

## Academic Senate Meeting Summary for October 5, 2023

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	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	<i>Erica Seubert proxy for Jennifer Paris</i>	X
MSHP-HPPS Senator	<i>David Pevsner proxy for Tammy Bathke</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	VACANT	
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	VACANT	
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres via zoom	X	Paul Wickline via zoom	X
Marilyn Jimenez	X	Jason Burgdorfer (COCA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Hestia Sartika	X

Guest							
Christopher Blakey	X	Dianne Avery	X	Jennifer Smolos Steele	X	Teresa Ciardi	X
Cindy Leung	X	Dr. Edel Alonso, Trustee	X	Jim Temple	X		
Dan	X	Dr. Jasmin Ruys	X	Lak Dhillon	X		
Dr. Daylene Meuschke	X	Jaya George	X	Michael Felix	X		

### A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
  - Counseling Faculty moving on Monday to the library 1<sup>st</sup> & 2<sup>nd</sup> floor for 1:1 appointment. Drop-in counseling will be in Canyons Hall 1<sup>st</sup> floor.
  - Lights in Canyons Hall were not working properly but will be fixed soon.
  - Door locks to main buildings have not been unlocked in the morning.
  - Cell service at CCC is not great. District is working with AT& T and Verizon to get better cell service.
  - Faculty are leaving classrooms to use other open space on campus for their instructional

contact hours. Faculty are restricted to their assigned classrooms unless advanced notice is provided to the Office of Instruction. Request to agendaize this item.

- Request for better coordination for textbook onboarding with adjuncts and the bookstore. This item is asked to be agendaized.
- Special thanks to Victoria Leonard & Lisa Hooper for last week's Faculty in the Spotlight event.

3. Approval of the Agenda:

- Motion to approve the agenda by Mike Harutunian, seconded by Arshia Malekzadeh. Erica Seubert proxy for Jennifer Paris, (yes, vote). Unanimous. Approved.

4. Committee Appointments:

Katie Coleman, DEIA Taskforce	Lauren Franco, Faculty Professional Development Committee (FPDC)
Food Committee <ul style="list-style-type: none"> <li>• David Andrus</li> <li>• Lisa Hooper</li> </ul>	Academic Senate/COCFA Joint Task Force on Full Time Evaluations Non-Instructional <ul style="list-style-type: none"> <li>• Aivee Ortega</li> <li>• Erika Torgeson</li> <li>• Garrett Hooper</li> <li>• Sara Breshears</li> </ul>

5. Sub-Committee Summaries/Information: none

6. Approval of the Consent Calendar

- Motion to approve the consent calendar by Erica Seubert, seconded by Arshia Malekzadeh. Erica Seubert proxy for Jennifer Paris, (yes, vote). Unanimous. Approved.

Academic Senate Summary, Sept. 21, 2023 (pg. 3-6)	<a href="#">Curriculum Committee Summary, September 28</a>
---	--

**B. Reports**

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

1. [Faculty Professional Development Committee \(FPDC\)](#), Teresa Ciardi
  - Committee meets twice a month to review proposals for FLEX. One meeting per month is dedicated to planning for FLEX week. Teresa outlined several vacancies in her committee.
2. Academic Senate Presidents Report, David Andrus
  - Dept. Chair Training: The next workshop will focus on Business Services, SLO's and Program Review. It is scheduled for October 22nd.
  - Food Service Committee: Many vendors attend the meeting. There will be a presentation to Senate in the future. David and Lisa have joined the committee.
  - CCC Buildings: The CCC designated site/structure for the cafeteria has not yet been approved by LA County. There are many extensive requirements, including a 300 ft. bathroom. As a reminder, public funds cannot be used to subsidize food. A report out will take place at Senate.
  - BONH 330 Wall Décor: The faculty art proposal will not be determined until the permanent bench is installed. Senate leadership does not recommend a rotating exhibit by semester. It would rather see faculty artwork remain up for extended periods of time. TBD.
  - Business Service: Sharlene and Jason Hinkle will host a townhall on Nov. 9<sup>th</sup> from 2-5pm for anyone to talk with them regarding their business services/budgetary needs.
  - DEIA Competencies Taskforce: The group needs to determine how the competencies will

- work with the evaluation documents.
  - Senate Travel Account Update: The Senate was allocated \$10,000 for travel and David will attend plenary session. If anyone is planning to travel please let me David and Marilyn know so that they can plan accordingly.
  - UCEN Food Vendor: There have been issues with the food vendor. Sharlene has been notified and has been working with them to make improvements.
3. Vice Presidents Report, Lisa Hooper
- Prices of Drinks on Campus: Receipts have been collected to determine if standards are being met to ensure comparable pricing.
  - SECO Hall Balcony Repairs: An apology on behalf of the Senate for the last minute notice regarding the repairs to the balcony. Facilities has been very responsive.
  - Self-Service Taskforce: The group will explore the Self-Service features to determine what may be modified. There is a request to have an annual Online Education update to the Senate.
  - Faculty in the Spotlight: This is a great opportunity to memorialize the experience for the person who is in the spotlight. Request to collaborate with MEA to have students film the spotlight interviews.

### C. Action Items

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

1. Academic Freedom Conditional Report regarding Syllabi Requirements, Chris Blakey (pg. 7-9)
  - **Motion** to approve by Gary Collis, seconded by Lisa Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for *Tammy Bathke*, (yes, vote). *Victoria Leonard* (no, vote). *Approved.*
2. BP/AP 4021 (Program Viability), Gary Collis
  - BP 4021 (Clean version) (pg. 10)
  - BP 4021 (Marked up version) (pg. 11-14)
  - AP 4021 (Clean version) (pg. 15-26)
  - AP 4021 (Market up version) (pg. 27-42)
  - Summary of key Changes (pg. 43)
    - CPC Committee conditionally approved the changes. New forms will be created in spring 24. PV Committee will develop a timeline for program reports.
    - **Motion** to approve by Gary Quire, second Victoria Leonard. David Pevsner proxy for *Tammy Bathke*, (yes, vote). *Unanimous. Approved.*
3. BP/AP 5010 (Dual Enrollment), Gary Collis
  - BP 5010 (pg. 44-46)
  - AP 5010 (pg. 47-51)
  - No changes
    - **Motion** to approve by Mike Harutunian, seconded Shane Ramey. David Pevsner proxy for *Tammy Bathke*, (yes, vote). *Unanimous. Approved.*
4. Great Shake Out & Active Shooter Training, Jim Temple (pg. 52)
  - Jim will return to future Senate meetings to discuss emergency preparedness. Jim Temple will schedule 15 to 20 sessions on campus for emergency trainings.
    - **Motion** to adopt the Oct. 24, 2023 as the Emergency Drill Date by Erica Seubert, seconded by Rebecca Shepherd. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for *Tammy Bathke*, (yes, vote). *Unanimous. Approved.*

- **Motion** to adopt, Tuesday March 12, 2024 for the spring Emergency drill by Erica, seconded by Rebecca Shepherd. Erica Seubert proxy for Jennifer Paris (yes, vote). David Pevsner proxy for *Tammy Bathke*, (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. BONH 330 Faculty Conference Room Protocols, David Andrus (pg. 53-54)
  - The person who reserves the room is responsible for restoring the room back to its original format. There will be a ribbon cutting ceremony. This will be adopted as action at the next meeting.
2. Commencement Debrief Discussion 2023, David Andrus (pg. 55)
  - The District has suggested a 2-day commencement (Friday & Saturday). There was a suggestion to have a different key note speaker and a one-day ceremony. Student trustee, Hestia will solicit input from ASG and Senators will collect feedback from their schools. David will bring back feedback to Kelly Dapp.
3. Student Housing Report, Dr. Jasmine Ruys
  - I. [Affordable Student Housing FAQ Amended 2023 Budget Act and Higher Education Trailer Bill](#)
  - II. [Student Housing Presentation](#)
    - Funds are now on hold until FY: 24-25. Advocacy has been undertaken in regards to the state now putting the burden on local CC's to find funding. Some schools have moved forward however. The state may require funds be returned. A pro-forma presentation was done to the Board to determine cost for maintaining the facility.
4. BONH 330 Wall Décor/Emeriti Recognition
  - The Senate will discuss and confirm a process for emeriti recognition. This item will return on the next agenda.

**E. Unfinished Business**

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
5. Food Service at Valencia & CCC

**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. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Academic Senate Release Time Memo

**G. Announcements**

- [Next Academic Senate Meeting Dates Fall 2023](#): Oct. 19<sup>th</sup>; Nov. 2<sup>nd</sup>; Nov. 16<sup>th</sup>; Dec. 7<sup>th</sup>.
- [2023 ASCCC Fall Plenary Session](#): Nov. 16<sup>th</sup> – 18<sup>th</sup>, Westin South Coast Plaza, Costa Mesa, CA.
- [2024 ASCCC Curriculum Institute](#): July 10<sup>th</sup> – 13<sup>th</sup>, 2024, Pasadena Convention Center
- [2024 Faculty Leadership Institute](#): June 20<sup>th</sup> – 22<sup>nd</sup>, 2024, More information coming soon!
- [2024 ASCCC Spring Plenary Session](#): April 18<sup>th</sup>-20<sup>th</sup>, 2024, San Jose Marriot

**H. Adjournment:** 5:05 pm