

## Academic Senate Meeting Summary for April 28, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	<i>Erin Barnthouse proxy for Peter Hepburn</i>	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	Rebecca Eikey	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	<i>Erica Seubert proxy for Shane Ramey</i>	X	At Large Senator	Mike Harutunian	X
VAPA Senator	<i>Lisa Hooper proxy for David Brill</i>	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	<i>Aaron Silverman proxy for Lauren Rome</i>	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Jesse Vera	X
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	A	Gina Bogna	A
Marilyn Jimenez	X	Nicole Faudree (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative-	A

Guest							
April Graham	X	James Temple	X	Julie Johnson	X	Miriam Golbert	X
Daylene Meuschke	X	Jason Burgdorfer	X	Katherine Gamez	X	Sharlene Coleal	X
Dianne Avery	X	Jason Hinkle	X	Kelly Burke	X	Siane Holland	X
Dr. Kathy Bakhit	X	Jeff Gregor	X	Michael Felix	X		
Hsiawen Hull		Jennifer Smolos		Michelle LaBrie	X		

### A. Routine Matters

1. Call to order: 3:03 pm
2. Public Comment
  - none

3. Approval of the Agenda
  - Motion to approve the agenda by Lisa Hooper, seconded by Erin Barnthouse. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved.
4. Committee Appointments:
  - Academic Senate Study Abroad Advisory Council (SAAC) (New Committee-Formerly ETAC) (pg. 3)
    1. The committee will engage in study abroad and taking students abroad for credit curriculum. The ETAC will be disbanded. The committee procedures will be listed as discussion on the next agenda.
  - SP 22 Selection Committees (pg. 3)
    1. Some committees will meet over summer via supplementary services.
5. Sub-Committee Summaries:
  - Senate Executive Committee meeting summary, March 10, 2022 (pg. 11-14)
    1. Senate Exec has met. The last meeting hasn't been approved.
6. Approval of the Consent Calendar
  - Academic Senate Summary, April 14, 2022 (pg. 4-8)
  - [Curriculum Committee Summary](#), April 21, 2022
  - Dept Chair Election Results 2-year Terms (2022-2024) (pg. 9-10)
  - Academic Senate School Division Senators (2022-2024) (pg. 10)
    1. One intent behind the changes with the Bylaws is to allow all election outcomes to be certified by the Senate. Dept Chair positions should be listed as 2-yr. terms.
  - Motion to adopt the consent calendar by Tamera Rice, seconded by Mike Harutunian. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved. Unanimous. Approved.

## B. Reports

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

1. Honor Committee Annual Chair Report, Miriam Golbert
  - a) Next Honors Annual Celebration will be hosted at Salt Creek Gill with over 50 students who completed 15 units of honors classes. Students will wear their stoles. Honors is accepting new members to the Phi Beta Kappa.
2. Academic Staffing Committee Annual Chair Report, Miriam Golbert
  - a) Between June 2020-June 2022 there have been 14 retirements. For 2022 the FON from the state is 217.7. After all are hired for 2022 COC will be 230.8 and will be over FON. The projected FON for 2023 is 234.7. If COC receives the funds, COC will hire between 5-7 new FTF and the actual FON will be 235.8. Enrollment has declined and so long as enrollment is over the state required FON COC will be ok. FON is treated as min and should not be considered to be maximum. Other colleges similar in enrollment have more FTF positions. ECON will be listed separately, and Water Tech Instructor will be added to the list. The Chancellor is looking at changing the FTF job descriptions and how they are presented.
3. Academic Senate Presidents Report, David Andrus

- a) Commencement Committee: The committee needs readers and there are other volunteer positions. Email went out from the Bookstore for the regalia orders. FTF can rent a hood for the ceremony. The District will provide the cap and gown free of charge.
- b) Collegial Celebration Ad-Hoc Committee: The PAC lobby has been reserved for June 2<sup>nd</sup>. The Grad Walk is scheduled 3pm, same start time as the Collegial Celebration. School Senators are urged to inform their Schools at their regular meetings. All FTF will need to RSVP. There are 2,249 grads and about half will walk.
- c) AS Office allocation: This process will begin tomorrow morning and an email will go out from Marilyn and Lisa. There are 12 FTF retirees and 10 single and 2 double office work stations.
- d) Brown Act: For Fall 2022 Senate will meet on campus, unless public health considerations dictate otherwise. Senators can teleconference into the meeting but voting members will need to publish their address from where they are attending. Addresses will likely be published without aligning names to addresses, if possible.
- e) AS survey: This survey will be will circulated in May.
- f) Faculty awards: May 6<sup>th</sup> is the deadline. Three awards mimic the three statewide awards. Local recipients can be forwarded to ASCCC for statewide consideration. If a faculty member nominates another faculty no resumes will need to be collected.

### **C. Action Items**

- 1. BP 4220 (Standards of Scholarship), Gary Collis (pg. 15-16)
  - I. Edits were proposed, the committee decided to proceed with doc as is.
    - Motion to approve BP 4220 by Jesse Vera and seconded by Lisa Hooper. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); One abstention from Marco Llaguno. Approved.
- 2. BP/AP 3725 (Information and Communication Technology Accessibility & Acceptable Use), Gary Collis
  - I. BP 3725 (pg. 17)
  - II. AP 3725 (pg. 18-20)
    - a. CPC previously approved these two docs at last meeting.
    - b. Motion to adopt by Gary Quire, seconded by Tammara Rice. (Lisa Hooper proxy for David Brill, yes); (Erica Seubert proxy for Shane Ramey, yes); (Aaron Silverman proxy for Lauren Rome, yes); Unanimous. Approved.

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

### **D. Discussion**

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

- 1. Information Security Updates from District IT, Hsiawen Hull
  - a. The next Cybersecurity Monday is scheduled for May 2<sup>nd</sup> and May 23<sup>rd</sup> at 10am and these are open forums. Cyber Monday will cover what IT has seen as far as threats and what security measures are in place. May 4<sup>th</sup> is the day the District will launch 2-factor employee authentication to protect accounts from attacks.
- 2. Faculty Office Furniture Policy, David Andrus, April Graham & Sharlene Coleal, (pg. 21-23)
  - a. This document aims to improve the process for office allocation. Faculty will now have 4 weeks from last day employed with the District to vacate their offices. All campus buildings, offices and furniture need to be ADA complaint. Faculty who are grandfathered

in will not have their furniture removed so long as it is ADA compliant. This item will move forward.

3. Academic Senate Constitution & Bylaws Proposed Changes, Rebecca Shepherd

a. [Constitution](#)

b. [Bylaws](#)

c. The documents were revised via a collaborative process to provide more information, put in place past practices, establish consistency, ensure Senate needs are being met. Updated areas include term length, creating a new non-credit pathway, renaming previous "Clerk" positions as "Communications Officer" and "Treasurer" as "Lead Adjunct Senator." Both positions will serve as liaison between the Senate and ASCCC and will serve on Senate Exec Committee. Past Senate President position was removed and abstentions will no longer be counted as "no votes" unless the vote is for a "majority of quorum". This item will return as action.

4. Academic Senate Tenure Philosophy Statement (pg. 24-25)

a. David took the information from the existing Tenure Process Packet found on the Senate web site and turned the introductory page into a stand alone philosophical statement. The evaluation docs are being brainstormed by the joint taskforce and will go to COCFA for consideration at the bargaining table. The committee has agreed that teaching is important and there are many who are great teachers participate in the collegial shared governance process should also be emphasized as a significant measure of the tenure process. Changes will be made in eval docs to reflect these changes. The idea is to adopt this statement before the semester ends. 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.*

1. Academic Integrity Taskforce
2. Department Chair Training Workshops
3. Tenure Committee Training Workshops

### **G. Announcements**

- Next Academic Senate Meeting Spring 2022: May 12<sup>th</sup> & May 26<sup>th</sup>
- [ASCCC 2022 Career and Noncredit Education Institute, May 12<sup>th</sup>-14<sup>th</sup>, 2022](#)-Hybrid Event  
\*Subject to change\*
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16<sup>th</sup> – 18<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*
- [ASCCC 2022 Curriculum Institute](#)- July 6<sup>th</sup> – July 9<sup>th</sup>, 2022, Hybrid Event \*Subject to change\*

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