

Academic Senate Retreat Meeting Summary for October 19, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	<i>Gary Collis proxy for Gary Quire</i>	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	<i>Lisa Hooper proxy for Regina Blasberg</i>	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)	X	ASG Student Representative- Hestia Sartika		X

Guest							
Andralena Panczenko	X	Dianna Avery	X	Hind Ali	X	Jocelyn Lagunas	X
Andy McCutcheon	X	Dilek Sanver-Wang	X	Dr. Jasmine Ruys	X	Jon Amador	X
Austin Dave	X	Dustin Silva	X	Jennifer Overdest	X	Lak Dhillon	X
Cindy Leung	X	Heater Dotter	X	Jennifer Smolos Steele	X	Rosario Gonzalez	X
Dr. Daylene Meuschke	X						

A. Routine Matters

1. Call to order: 3: 06pm
2. Public Comment:
 - There was a request for additional paper shredders/bins in faculty offices.
 - Request to assign back up staff when classified are out on vacation. Some classified work independently and need to have back up in the case of unexpected absences from work.
 - Due to handicap parking spaces having been more centrally located, it is now time to

- install nets around baseball field due to flying baseballs that have hit cars.
 - There is concern regarding the Israel/Palestine conflict and with many students stating anti-Israeli or anti-Palestinian rhetoric, some of it lacking context and creating a difficult academic environment.
3. Approval of the Agenda:
 - **Motion** to approve the agenda by Mike Harutunian second Arshia Malekzadeh. David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.
 4. Committee Appointments: Lak Dhillon, Selection Committee
 5. Sub-Committee Summaries/Information: none
 6. Approval of the Consent Calendar
 - **Motion** to adopt the consent calendar by Mike Harutunian, seconded by Dave Brill.
 - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.

<u>Academic Senate Summary, October 5, 2023</u> (pg. 3-6)	<u>Curriculum Committee Summary, October 12, 2023</u>
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B. Reports

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

1. [Policy Review Committee Chair Annual Report](#), Gary Collis
 - Board of Gov. sets legal minimum requirements for operation of local CCC's. There has been a request to establish a campus wide tracking system for board documents. There are several policies that need to be re-evaluated.
2. Academic Senate Presidents Report, David Andrus
 - Congratulations to our new Academic Senate President, Lisa Hooper, Vice President Garrett Rieck and Communications Officer, Erica Seubert.
 - Department Policies: THow department policies can or should be adopted is being discussed by Senate leadership and Instruction. David's idea is to create a culture of democracy, norms and buy-in, DEIA etc... These dept policies might be necessary and will require more guidance and training. There may be a coordinated effort to address the intersection of these issues. It is important that department policies do not inadvertently create division, as opposed to unity.
 - Food Issues: Sharlene Coleal, April Graham have been invited to provide a presentation to Senate. David Marshall (ISSI Supervisor) is interested in having more involvement with faculty needs.
 - DEIA Faculty Competencies Taskforce: There are 7 criteria that serve as multiple measures of competencies (6 competencies). These criteria should align with each of the standards for any course/discipline.
 - Dept. Chair Training: The second training is scheduled for Oct. 20th. The IAC meeting was cancelled therefore the training is now via Zoom only.
 - Sonya Christian Event: CCCCCO state chancellor visited COC and talked about her vision 2030 plan. Expansion of dual enrollment is at the top of 2030.
 - ASCCC Area C Meeting: David will be attending this meeting. Any resolutions COC advances statewide should be first promoted locally.
 - Syllabi Best Practices 2017 Sheet: This document will return for further review.

- Senate Travel Budget: If anyone wants to travel, please let David and Marilyn know.
 - Web Committee: The college is listening to presentations from three new web hosting companies. This will be not only a new web design but a new host web service.
3. Vice Presidents Report, Lisa Hooper
- Faculty offices: The guiding principles for office furniture layout is based on ADA and ergonomic consideration. Please reach out to Sharleen or April with questions.
 - Self-Service Taskforce: Some features are modifiable. The college is looking at other districts to get input on their experience. The waitlist is being looked at for glitches.
 - Faculty in the Spotlight: David Brill has agreed to coordinate with MEA students to provide technical assistance and collaboration for audio/visual. MEA has offered to host the event in their studio however, space is also being created in BONH 330. A form may be created to submit nominations, anonymously.
 - COVID Hangover: There are students who transferred from other colleges; the feedback is that COC is tougher. When students pass classes, they are proud of themselves. Faculty need to be considered how to support their learning.
 - Textbooks in the Library: If there are requests for more textbooks from students faculty can purchase and submit to the library to place at the reference desk. There is a limit as to how many textbooks can be ordered from publishers. Publishers are becoming more restrictive with available, free extra copies.

C. Action Items

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

1. BONH 330 Faculty Conference Room Protocols, David Andrus (pg. 7-8)
 - **Motion** to adopt BONH 330 Faculty Conference Room Protocols by Mike Harutunian, seconded by Victoria Leonard.
 - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (yes, vote). Unanimous. Approved.
2. Confirmation of Academic Senate Officer Nomination/Election Results (pg. 9)
 - Special thanks to Dustin, Karyl and Marilyn for all their work on the Elections committee.
 - **Motion** to adopt by Arshia Arshia Malekzadeh, seconded by Garrett Hooper.
 - David Pevsner proxy for Tammy Bathke (yes, vote); Erica Seubert proxy for Jennifer Paris (yes, vote); Gary Collis proxy for Gary Quire (yes, vote), Lisa Hooper proxy for Regina Blasberg (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 Wall Décor/Emeriti Recognition, David Andrus
 - Some ideas proposed include a scrolling screen with pictures, name and information of Emeriti faculty. Other ideas include name/legacy plaque, a multi-opening picture frames, and/or a photo book.
2. AP 4060 (Delineation of Functions Agreement), Gary Collis (pg. 10)
 - This provides a procedure for the transfer of non-credit courses to COC. The focus is on Adult Education. This item will return for action.
3. AP 4104 (Contract Education), Gary Collis (pg. 11-12)
 - Contract education is done via Workforce/Economic Development. The college does not receive apportionment. The college has been offering contract education for several decades, therefore an AP was needed.

4. Office of Instruction desk policy/procedure on leaving your assigned instructional space, David Andrus & Dr. Omar Torres
 - Title 5. Section 58056 – Immediate Supervision and Control (pg. 13-14)
 - [Class Location Change Request Form](#)
 - The Office of instruction recently created a document addressing the issue of faculty intending to take their students outside the scheduled instructional room to the outside campus. Instruction wants to know where classes are in the event of an emergency. There are concerns the form and process is too restrictive. Some suggestions are for faculty to send out a text message, leave a note on their door or set up walkie talkies in the classrooms. There are also concerns with Academic Freedom as it relates to the campus space. The goal is to find a more effective way to allow for spontaneous decisions to take a class out into the larger campus space for scheduled instruction, while also acknowledging Instruction's safety concerns. Senate leadership will meet with Dr. Torres to discuss the matter further.
5. AP 45000 (Student News Media), Gary Collis (pg. 15-16)
 - This item was tabled and 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. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. Faculty Office Procedures
5. Food Service Discussion

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. Academic Senate Release Time Memo
3. Coordination with Adjuncts on AIS system with Bookstore

G. Announcements

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

H. Adjournment: 5: 04 pm