Academic Senate Meeting Summary for September 21, 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	Lisa Hooper proxy for Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Erica Seubert proxy for Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	X
MSHP-HPPS Senator	Tammy Bathke	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	Tricia George proxy for 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 (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Hestia Sartika	X

Guest							
Alisha Kaminsky	X	Dr. Daylene Meuschke	X	Dustin Silva	X	Jennifer Smolos Steele	X
Ambika Silva	X	Diane Avery	X	Heather Dotter	X	Lak Dhillon	X
Christopher Blakey	X	Dr. Edel Alonso	X	Hestia Sartika	X	Sebastian Cazarez	X
Cindy Leung	X	Dr. Jasmine Ruys	X	Jaya George	X		X

A. **Routine Matters**
   1. Call to order: 3:06 pm.
   2. Public Comment:
      I. On behalf of COC and the SVC community condolences were offered to the family and fiancé for fallen Deputy, Ryan Clinkunbroomer who attended both West Ranch High School and COC via ISA courses.
      II. Special thanks to the Academic Senate and Human Resources for putting out the COVID protocols. HR was encouraged to continually share protocols.
      III. As of Monday, the Covid Testing website is up, and the test can be ordered. The bivalent vaccine is no longer authorized.

IV. The construction update maps colors codes have changed. But, continued clarity is requested.

V. Homecoming is Sept 30th at 5pm. This is a family event and there will be free food.

3. Approval of the Agenda:

I. Two adjustments to the agenda were made. Under DEIA competencies Katie Coleman will be added as a member. The agenda was re-ordered to move "Academic Freedom" under "Discussions" to #3.

II. Motion to approve the agenda with the noted amendments by Arshia Malekzadeh, seconded by Gary Quire. Lisa Hooper proxy for Sab Matsumoto; Erica Seubert proxy for Shane Ramey. Unanimous. Approved.

4. Committee Appointments:

Collette Salvatierra, Academic Freedom Commit	Self-Service Taskforce (pg. 3)
Erica Torgeson, Program Review Committee Cha	DEIAA Faculty Competencies Taskforce (pg. 3)
Lena Smyth (Adjunct), EEO Committee	Tenure Committee list (pg. 4)

5. Sub-Committee Summaries/Information:

- Senate Elections Committee Fall 2023-24 Elections Calendar (pg. 8)
    I. The Calendar was shared, and Dustin Silva will be sending out email announcements soon. The emails may include multiple positions.

6. Approval of the Consent Calendar

- Motion to approve the consent calendar by Victoria Leonard, seconded by David Brill. Lisa Hooper proxy for Sab Matsumoto; Erica Seubert proxy for Shane Ramey. Unanimous. Approved.

Academic Senate Summary, Sept. 7, 2023 (pg. 5-7)	Curriculum Committee Summary, Septembe 14, 2023

B. Reports

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

1. MQE Committee Chair Annual Report, Alisha Kaminsky

    I. Alisha provided an overview of the committee membership composition, purpose, background, and summary of last year's work and goals. The committee has developed some FLEX trainings to help Dept. Chairs learn the equivalencies process.

2. Academic Senate Presidents Report, David Andrus

    I. **Academic Integrity Taskforce:** David met with Shane to discuss the focus for the rest of the academic year.

    II. **CTE Toolkit:** David has met with Policy Committee, HR, Regina Blasberg, and Gary Quire.

    III. **Senate Policy on Web Enhancement:** David has discussed with Senate leadership, faculty and Dr. Omar Torres. The final version will return to Senate.

    IV. **Full-Time Evaluation Taskforce for Non-Instructional Faculty:** The group composition will be finalized soon.

    V. **Tenure Committee Training Workshop:** This item will not move forward until new evaluation documents are adopted. But it is a priority.

    VI. **Senate Office Procedures:** David and Lisa are working on revisions to the procedures and will be coming to Senate soon.

    VII. **Adjunct Scheduler System:** This item will be discussed at the IAC meeting as this is something that Dept. Chairs primarily deal with. Senate will not discuss it unless there is an urgent need to do so.

    VIII. **Food Service at CCC**: David is meeting with Dr. Ruys and Sharlene Coleal and has met with Dr. Torres to gain more information about the challenges we are facing with food cost and

access for students.

IX. **Release Time Memo for next academic year:** The release time memo needs to be finalized by next academic year. This needs to be done at the beginning of the spring semester. Due to changes with adjunct scheduler the office of instruction now needs full-time assignments earlier in the year.

X. **Program Mapper Update:** There will be a presentation by Clinton and Alisha Kaminsky soon.

XI. **Integrated Planning:** David mentioned this at the BOT meeting and stated integrated planning and communication need to be emphasized in key areas on campus. There needs to be more integrated communication with everyone.

XII. **BONH 330 Conference room protocols:** Many thanks to all who helped renovate BONH 330 room. We need to honor the hard work of faculty that contributed to the Education and Facilities Master Plan and make sure that the success of the BONH 330 rennovation leads to other areas of the master plan being implemented, where possible.

XIII. **BONH 330 Wall Decor:** This item will be agenized. There will be 1-2 screens. Some faculty feel the wall should be dedicated for faculty artwork.

XIV. **Dept. Chair Training:** The training starts tomorrow. The cohort is capped at 25. The VRC is difficulty to register for sessions. David asked Leslie to amend the focused titles.

XV. **Emergency Command Plan:** David met with Jim Temple regarding emergency preparedness. This item will return on the Oct. 5th agenda. Dates for earthquake and active shooter training drills need to be confirmed. Jim will return to Senate and there will be more townhalls.

3. Vice Presidents Report, Lisa Hooper

I. **Faculty on the Spotlight:** Victoria Leonard has agreed to be the first faculty in the spotlight for this semester. Lisa selected the dates for fall based on Senate meeting dates. The meetings will be re-scheduled as they conflict with COCFA mixers.

II. **Self-service Taskforce:** Is about to meet and this is important. The composition of taskforce has motivated people. Lisa will report back.

III. **Counseling Offices:** On Oct. 9th Counseling will be vacating their space in Canyons Hall due to remodeling. However, they have not been told where they are going. There will be no in person services and many frustrated students.

IV. **Vision for Communications Officer:** The Communications Officer will focus on the Senate Newsletter with an emphasis on matters ofeducation, legislative impact, history, and themes. Please provide feedback to Lisa.

V. **Programmatic Needs:** The PV policy and procedure included in the agenda is important and much work has been done regarding helping address programmatic needs being met.

C. Action Items

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

1. Annual Curriculum Approval Certification, Tricia George & Dr. Omar Torres (pg. 9-12)

I. The District receives local control of curriculum competencies from the State level. Annual training needs to be undertaken. The Bachelorette Degree has been included.

II. Motion to adopt by Lisa Hooper, seconded Gary Quire. Lisa Hooper proxy for Sab Matsumoto; Erica Seubert proxy for Shane Ramey. Tricia George proxy for Mike Harutunian. Unanimous. Approved.

D. Discussion

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

Note: Agenda was re-ordered to move Discussion item #1 (Academic Freedom) to #3.

1. BP/AP 4021 (Program Viability), Gary Collis
   - BP 4021 (Clean version) (pg. 16)
   - BP 4021 (Marked up version) (pg. 17-20)
   - AP 4021 (Clean version) (pg. 21-32)
   - AP 4021 (Market up version) (pg. 33-48)
   - Summary of key Changes (pg. 49)
     - For new program proposals a sustainable budget plan is required. There will be recorded tutorials regarding the new budgetary tool and Garret Rieck and Jason Hinkle will be available for questions. The next step is to see if the Staffing Committee procedures align with ranking of new faculty and classified positions. This will return for action.
2. BP/AP 5010 (Dual Enrollment), Gary Collis
   - BP 5010 (pg. 50-52)
     - 7th and 8th graders can now enroll in noncredit classes as dual enrollment students. Any students in K-12 can enroll in any programs offered by the LA Country Sheriff, Lifeguard, Police and Fire departments. The non-credit faculty director serves as the department chair for discretion over the offering of dual enrollment courses. This policy will return as an action item.
   - AP 5010 (pg. 53-57)
3. Academic Freedom Conditional Report regarding Syllabi Requirements, Chris Blakey (pg. 13-15)
   - There are some items required in a syllabus due to accreditation, such as the SLO's. Other areas can be included as best practices but are not required, per the AAUP. Faculty cannot tell other faculty what to put in a syllabus. A syllabus is a not a contract it can be amended.

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. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations Non-Instructional

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. Adjunct Scheduler System
4. Food Service at CCC
5. BONH 330 Faculty Conference Room Protocols
6. BONH 330 Wall Décor/Emeriti Recognition
7. Academic Senate Release Time Memo
8. Program Mapper Update

G. Announcements
- Next Academic Senate Meeting Dates Fall 2023: Oct. 5th; Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th
- 2023 ASCCC Fall Plenary Session: Nov. 16th – 18th, Westin South Coast Plaza, Costa Mesa, CA.
- 2023 Accreditation Institute: Sep. 29th – Sept. 30th, San Mateo Marriot, San Mateo, CA.

H. Adjournment: 4:57 pm.