

Academic Senate Career Education Committee Meeting Summary

March 01, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Daylene Meuschke, Donald Carlson, Gary Quire, Harriet Happel, Jeff Baker, Jennifer Paris, Justin Wallace, Keri Aaver, Marilyn Jimenez, Nicole Faudree, Dr. Omar Torres, Regina Blasberg, SB Tucker & Tim Baber

Start Time: 1:03 pm

1) Approve Previous Minutes

a) November 23, 2020

- Motion to approve the minutes by Jeff Baker seconded by Nicole Faudree. Votes collected using the zoom participants window raised hand feature. Unanimous. Approved.

b) December 07, 2020

- Motion to approve the minutes by Regina Blasberg, seconded by Jeff Baker. Votes collected using the zoom participants window raised hand feature. Unanimous. Approved.

c) February 08, 2021

- Motion to approve the minutes by Nicole Faudree, seconded by Regina Blasberg. Votes collected using the zoom participants window raised hand feature. Unanimous. Approved.

2) Open Forum (15 minutes)

- **Return to Campus (R2C) Coalition:** R2C met today and the meetings have been moved to Fridays. There are some questions in regards if faculty and students will be required to get the vaccine? The answer is no, as this is an emergency vaccine and it is not mandatory at the college. David Andrus summarized where the committee is in regards to instruction.
- **R2C: Evaluation Taskforce:** Today is the deadline for departments to submit to the district their interest to return to campus, for some Face-to-Face modality, in the Fall 2021. An *Evaluation Taskforce* which consists of Nicole Faduree, Lisa Hooper, all impacted School Deans, Dr. Omar Torres and David Andrus, will review all requests. There may be an opportunity for people to ask questions. An outside consultant may also be brought in. This is the same consultant which evaluated the 8 essential infrastructure programs on campus and provided guidance as to what can and can't be done based on the guidelines. However, since guidelines have changed there are requests to have the consultant return to re-evaluate.

- **Facilities Cleaning & Disinfecting:** There was some information from Jim Schrage as many have concerns with the ventilation. There was discussion in regards to bathroom ventilation and the use of hand dryers. There was also discussion in regards to availability of facilities crews to clean and disinfect and the availability of cleaning supplies. There was support from Jim Schrage to hire adult hourly's who can help with cleaning. There was discussion as to should students be required to clean their works stations. In some departments such as in EMT this is considered a job skill for students. However, for other departments such as Math or English that is not the case.
- **Culture of Enforcement:** The committee were in support of a *Health & Safety Ambassador*. This person would enforce the rules such as wearing a mask and standing 6 feet part.
- **Signage:** The district has invested in proper signage to enforce the rules. This idea will be brought up again on Friday.
- **Fall Schedule of Classes:** Some faculty have concerns with building their fall schedule. It was clarified that there will be comments field in the schedule of classes and that every effort will be made to host a class Face-to-Face. Faculty are being asked to be flexible in the event we need to revert back in remote mode. It is recommended that faculty be cautiously optimistic in terms of what is being forecasted for the Fall 2021 Semester. The Evaluation Taskforce is planning to review request and respond within 24 to 48 hours. It is more likely that most of the proposals will be approved. The plan is to be strategic as to where in person lecture classes will be placed. Lab courses have to be scheduled in lab areas. There may be some flexibility for lecture classes.
- Dr. Torres will be meeting with Jim Schrage to analyze large classroom space across campus to see if it's possible to social distance 35 students. Currently 1/3 of the students can be accommodated in the classroom which is about 8-10 students. The safety zone of 6 feet could change in the next months. The emphasis in the revisions to the LA County guidelines ask that institution of higher education look at bringing back possibly ART, DESIGN, THEATER, FILM Editing, Library and Recreational Sports, etc. The revised guidelines also ask to evaluate if there is a need to bring back some of these courses. It is recommended to look at the student success data, to consider if the core competencies are fully being met in a remote or virtual mode? If a department feels that students are having problems achieving the course outline then a course could be brought back to Face-to-Face. Some faculty are concerned as they do not have the data to make a determination to submit a request to return their courses back to campus.
- There was a request to discuss the new Construction Tech program in regards to how to start and how to bring back to campus. There are also negotiation implications as to who will be able to return to campus. The fall schedule of classes is advertised to students in the middle of July. If it possible to reach herd immunity by July but the schedule of classes has already been advertised it would be a disservice to students if they signed up for online classes to now

switch to Face-to-Face. This is very problematic for students. The notes in the schedule of classes can include a statement that in the event a Face-to-Face class needs to return to remote format that it has the ability to do so.

- This topic can continue to return on future agendas.

3) Vaccine Process and back to Campus update (Nicole Faudree)

- Dr. Diane Fiero sent out an email notification regarding the COVID-19 Vaccine appointments. There are no appointments left at Henry Mayo but there will be more appointments coming soon. There are reports that the second shot has more side effects. It is recommended that people show up 10 minutes early for their appointments.

4) Anyone interested in attending virtual CCCAOE Spring 2021 Conference (Gary & Harriet)

- This event is starting this week on Wednesday and this is a 3-week conference. Anyone interested can contact Harriet and Nancy. Harriet is on the board of CCCAOE and shared that as part of the state chancellor executive order is to look in depth at diversity, equity and inclusion agenda from the chancellor's office. It is important to look at preliminary research with the impact of COVID-19. There is key presentation on the hard to convert courses. Technology will be looked at as how it can be applied in the classroom. There is a question regarding how diversity, equity and inclusion can be included in the classroom. Anyone interested in registering will need to do so through Attendify. The events will be recorded and will be available online for up to 12 months.

5) Committee Survey (Gary Quire)

- A survey will be sent out soon. This survey will go out to all different committees. The survey will either come from Gary or the Department. This survey could be launch today and it is anonymous. There are some questions which will ask for feedback. There will be an area in regards to how the committee connects with other committees in terms of equity. These surveys have gone out in the fall. The goal is to complete these surveys in the spring. Daylene will need to confirm the membership of the committees with committee chairs. The surveys are needed for Accreditation but they also serve as good practice to evaluate committee work. If a faculty members serves on multiple committees they will need to do a survey for each committee they serve on. This is due to the survey questions being tailored for a specific survey. The following Accreditation Standard language was shared:
 - *In regards to the Accreditation Standards it is stated in Standard IVA.7, states that "Leadership roles and the institutions governance and decision making policies, procedures, and processes are **regularly evaluated** to ensure the integrity and effectiveness. The Institution widely communicates the results of these evaluations and uses them on the basis for improvement."*

- Part of this evaluation can be accomplished through a survey to determine how certain areas of doing. The concept and the notion the colleges quality and improvement, which accreditation mandates is embedded in all that is being done. Surveys is a great way to do this evaluation.

Announcements: Open Forum for Discussion

- ACUE: There are 66 slots still available. The next ACUE micro course will start in late March. If anyone misses the deadline Regina can still add a few more people. The courses can be finished in 2 weeks.
- Internships & Externships: Faculty are encouraged to see if there are any in their areas. There are many in the Business sector. There will be funds for pre-apprenticeship programs.

Future Agenda Items:

Adjournment: 2:01 pm