

Academic Senate Retreat Meeting Summary for November 3, 2022

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

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

Guest							
Brandon Ashford	X	Dr. Jasmine Ruys		Leora Gabay	X	Pamela Williams-Paez	X
Collette Gibson	X	Jason Burgdorfer	X	Michael Felix	X	Dr. Preeta Saxena	X
Cyndi Trudeau	X	Jeff Gregor	X	Michael Monsour	X	Ruth Rassool	X
Dr. Daylen Mueschke	X	Jennifer Smolos Steele	X	Michelle LaBrie	X	Steve Erwin	X
Dr. Edel Alonso	X	Julie Johnson	X	Nadia Cotti	X	Siane Holland	X
Dr. Kathy Bakhit	X	Lisa Sawyer	X	Dr. Omar Torres	X	Teresa Ciardi	X

A. Routine Matters

1. Call to order: 3:06 pm
2. Public Comment:
 - I. The STEM Equity Alliance will be hosting STEM week in the next week.
 - II. Reminder that the mentor applications for the ASCCC Faculty Employer Leadership Academy are due on November 18th.

- III. Adjunct Senator Mireya Milian has requested senator photos to include in the upcoming Adjunct newsletter. David Andrus also plans on requesting photographs of each Senator to improve our Senate web site.
- IV. There has been a recommendation to change local transfer patterns, one change which will have significant impact on particular academic disciplines is the the elimination of area E as lower division requirement (Life Long Learning). At the ASCCC Fall 22 Plenary a meeting took place on this new transfer pattern known as CalGETC.
- 3. Approval of the Agenda:
 - I. The agenda was amended to move report #2 to #1.
 - II. Motion to approve the agenda with the amended order by Lisa Hooper, seconded by Erica Seubert. Garrett Rieck proxy for Tricia George (yes vote). Unanimous. Approved.
- 4. Committee Formation/Appointments:
 - I. Academic Senate Ad Hoc Committee on Local Diversity Requirement (pg. 3)
 - a. There is an ethnic studies course requirement for CSU transfer and local degree. COC has had for many years a local diversity requirement. However, at present, the Ethnic Studies requirement will arguably satisfy the diversity requirement. The group will include 6 faculty members including two co-chairs to explore a revision to the local diversity requirement.
 - b. A list of past ad-hoc committees was composed. This list will come through Senate for formal dissolution as some of these groups are no longer active.
- 5. Sub-Committee Summaries:
 - I. Senate Executive Committee Summary from Sept. 22, 2022 (pg. 8-10)
- 6. Approval of the Consent Calendar
 - I. Motion to approve the consent calendar by Tammara Rice, seconded Gary Quire. Garrett Rieck proxy for Tricia George (yes vote). Unanimous. Approved.

Academic Senate Summary, October 20, 2022 (pg. 4-7)	Curriculum Committee Summary , October 27, 2022
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B. Reports

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

Note: the report where renumber to allow the Academic Senate President's report to be #1.

- 1. Academic Senate Presidents Report, David Andrus
 - I. **ASCCC Plenary Fall 22 session:** The first general session was about Academic Freedom. Our own local Academic Freedom Report listed on this agenda as Action conditional will soon be adopted. It is recommended that local Senates create Academic Freedom Committees, policies and statements.
 - II. **AB 928 CALGETC:** This is the new singular path for CSU's and UC's and will do away with IGETC. This will reduce units from 37 to 34 units and will remove lifelong learning. This is now law and colleges have until May 2023 to work with the UC's and CSU's to finalize the pattern. All policies that mention IGETC will need to be updated. Tricia George is working with David to get information to bring back for a presentation.

- III. **New Common Course Numbering:** This needs to be implemented by fall 2024. There is also a new unit alignment.
 - IV. **BP/AP 6305 discussion at CPC:** There is a proposal to raise the minimum general funds reserve from 6% to 16.7% percent. The Emergency Conditions Allowance (ECA) requires continued documentation. Sharlene and Jason Hinkle included in BP/AP 6305 the 16.7% revision. There are concerns from COCFA in terms of available funds, wage increases, hiring, and PV if this is not implemented thoughtfully. The BP was voted on separately as it is necessary to qualify for the ongoing Emergency Conditions Allowance. Everyone was generally comfortable with 16.7% but not comfortable with how the college will get there. The AP was tabled. BP/AP 6200, and BP/AP 6305 will be brought back. This BP will not be listed on tomorrow's BoT agenda and will go back to PAC-B, then CPT and then to again to CPC to add improved language.
2. PAC-B Annual Committee Chair Report, Jason Burgdorfer
- I. **Budget Report Update:** Full-time and classified staff both had concerns about how the college will get to 16.7%. The concern is that a plan would be created and presented to the BoT without involving other constituency groups.
 - II. **Presidents Advisory Council on the Budget (PAC-B):** The committee begins the year with hosting budget process FLEX workshops. As a reminder, AP 6200 was developed to outline budget cuts. In September the BOG makes a budgetary request to the state legislature and in January the governor releases the budget. In Spring, program review requests go to different levels. The committee has worked on definitions to forced cost categories such as external, health and safety, enrollment and PV. The May revise to the Governor's budget is presented to the college and in June the tentative is budget is completed. Jason would like to see more robust development of budgeting procedures and more involvement in the budgetary decision process.

C. Action Items

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

- 1. Student, Equity and Achievement (SEA Plan), Dr. Jasmin Ruys
 - a. [SEA Plan](#)
 - b. [SEA Metric Overview](#) (Information only)
 - c. [SEA Plan Overview](#) (Information only)
 - I. Items b. and c. were included in past agendas. The final draft has been uploaded to the IE2 website.
 - II. Motion to adopt the final SEA Plan by Arshia Malekzadeh, seconded by Gary Quire. Garrett Rieck proxy for Tricia George (yes vote). Unanimous. Approved.
- 2. Academic Freedom Report, Chris Blakey (pg. 11-20)
 - I. Motion to approve the consent calendar by Erica Seubert, seconded Mike Harutunian. Garrett Rieck proxy for Tricia George (yes vote). Unanimous. Approved.
- 3. Faculty Professional Development Committee (FPDC), Teresa Ciardi (pg. 21-26)
 - I. There was a clarification that the travel report is for District reporting and does not impact the eligibility for FLEX credit. The "travel report" will be revised to read as, "documentation of travel." Under, "Guidelines for Professional (FLEX) Credit" the first mention of the AFT contract will be included and the sentence will end with, "to

specifications outlined within the collective bargaining agreement.” Section E will be re-added to state that faculty can attend professional development.

- II. Motion to adopt the procedures with the amended language that Dr. Torres will forward to Teresa Ciardi, replacing report with documentation and removing the strikeout and underlines by Rebecca Shepherd, seconded Lisa Hooper. Garrett Rieck proxy for Tricia George (yes vote). 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. Self Service/Student Registration Proposed Changes, Steve Erwin, Lisa Sawyer & David Andrus
 - i. Some proposed solutions were discussed based on feedback provided from both faculty and students.
 - ii. **Phase 1:** This change be can operational by spring 23. When a class opens, the waitlist is activated, and there is an “auto roll” feature. If this is disabled on the Friday before the class begins it allows the waitlist to still be active but not “rolling.” Faculty would still be able to view waitlisted students and be able to enable add authorizations. Starting in winter 23 the waitlist cap will be 7 students.
 - i. **Phase 2:** This feature will not be available until summer or fall 23. “Waitlist” means there are seats available but not that a class is open. “Open” means there are seats available. The substitute of the status field that students see on the course catalogue will be changed. There will also be a “Add Authorization Required” notice.
 - ii. FLEX presentation will be hosted for faculty to show the new features. Specials thanks to Steve Erwin and Lisa Sawyer for all their hard work on behalf of faculty and students.
2. Student Onboarding/Orientation Discussion, David Andrus, Garrett Hooper & Dr. Jasmine Ruys
 - i. There have been concerns about students not being prepared for college level work. This has been exacerbated by the pandemic. The new student orientation can be completed in 2 minutes as there is no timing mechanism. Students can advance through the module without reading the material. The suggestion is to create smaller videos to send to students every few days such as via tiktok videos. There are different populations of students and it is hard to come up with a uniform approach. Anyone interested in joining the Matriculation group can reach out to Dr. Ruys or Clinton Slaughter. David will continue to work on this to ensure the Senate is involved and updated.
3. Academic Senate Standing Policy-Online/Online Live, David Andrus (pg. 27-28)
 - I. There is no definition for the Online/OnlineLIVE modality. The Senate leadership is not interested in setting a percentage requirement per each modality. However, the Senate needs to formally acknowledge and approve this as a mode of instruction. This is a blended modality. There will be another document that will come through Senate with a list of recognized modalities for approval.
4. Face-to-Face Modality Student Contact Hours Reminder, David Andrus.
 - I. 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
3. Academic Senate Standing Policy-Approved Modalities
4. Sustainable Climate Presentation
5. Senate Budget Report & Survey Results

G. Announcements

- Next Academic Senate Meeting Fall 2022: Nov. 17th, Dec. 8th, 2022. Spring 2022: Feb. 9th, Feb. 23rd, March 9th, March 23rd, April 13th, April 27th, May 11th & May 25th
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- 2023 ASCCC Faculty Leadership Institute: June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- 2023 ASCCC Spring Plenary Sessions: April 20th -22nd, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

H. Adjournment: 5:07 pm

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjIjPUT09>

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. 1117 Walnut Street, Inglewood, CA 90301
3. 6405 SW Puppy Place, Bentonville, AK