

## Academic Senate Retreat Meeting Summary for August 25, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Jennifer Thompson	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	Ambika Silva	X
Curriculum Chair	Tricia George	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-MSE Senator	Shane Ramey <i>via Zoom</i>	X	At Large Senator	Benjamin Riveira	X
MSHP-HPPS Senator	Tammy Bathke <i>via Zoom</i>	X	Adjunct Senator	Arshia Malekzadeh	X
VAPA Senator	David Brill	X	Adjunct Senator	Jesse Vera	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Mireya Milian	
Humanities Senator	Mike Harutunian	X			
Kinesiology/Athletics Senator	Phil Marcellin	A			
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Jeff Gregor	A
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	A
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Jesse McClure	X

Guest							
Anzhela Grigoryan	X	Dr. Kathy Bakhit	X	Jennifer Smolos	X	Michael Felix	X
David Stevenson	X	Dustin Silva	X	Jessie Crowley	X	Nadia Cotti	X
Dianne Avery	X	Erika Torgeson	X	John Eric Pearce	X		X

### A. Routine Matters

1. Call to order: 3:04 p.m.
2. Public Comment
  - Special thanks to Dr. Omar Torres for providing food and refreshments.
  - Suggestion to add the process for authorizing students to “add” as discussion on the agenda. There are challenges to the self-service registration system. This suggestion was widely supported.
  - Garrett Rieck has a full Non-Credit committee and three adjunct reps. Looking for one more adjunct rep. and a full-time FTF transfer discipline rep.

- There was a question regarding when the Senate will add as a discussion item regarding the categorization of the OnlineLIVE modality. This discussion is primarily a COCFA discussion and there is no planned follow up discussion from Senate leadership. David will talk to Jason Burgdorfer to see if any follow up discussion is warranted.
  - Justin McClaire introduced himself as the ASG new student trustee.
3. Approval of the Agenda
    - Motion to approve by Rebecca Shepherd, seconded by Mike Harutunian. Unanimous. Approved.
  4. Committee Appointments:
    - Selection Committee appointments (pg. 3)
    - Tenure Committee appointments (pg. 3)
  5. Sub-Committee Summaries: Senate Executive Committee May 19, 2022 (pg. 10-12)
  6. Approval of the Consent Calendar
    - a. Academic Senate Summary, May 26, 2022 (pg. 4-9)
      - I. Motion to adopt the consent calendar by Lisa Hooper, seconded by Ambika Silva. Tammy Bathke abstained. Approved.

**B. Presidents Report, David Andrus**

- A. BONH-330 & MENH -343: Special thanks to Shawn Irwin for helping to set up the first Senate meeting in hybrid format in MENH-343. Research is being done to identify a large conference room to host Academic Senate meetings. The Senate has outgrown BONH-330. The HyFLEX technology ordered for BONH-330 is still pending.
- B. All senators and attendees to the retreat introduced themselves.
- C. Lead Adjunct Senator: Will use random.org to determine the lead adjunct senator, if necessary.
- D. Collegial Celebration: The celebration was successful and Michael Dermody hosted it. This event will be scheduled again in SP 23.
- E. NEW! Communications Officer: This position will be a voting member of the Senate and will require a call for nominations. The job description is in the bylaws and responsibilities. The specific duties can be agreed upon and discussed with the Senate President. Importantly, this person will oversee the Senate Newsletter which will serve as an opportunity to highlight faculty projects and instructional efforts. Additional leadership opportunities are available if the elected member so chooses to take them on.
- F. Update on SenateCOCFA Joint taskforce for full-time tenure and track-faculty evaluations: This taskforce does not just the review the Tenure forms but the entire evaluation process. The taskforce will continue to solicit faculty input throughout the process. Tenure committee training could result upon completion of the work of the taskforce.
- G. Academic Integrity Taskforce: This is headed by Shane Ramey. Much was learned during the pandemic however plagiarism and academic dishonesty does go on in an online environment. The taskforce is exploring strategies and approached to mitigate academic dishonesty.

**C. Action Items**

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

1. Part-Time MQE Summer 2022 (pg. 13-14)
  - I. Motion to approve by Jesse Vera, seconded by Gary Quire. Unanimous. Approved.
2. ISA MQ list for Academic Senate Spring 2022 (pg. 15-22)
  - I. Motion to adopt by Reginal Blasberg, seconded by Rebecca Shepherd. Unanimous. Approved.
3. ISA MQ list for Academic Senate Fall 2021 (pg. 23-24)
  - I. Motion to adopt by Mike Harutunian, seconded by Erica Seubert. Unanimous. Approved.

4. ISA MQ list for Academic Senate Winter 2022 (pg. 25)

- I. Motion to adopt by Dave Brill, seconded by Garret Hooper. 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. Brown Act/Public Health Update and Robert's Rules of Order

- I. The Brown Act applies to many government offices and the Senate. The Senate's obligation to adhere to Brown is founded in a previous administrative legal opinion from the State attorney general's office. This is now uniformly accepted. Voting members have the right to zoom in but we are not operating under traditional pre-pandemic Brown Act provisions. As such, the publication of all teleconferencing locations is required, among other Brown Act requirements. The Senate is using a Google form to determine who will teleconference. The google form is on the AS homepage. Anyone teleconferencing in from CCC needs to post the agenda outside their office door. If you are out of district you will not count toward quorum, but can vote on agenda items if quorum is met. Out of district Senators cannot hold a proxy, but may solicit a proxy in case of their absence from a meeting. A proxy does not have to be member of the Senate. Voting Senators can only hold one proxy. There is a need for a new parliamentarian.

2. Senate Meeting Processes

a. Academic Senate Standing Policy on Remote Attendance of Senate Meetings

- I. David facilitated this discussion.

3. Responsibilities of the Academic Senate (10+1) and more

a. Senator Responsibilities/School Meetings

- I. It was mentioned that David has been an incredible promoter of adjuncts and the Adjunct Advisory Council. Adjuncts are a critical part to the campus as many classes could not be offered where it not for adjunct. David facilitated a review of Senate duties under the 10+1 framework, including our stated duties as itemized in the Senate's Bylaws.

4. Faculty offices

- It was clarified that faculty are allowed to paint their offices. Sharlene Coleal's Desk Policy Procedure will be reviewed for any additions. In particular, there is a need to set a moving (vacate) timeline for faculty who participate in the office lottery shuffle. Could the district implement a procedure where faculty take the responsibility to paint their offices a different color? Both CCLB 329 and 330 are being used as drop-in/swing office space for those faculty that have their offices at Valencia but also teach sections at CCC. There is also a need for a drop-in/swing office space at Valencia.
- The current adjunct space at Valencia campus is inadequate. The goal is to have some clustering of disciplines (over time) so that people can be with their peers. David will meet with Dr. Torres and Dr. Medlin to discuss how the lockers at CCLB can be used by faculty to store items.

5. Academic Senate Survey

- This item was tabled.

E. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit Rubrics

**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. Department Chair Training Workshops
2. Tenure Committee Training Workshops

**G. Announcements**

- Next Academic Senate Meeting Fall 2021: Sept. 9<sup>th</sup>, Sept. 23<sup>rd</sup>, Oct. 7<sup>th</sup>, Oct. 21<sup>st</sup>, Nov. 4<sup>th</sup>, Dec. 6<sup>th</sup>, 2021.
- ASCCC Fall 2022 Plenary Session-Hybrid Event, Nov. 3<sup>rd</sup> – 5<sup>th</sup>, 2022, The Sheraton Grand Sacramento

**H. Adjournment 5:04 p.m.**

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The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjlPUT09>

Please note:

**This meeting will be broadcasted at the following locations via zoom**

1. Canyon Country Campus, Don Takeda Science Center, located at 17200 Sierra Highway, Santa Clarita CA. Office #CCLV-336
2. 28577 Shenandoah Drive, Lake Arrowhead, CA. 91321