Academic Senate Summary for May 6, 2021

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	Rebecca Eikey	X	At Large Senator	Ambika Silva	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mary Corbett (via phone)	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	*Tammera Rice proxy for* 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							
Alisha Kaminsky	X	Dilek Sanver-Wang	X	Joy Shoemate	X	Paul Wickline	X
Anh Nguyen	X	Dr. Kathy Bakhit	X	Kelly Burke	X	Ryan Thuele	X
Collette Gibosn	X	Helen Graves	X	Maral Markarian	X	Siane Holland	
Dr. Daylene Meuschke	X	James Glapa-Grossklag	X	Michelle LaBrie	X	Wendy Brill-Wynkoop	
Desiree Goetting	X	Dr. Jasmine Ruys	X	Mike Harutunian	X		
Dr. Diane Fiero	X	Jennifer Smolos	X	Patty Robinson			

A. Routine Matters

1. Call to order: 3:03pm
   - There were some tech issues with getting some of the links to work on the agenda. It is recommended to have most view the agenda and its link in Google Chrome.

2. Public Comment: none
3. Approval of the Agenda
    -   Motion to approve the agenda by Rebecca Eikey, seconded by Tammera Rice. Proxy Vote for Lauren Rome (Yes). Unanimous. Approved.
4. Committee Appointments:
    -   [Tenure Committee list 2021-2022](#)
        -   Between May 20th and the 1st meeting of the fall there will be new committees formed due to the all the new full-time faculty hires.
    -   Jennifer Paris, Bookstore Committee
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
    -   Motion to adopt the consent calendar by Aaron Silverman, seconded by Lisa Hooper. Proxy Vote for Lauren Rome (Yes). Unanimous. Approved.

Academic Senate Summary, April 22, 2021 (pg. 3-10)	[Curriculum Committee Summary, April 29, 2021](#)

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

1. [Civic Engagement Committee Annual Report](#), Patty Robinson
    -   This report did not load property at the last meeting. All senators are encouraged to review this report.
2. Minimum Qualifications & Equivalencies (MQE) Committee Annual Report, Alisha Kaminsky
    -   This is Alisha's first year as chair. Special thanks to Aivee Ortega for helping to train Alisha. In fall 2020 the list of MQE's was finalized. These are the list of disciplines which requires a master's degree and those which do not. The [MQE website](#) now has the most current list of MQs as established by each of the academic departments. The next scheduled update will take place in 2025.
    -   The MQE committee has been busy reviewing the local use of functioning equivalency process per Executive Order 2001. This order charged the MQ Committee with the task of ensuring that COC's equivalency process will help improve faculty diversity hiring and reduce barriers to employment. The MQE Committee has been reviewing AP 7121 and has looked at diversity, equity and inclusion. The committee has taken on more work with HR and have been working on their coalition which is the AP 7120A policy on full-time faculty hiring to ensure both where aligned. The MQE will submit potential changes to the Senates Policy Review Committee and College Policy Council. The committee has been in discussion for all of the spring on the possibility of a 3rd option for an equivalency. The hope is to broaden the application pool for candidates without college coursework but who may have extensive industry experience. This is only for disciplines that do not require a Master's Degree.

- There has been work on designing a process using the State's toolkit. This is to help members of the Human Resources really screen and gather data on how a person might be qualified to teach at our campuses. Ryan Medlin has reached out to local colleges to see who else may be suing this took kit. COC is ahead on this compared to other Districts as there are no other local colleges currently using this took kit. It is still not clear what this tool kit will look like for potential applicants.
- The committee appointments included Aivee Ortega, James Gilmore, Lee Hilliard, May Powell, Pamelia Williams-Paez, Robert Maxwell and Sylvia Duncan. Other members include Rian Medlin and Linda Clark. There are currently two open faculty appointments in VAPA and Physical Education. The committee meets on Mondays from 3:30 -4:30pm.
- It is surprising that no one is using the Associates equivalencies for CTE as there was an attempt to roll these out for ASCCC. There were breakout sessions and articles at ASCCC Plenary. Perhaps ASCCC needs to do more to roll out this Toolkit. The CE Programs have 4-5 new hire positions for fall 2021. Will the toolkit be locked out during the hiring process? How will this be advertised? This is an HR process and the tool kit is a tool that HR may be able to use. The ideas is to offer for more assistance and coaching to an applicant who needs to meet equivalency so that they have assistance from someone at the college to walk them through the process. The MQ list has been posted to the MQE Committee website.

3. Academic Senate Presidents Report, David Andrus
   - Grad Walk Ceremony: David sent out an email regarding the need for readers for the Grad Walk Ceremony. This is a four-day event. There have been some faculty who have replied. Kelly Dapp may reach out to Michael Monsour in Classified Senate regarding recruiting classified personal to serve as readers. David is asking all school senators to help him remind faculty that the deadline is in the next couple of days as Kelly needs to wrap up. Faculty are encouraged to participate even if it's just for 1 hour, to be a reader.
   - Retiree Banquet for Thursday 13th, 2021: This event is from 12pm-1:30 at the PAC Center. Distancing protocols are in place. This event will have a link for virtual participation.
   - Academic Senate Emeriti Celebration meeting for June 3rd, 2021: Marilyn will send out a meeting invitation soon. This meeting will be scheduled as a regular meeting and the agenda will go out the Monday of the week of the meeting. This will be in accordance with the Brown Act. This meeting will be held for 1 hour.
   - New Faculty Hires: David sent an email to all faculty department chairs who have positions that have been Board approved over the next 18 months. There was a reminder that the Academic Senate President has authority of all faculty committees not just Senate subcommittees. This message communicated that the Academic Senate recently adopted AP 7120A, which is the new faculty hiring Administrative Procedure. In this procedure there is a

stated goal for diversity, equity and inclusion for the entirety of the recruitment process. It is important to improve the outcomes of hiring and diversity of faculty. This needs to start at the beginning of the process and all throughout. This is a priority for the District, the Senate and The Senate President so that the District's outcomes are improved.

- <u>Return to Campus Coalition Update:</u> This report has not come through as often to the Senate as many discussions are working conditions related for all three bargaining units. In terms of academic representation there have been extensive conversations at the Instructional Advisory Council, IAC with Dr. Torres and department chairs. Department chairs need to figure out their schedules and the modalities for courses. School Senators tend to report back to their Schools and those who are the most actively involved. There is some concern with some adjunct faculty feeling they are not as involved. There was a request to have a statement coming from Academic Senate informing adjunct faculty that spring has been put on hold and that many departments are waiting until the fall. David will speak with Dr. Torres regarding the need to improve communication to adjuncts. David and Dr. Torres will be attending an Adjunct Advisory Council. Dr. Torres also held an Adjunct Townhall which had 60-80 adjuncts. It is also important for Department Chairs to update adjunct faculty as often as possible. It has been reported that there are also some departments and Schools that don't have a regular formal structure of meeting and are not doing so. There is nothing at this point for the Senate to vote on regarding return to campus. However, if anyone feels there needs to be larger discussion at the next May 20th meeting faculty can follow up with David.

C. Action Items

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

1. BP/AP 4232 Digital Credentials, Gary Collis
   a. BP 4232 (pg. 11)
   b. AP 4232 (pg. 12-14)
      i. Due such a large impacted agenda the BP/AP's listed in this agenda will be voted on at the same time, unless anyone motions to bifurcate the BP and APs. There have been no other changes made to this policy and procedure.
      ii. Motion to adopt BP/AP 4232 by Regina Blasberg, seconded by Rebecca Eikey. Proxy Vote for Lauren Rome (Yes). Unanimous. Approved.
2. BP 7215 Academic Senate Participation in Collegial Consultation, Gary Collis (pg. 15-16)
   a. There have been no other changes made to this policy.
   b. Motion to adopt BP 7215 by Tammera Rice, seconded by Lisa Hooper. Proxy Vote for Lauren Rome (Yes). Unanimous. Approved.
3. BP & AP 7360 Discipline & Dismissal-Academic Employees, Gary Collis

a. BP 7360 (pg. 17)
b. AP 7360 (pg. 18-21)
   i. There have been no other changes made to this policy and procedure.
   ii. Motion to adopt BP/AP 7360 by Benjamin Riviera, seconded by Erica Seubert. Proxy Vote for Lauren Rome (Yes). Unanimous. Approved.
4. BP/AP 5010 Dual/Concurrent Enrollment, Gary Collis
   a. BP 5010 (pg. 22-24)
   b. AP 5010 (pg. 25-28)
      i. Motion to adopt BP/AP 5010 by Regina Blasberg, seconded by Aaron Silverman. Proxy Vote for Lauren Rome (Yes). One abstention by Jennifer Paris. Approved.
5. 2021/22 Senate/Curriculum Meeting Schedule (pg. 29-32)
   a. There are 4 calendar options listed on this item. Once a calendar option is approved the Academic Senate website will be updated with the new adopted schedule. It is also important that semester schedules end with a Senate meeting and not a Curriculum Committee meeting so it can adopt the Curriculum Committee work allowing that work to advance to the BoT. The Curriculum Committee is in favor of Option #4 as it is the most functional.
      i. Option #1 and #2 schedule the Senate Retreat during FLEX week.
      ii. Option #3 and #4 do not schedule the Senate Retreat during FLEX week.
   b. There was some concern with Option #1 having no meeting scheduled in November. There are many who feel Veteran's Day should be observed on the actual day. In Option #4 there is a Senate meeting on November 4th and a Curriculum meeting on Nov. 18th.
   c. Once a calendar option is approved the Academic Senate website will be updated with the new adopted schedule.
   d. Motion to adopt Option #4 by Gary Collis, seconded by Erica Seubert. Proxy Vote for Lauren Rome (Yes). One abstention by Regina Blasberg. Approved.
6. Curriculum Committee Operating Procedures, Lisa Hooper
   a. There have been no other changes made to this procedure.
   b. Motion to adopt the Curriculum Committee procedures by Erica Seubert, seconded by Gary Quire. Proxy Vote for Lauren Rome (Yes). Approved.

D. Discussion
Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.
1. Canvas Shell Templates, Joy Shoemate, James Glapa-Grossklag & Helen Graves
   a. James, Joy and Helen have been working on templates which can be used by all faculty. These templates will be rolled out in various ways across campus. These have been shared and endorsed by the Ed Tech Committee. The reasoning behind building these templates has been mostly due to this past year being so challenging and trying for so many. The templates can assist with best practices for all instructors, not merely instructors that are new to Online or OnlineLIVE instruction. There is no need to have everyone start

from scratch and build content into their course while also navigating what it means to teach effectively online. The templates are meant to be an added resource and are completely optional. The templates are separate from the established IOI training requirement. The templates have been built intentionally and are aligned according to best practices with the IOI course design rubric. These templates also make it easier for students to jump right into their learning. Two templates have been designed. One is for Online and the other for OnlineLIVE courses. One template is more for web enhancing a face-to-face course.

b. Helen Graves has been hired as an instructional designer and is very well respected in Distance Ed. These templates are meant for faculty who have been given a course at the last minute and who may not have time to build their CANVAS shell as well as for those moving from face to face to online and for those who are new to CANVAS. Based on research students value consistency and these templates help to create a consistent set of principles. CANVAS also has a "copy to" option for each item and allows users to send to whichever shell they need.

c. The templates start with a homepage page, modules which include:

    i. **Sample Syllabus module,** which can be set up in a very student friendly way.

    ii. **Optional Resources module** with an explanation.

    iii. **Free Images Websites module**

    iv. **Discussion module,** which has a prompt in which faculty can insert their own content.

    v. **Group Project Resource module,** to help faculty introduce groups to their students.

d. The face-to-face module is very similar to the Online Template however there are less items as the face to face or web enhanced template does not need as much content. The orientation module has been modified as it doesn't reflect a fully online experience. In the Science disciplines, the content is heavy, student recommendations for the face to face template was to have the instructor set up as week-by-week module structure.

e. The CANVAS Course Templates can be found online and Helen will be offering workshops where faculty can learn how to pull content from the different modules into their instructional shells. Helen has also created a video explain the reasoning behind the templates.

f. These new CANVAS shells do not change training mechanisms in place for the 36-hour IOI Training. The idea is to add more resources to work in tandem with the training to use the template effectively. The templates are accessibly built. This is meant to give faculty the best practices to replicate.

g. There was a suggestion to add a resource in CANVAS that can include announcements for various activities such as workshops and work with the Alliances and Clubs. There has been some discussion in the Ed Tech Committee about trying to centralize calendars so there is one place to find

events. This could be something to be added to the templates. The closest thing to this found in the template is the link out to the student resources page. There was a request to have Helen visit departments and divisions as part of the roll out. Special thanks to Dr. Torres for securing the relevant funding. Joy will get in touch with department chairs to schedule times to meet with Helen. Helen has met with Garrett Rieck for non-credit ESL and has provided some changes.

2. Academic Senate Faculty Office Procedures, David Andrus
   a. Office Procedures (pg. 33-39)
   b. Appendix A. (pg. 40-42)
   c. Special thanks to Jason Burgdorfer and Marilyn Jimenez for taking the lead with the implementation of these procedures. There is now a new CCC Science building and Boykin Hall going off line for remodeling.
   d. **Categorizing of Faculty Office:** There are offices which are restricted and in areas where someone cannot access directly and would require the need to go through a common area of classroom. There are some offices that are in areas close to unofficially dedicated classrooms. There is information and equipment that would make it reasonable to expand our definition of restricted for the betterment of faculty convenience and student instruction. This is an instructional need rationale and the proposal is to expand the definition of what is a restricted office.
   e. **Displaced Faculty:** If faculty are displaced for no reason of their own then these faculty should have priority. If faculty are in Boykin, for example, and have been displaced due to a remodel, once the building and offices are revamped these faculty should have priority to return. In the Boykin remodel there will be 3 offices lost. Not all faculty will be able to return so returning will be based on seniority. If the offices or location has not changed but it is more of an aesthetic change then those faculty should receive priority to their specific previous office.
   f. **Vacating Offices:** This process can be challenging for Marilyn. She is there to support retiring faculty and collaborates with faculty to assist them with logistics and assist with the physical removal of their property. Many times, faculty whether through retirement or reassignment, have not vacated their office in a timely manner. This can alter the office domino process. The proposal here is to include a 6-week deadline from the moment a reassigned primary office is made available and accessible to them. There have been times when this process will go on for months and there is personal property still in the office. This proposed change informs people there are deadlines. HR will work with the Senate to notify Emeriti faculty since the Senate has no enforcement capabilities.
   g. **Establishment of New Science Building:** For many years faculty have been spread-out throughout campus. This has been done as a way to create cross disciplinary collaboration. Overall, the college has grown so much that our needs have changed. The office of Instruction, Dr. Torres and the Senate

President feel that if it is a dedicated Science instructional building that it should be prioritized for science faculty, in part. This opens to the door to the conversation of what is the best practice for students and instruction. Over time it would be great if faculty could be clustered voluntarily as no one will ever be mandated to moved out of their office for such a purpose.

h. **Aspirational Long-Term Goal and Vision:** There is a long-term goal through attrition, voluntary nature or adoption of a new dedicated building to cluster faculty by discipline. Doing so makes sense for students and aligns with the Guided Pathways framework. With the Science building coming online the idea is to prioritize science faculty when the classrooms they are going to teach in are right outside their office doors. This proposal includes two new sections, one for dedicated new buildings and the other for existing buildings that are repurposed and dedicated to particular instructional disciplines. For example, if 6 science faculty are assigned offices in Canyon Country and the remaining spots are filled by other disciplines as people retiree or resign, science faculty will have priority. The original language removed the possibility of faculty having two offices. There may be a possibility of introducing a non-seniority-based system at the Valencia campus. This is a Guided Pathways idea to make sure the resources for students are provided in a logical manner. David will bring these two areas together in this revision. Recently, the Academic Senate passed a resolution to name the new Canyon Country Science building the Don Takeda Science building. There is a suggestion to change the "dedicated" language as this may communicate those buildings will be dedicated to people, not just instructional focus. Once Boykin is brought back online after the remodel, who would get priority? The science faculty or those who have been displaced? This may be a larger conversation as it is possible that non-science would have priority first and then science faculty second. It can be very isolating for new faculty coming in and it may be more supportive to have faculty clustered in certain areas.

i. **Health and Safety Exemptions:** There have been some discussion regarding returning to campus. Many of the counseling offices are very small and it will be challenging to provide a confidential space for students and possibly their families while maintaining a 6 or 3 ft social distance. It may be time to think about exemptions and allowing for the space to grow. There may be some opportunity to expand the spaces in the new Canyon Country Student Services offices. However, the plans have already been established. This could be a possible safety conversation with Dr. Torres, Jim Scharge, Dr. Fiero and Rian Medlin. This may also be a working union condition issue.

j. **Appendix A:** This outlines the office allocation for science faculty. This appendix is an initial allocation as there may be some offices that science faulty will not fill and may be filled by other disciplines. There are new triple offices which will be used for lab techs. There also needs to be an office reserved for an Administrative Dean. Double offices will be reserved for faculty. There are faculty that are splitting load and were reserving some of

the double offices as visiting professor offices, prioritized for science faculty. There has been a request from a science faculty member to have an office at each campus as they teach at both. However, this is not possible nor equitable in that the Senate does not have the capacity to honor similar requests for faculty that have the same needs or concerns about splitting teaching loads at the two campuses. There are lockers available for science faculty to store their items and use the designated visiting professor office space. There may be a need for more over flow space on the Valencia campus as the District is hiring 20 new FTF over the next 18 months.

    k. This Appendix will return for a vote. The procedures will return on the next agenda or in the fall as an "Action" item.

3. AP 4250 Academic Probation, Gary Collis (pg. 43-47)
    a. These changes were brought to the committee by Dr. Ruys and Aivee and counseling faculty. The old policy had a lot of passive voice and was switched to active voice. Some of the track changes became difficult to read. The main change was to alter the concept of students needing to go through a workshop before they could get out of a probationary status and this then became an intervention. A lot of detail has been added as to what this will look like, including certain exemptions for students who have been gone from the college for 5 years. Also, non-credit courses were taken out of the probationary status area. If students go on probation there is a hold on their account but non-credit courses are exempted. This policy also states that students will not be dropped from their courses during the semester they are put on probation.
    b. This item will return as an "Action" item.

4. AP 4251 Progress Probation, Gary Collis (pg. 48-52)
    a. Similar changes were made to this policy as those made to AP 4250. Please see above.
    b. This item will return as an "Action" item.

5. BP/AP 3250 Institutional Planning, Gary Collis
    a. BP 3250 (pg. 53)
    b. AP 3250 (pg. 54)
    c. This is a systematic review with a possible accreditation basis for the changes. Many of the changes were to clean up the language. This policy and procedure is in respect to legally mandated changes, either through Title 5 or Ed Code, planning documents. This provides the CEO with the requirement to create and foster the document and keep the BoT informed of what the documents contain and as to their status. There was a suggestion to change "Chancellor" to "CEO" throughout the document. This change is also being made on other policy documents.
    d. This item will return as an "Action" item on May 20th.

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 Spring 2021: May 20
- o   [2021 Faculty Leadership Institute, -Virtual Event, June 17, 2021 to June 19, 2021](#)
- o   [2021 Curriculum Institute-Virtual Event, July 7, 2021 to July 9, 2021](#)
- o   Senate Executive Committee meeting, May 20, 2021

H. Adjournment: 4:50pm