is in favor of option #3.

e. If option #2 is voted on would the instructor have full control over add codes? What is considered a full semester course? Are non-credit courses considered short term? About 10% of the Non-credit courses are 16-week full term classes. These are all in non-credit ESL. Most courses in non-credit are considered short term.

f. Motion to approve Option #2 by Regina Blasberg, seconded by Gary Quire. Votes collected via verbal roll call vote:

i. Motion passed with 10 (yes) votes, 9 (no) votes, 2 (abstentions). Approved.

Senator	Yes	Senator	No	Senator	Abstained	Senator	Absent
Andrus, David	X	Llaguno, Marco	X	Hepburn, Peter	X	Eikey, Rebecca	X
Blasberg, Regina	X	Paris, Jennifer	X	Rieck, Garrett	X	Marcellin, Phil	X
Brill, David	X	Pearl, Carly	X				
Collis, Gary	X	*Suebert, Erica proxy for* Shane Ramey	X				
Corbett, Mary	X	Rice, Tammera	X				
Hooper, Garrett	X	Rome, Lauren	X				
Hooper, Lisa	X	Suebert, Erica	X				
Quire, Gary	X	Shepherd, Rebecca	X				
Riviera, Ben	X	Silva, Ambika	X				

Silverman, Aaron	X						
Totals =	10		9		2		2

3. Add a meeting or the Emeriti Celebration, David Andrus
   a. Every year any Brown Act organization sets its schedule and once this scheduled is adopted any additional meetings scheduled are considered special meetings. There is a suggestion to add a June 2nd celebration meeting. It was clarified that this is not an Emergency meeting. Due to the virtual environment, it makes sense to have a virtual celebration. However, post pandemic it may not be in best practice to use Senate meetings for celebrations outside of the business meeting structure. Typically, acknowledgement of Emeriti and Tenured faculty is done at graduation/commencement. As previously discussed, commencement will not be held on campus as it has been in the past. If a special meeting is held there needs to be a quorum and senators will need to vote on Emeriti status. This meeting would be held for 90 minutes.
   b. Emeriti Status Process: This is offered to retirees due to their years of expertise and years of services to the college. Emeriti faculty become alumni of the college. If meeting where to take place in BONH-330 the retiree's photo would go up on the Faculty Emeriti wall. There is also the possibility of resurrecting a Senate Celebration that used to take place several years ago. This would be a different than awarding Emeriti status at aa Brown Act meeting.
   c. There was a reminder that the June 2nd meeting may overlap with the Grad Walk event. The Grad Walk takes place over the course of 4 days.
   d. This item is not for a vote and it will not return on the next meeting. The intent is to go ahead and send out an agenda for the June 2nd meeting.
   e. Motion to table this item by Lisa Hooper, second by Erica Seubert. Votes collected using the participants zoom window. Verbal (yes) vote for Mary Corbett. 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. BP/AP 4232 Digital Credentials, Gary Collis
      a. BP 4232 (pg. 27)
      b. AP 4232 (pg. 28-30)
      c. The documents are a collaborative effort by the Policy Review Committee, Garret Rieck, Wendy Brill, Dr. Jasmine Ruys and others around campus. This is not a perfect document; however, the college has an asset that is currently being used. There are no college policies or procedures with respect to the use of this asset. There may be more robust controls put in place for the circumstances under which digital credentials are issued. The hope is that this policy will help reduce the workload on the campus. Research was done around the state of California for model or sample procedures and

policies with respect to the use and issuance of digital credential however, none was found.

    d. There is some diversity of views on digital credentials as a concept. There are some disciplines that are anxious for them, and there are others which are not. There are several faculty members who have indicated that with respect to their work with clubs and honors societies they are interested in utilizing this tool.

        i. <u>Non-Credit Department:</u> Several faculty in Non-Credit are anxiously awaiting to use in certificate programs. Students in Non-Credit prefer the digital credential over a paper certificate.

        ii. <u>Professional Development:</u> Professional Development uses this district asset for various programs.

        iii. <u>Business Department:</u> A program similar to LinkedIn Learning which will give students opportunities to obtain digital badges is being developed. These badges will help students obtain interviews and internships. This program will be available starting fall 2021.

    e. Digital Credentials have been divided into transcriptable and non-transcriptable. The transcriptable are a visual representation of a degree or certificate. The non-transcriptable are a badge that pertains to some sort of achievement.

    f. <u>Climb Contract:</u> There is a contract with a company called Climb which creates digital badges. This company collects the metadata. The college is coming up on the 3rd year of the contract. There are skills added to the descriptions which are the metadata for each digital badge. This is created by faculty who are discipline experts in a field. The courses are listed for all current programs in career skills. When someone clicks on the digital badge it will list the courses that have been successfully completed and it will load tagged skills. If the curriculum changes a faculty member could go back in and edit or create a new badge.

    g. It is important to ensure that badges are being distributed with the right metadata that reflects the program that has been approved by the Chancellors office. If there is the onboarding of a new faculty member these new faculty would be trained on digital badges. Depending on whether a department is choosing to use transcriptable or non-transcriptable badges the department will need to set a department set standard or the development of an objective rubric. Admission and Records would be responsible for transcriptable badges and academic departments would be responsible for non-transcriptable badges.

2. BP/AP 5010 Dual/Concurrent Enrollment, Gary Collis

    a. BP 5010 (pg. 31-34)

    b. AP 5010 (pg. 35-40)

    c. Administration is interested in expanding the current policy which limits admission to students who are in the 11th and 12th grades. There is an exception for highly gifted students but for the most part 9th and 10th graders are not entitled to enroll. The PRC does not believe it is an equity issue to keep 7th and 8th graders out of college. Many believe this movement began in Sacramento with policy makers. As many believe that it may be more affordable to education California students once rather than twice. The PRC is appreciative of having the opportunity to work with administration. The

committee has endorsed these changes as the administration has limited enrolled for 9th and 10th graders to Dual Enrollment. This eliminates a lot of grade age disparity and concerns with issues from mandated reporters.

    d. The Policy Review Committee has several members who are passionate in their views of this subject. There is a great deal of concern about high school and college collapsing on each other. What will this mean for younger students enrolled in what should be advanced coursework. There is also concern with existing COC students who are enrolled and who may already have doubts about their academic potential. Placing 13 years old may not bolster their belief in themselves.

    e. <u>Faculty discretion over courses:</u> Faculty will have discretion with respect with the decision to offer a particular course in the Dual Enrollment format. While this discretion has always been in place it wasn't always understood or stated within a document. The administration is supposed to communicate the prospect of course offerings to the Department Chairs. The Department chairs are supposed to engage in dialogue with as many faculty members as possible within their department. Faculty who historically have taught a course will be offered the opportunity to teach. Faculty will have a 14-day period to approve course, such as on an ongoing basis. The list of courses will need to fluid to allow for flexibility and growth. It was stated that in the past there have been some departments which have embraced 9th and 10th graders. There are some concerns with staffing and not having enough staffing at the college campus if the majority of the students are enrolling at the high schools.

    f. <u>Appropriateness Evaluation of Courses:</u> The contract does state that faculty will have an appropriateness evaluation of the courses. Ed Code and AB288 has allowed for this review. Courses can be pulled off the list if it is later determined that the courses content may inappropriate for younger students. The evaluation will be concert with the Hart District along with the department and Department Chairs. It is suggested to have COC and the Hart District develop a rubric to help evaluate the appropriateness of courses? Some faculty may need to revamp their course content.

    g. Will different departments submit a list that would be approved by the Senate? This item will return as an action item.

3. BP 7215 Academic Senate Participation in Collegial Consultation, Gary Collis (pg. 41-43)

    a. This is a revision of a policy, pursuant to which this body, the Senate provide input to the district. The green font included is an insertion of a definition of Academic Senate such as, "the district will rely primarily upon OR by mutual consent." Classification have not been changed but the law requires that each college district adopts a policy where we explicitly lay out which of the 10 +1 categories fall into which of those the two areas. The committee structure was deleted. The description in sub-section #3 was removed as it was not needed.

    b. This item will return as an Action item.

4. BP & AP 7360 Discipline & Dismissal-Academic Employees, Gary Collis

    a. BP 7360 (pg. 44)

    b. AP 7360 (pg. 45-48)

    c. Revision was made to this policy and there were not many changes. At the bottom of BP7360 some language was removed as it was potentially misleading, legally

unnecessary and created confusion. The BOT is empowered through Ed Code to suspend, discipline or remove faculty members who are charged with the commission of a sex offense or narcotics offense. This was permissive language and which had been adopted by the district long ago. If there was a case of a sex offense or conviction and arrest records were brough forth to the attention of the BOT then the BOT would work on that situation. An faculty member may be placed on a live but does not mean the district could not employ an faculty member.

5. 2021/22 Senate/Curriculum Meeting Schedule (pg. 49-52)
    a. Typically, schedules are adopted in 2-year increments. Last year the current meeting calendar was adopted. However, the college had not yet adopted the next years, 2021-2022 calendar. Next year the Senate will be planning for a two-year set of meeting dates. The agenda includes options #1 and #4.
        i. Options #1 and #2: Senate would host its retreat during FLEX week on August 19th. #1 does not have a final meeting during final week but options #2 does. It is important to end the calendar with a Senate meeting to approve the work of the Curriculum Committee to allow for this work to advance to the BOT.
        ii. Options #3 and #4: The Senate retreat is held during first week of the semester. A meeting is held during finals week. There is no meeting held during finals week.
    b. If curriculum meets during the 1st week of the term it can slow down productivity as a lot of work is done in between Senate meetings. The preference is to have Curriculum meeting during the 2nd week of each term. Some feel it is important to host both a Senate and Curriculum committee meeting in November. Some faculty are in favor of not having a meeting during finals week to allow the addition of the potential Emeriti meeting. There was a reminder that during the pandemic a virtual celebration meeting was appropriate. Assuming everyone can be back on campus a year from now and we are out of the pandemic the Emeriti meeting may be held in BONH-330. In the past awarding Emeriti status took 10 minutes or so and didn't really celebrate the faculty member retiring. The interest is to return this practice back to the BOT and create a non-Brown Act celebration meeting to allow for business meetings to be used for business as much as possible.
    c. The 4 options will return on the next agenda as an action item.
6. Curriculum Committee Operating Procedures, Lisa Hooper
    a. Work on this document was worked on in stages. There is strong interest in finalizing this document. This document captures the work of the Curriculum Committee. There has been an addition of the non-credit department. The committee composition is somewhat directed by the Academic Senate Constitution and by-laws. Adjunct representation on the Senate is compensated and on the Curriculum committee it is only funded at one position. The current By-laws allow for more but the adjunct membership was not expanded as there were no funds available to compensative adjunct participation. There are not many differences but the document did need to be updated. It has been the standard practice for the Academic Senate to approve the committee procedures. There will be committee procedures come through from the

Academic Freedom Committee soon. Many committees are doing the work of the Senate and therefore the Senate should have an idea of their function. The Curriculum Committee is one of the most important committees.

    b. This item will return as an action item.

E. Unfinished Business

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

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

G. Announcements
- Next Academic Senate Meetings Spring 2021: May 6 & May 20
- 2021 Career Noncredit Education Institute, April 30-May 2, 2021, Virtual Event
- 2021 Faculty Leadership Institute,-Virtual Event, June 17, 2021 to June 19, 2021
- 2021 Curriculum Institute-Virtual Event, July 7, 2021 to July 9, 2021

H. Adjournment: 4:57 pm