



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

April 20, 2020

1:30 p.m. to 2:30 p.m. via Zoom

Summary

Attendees: Joy Shoemate, Rebecca Eikey, Michelle LaBrie, Marlene Dermerjian, David Andrus, Jason Burgdorfer, Nicole Faudree, Lisa Hooper, Brittany Huerta, Claudia Acosta, Miriam Golbert, Maral Markarian, Aivee Ortega, Wendy Brill and Marilyn Jimenez.

A. Routine Matters

1. Call to order: 1:36 pm
2. Public Comment: none
3. Approval of the Agenda: Agenda approved unanimous.

B. Reports

1. Academic Senate President Report, Rebecca Eikey
 - President thanked everyone who is working hard on making changes to support our students during this pandemic crisis. Special thanks to Marilyn with all the note taking and all the work behind the scenes. In addition, special thanks to David for his work with the various policy changes, Lisa and the Curriculum Committee for working overtime, Aivee for her continuous hard work with checking MQ&E's and all the diligent work being done by the CASL Committee.

C. Action: none

D. Discussion

1. Modified Progress Survey Language-Canyons Connects (Starfish), Michelle LaBrie
 - The week 3 to 5 progress surveys have already been launched. With the arrival of COVID-19 preparations were done to release week 9 to 11 progress reports. However, it was clear that the language that was being sent to the students, [which was approved by Senate last year regarding when an instructor either raises a flag or some type of concern](#), does not address what is currently happening with our students. The language needs to be more informative and effective at explaining what options are available. In addition, the language needs to communicate how a student can get immediate help from the counseling department.
 - Michelle has been working with Counselors, Connie Perez and Diane Solomon to help field the flags and referrals. Both Connie and Diane are doing a fantastic job helping with the interventions with students as the move to remote learning is taking place.

- The language that was approved by Academic Senate, with Rebecca’s permission, was taken and added. This language regarding the student’s options for Pass/No pass, Incomplete and various Withdrawal grading options was also sent via email. The language was also been vetted by Counseling and includes a [link to the Counseling Department](#) page where a student can schedule a drop in or individual counseling appointment. It is important for students to understand that there can be permanent consequences with selecting some of these grading options.
 - This message communicates that the Canyons Connects Team understands that students are struggling perhaps due to the change to remote learning. There is also still an opportunity for a personalized note from the instructor. The language will sent out tomorrow. The progress survey will close on May 4th and there will be no additional communication sent out later in the semester. If the pandemic continues into summer and fall and if this language is still appropriate it will still be used. The language is dynamic and can be changed based on the needs of faculty or students.
 - Notification has been received from UCLA’s Transfer Alliance Program (TAP) in that they will accept the “Pass” grade for honors courses so long as COC provides this option to students. However, one issue is that the “Pass” is considered a “C” and in honors courses a student must earn a “B” or better. Due to the current crisis the COC Honor’s Program agreed to accept the “Pass” as a passing grade.
 - The committee approved the new language and confirmed Michelle can move forward and send out the communication to students. A Canyons Connects report with the sample updated language will be added to the April 23rd Senate Agenda.
2. Blanket Distance Learning Addendum (DLA) and Professional Development Plan for Summer and Fall 2020, Rebecca Eikey (pg. 2-6)
- CCCC [Emergency Guidance for Correspondence Education](#)
 - Correspondence Education: At one point Correspondence Education (CE) and Distance Education (DE) appeared together in the Title 5 regulation. These two areas have been separated and much attention has been given to the DE portion. The CE portion seems is going through the consultation process at the state level and should be completed in July 2020. There is a push from Chancellors office for all programs to start thinking about what CE would look like. Most of the courses in CE format are offered for the inmate population. CE is currently not defined locally.
 - CCCC [Emergency Temporary DE Blanket Addendum for Summer 2020/Fall 2020](#)
There is guidance from the State Chancellors office for districts to have a contingency plan in place for summer and fall semesters. In addition, all districts are being asked to have a plan in place for Professional Development to support faculty teaching online and remote courses. The DE plan will also include a list of online courses which will need to be approved through the local Curriculum process.
 - Blanket Distance Learning Addendum (DLA), Lisa Hooper
 - The same convention which were used for the DLA creation for spring 2020

were used for summer and fall 2020. This plan has been approved in Curriculum Committee. This plan allows for courses to be taught in distance learning format. The State Chancellors office is no longer recognizing the term “remote” due to this term not existing in Ed Code or in Accreditation Standards. In order to avoid having accreditation or articulation issues the Temporary Blanket Addendum maintains the quality of instruction while still recognizing that some modifications may be needed. These modification may be needed in the short term, and maybe permanently depending on what disciplines choose to do.

- 100% Online Approved Courses: If disciplines currently have 100% online addendums which have been approved by Curriculum Committee then those disciplines will be able to continue to offer those courses.
 - Hybrid Approved Courses: If course were only approved for Hybrid format then these disciplines need to decide if they wish to pursue a permanent or a temporary 100% online addendum.
 - Face to Face: If certain disciplines have never taught in distance or online format, a determination needs to be made regarding whether or not they wish to approve a permanent or temporary online addendum.
- Disciplines need to discuss at a department level and determine what platforms are available for them so that learning objectives are met. Any courses which require a lab will need to present to the Curriculum Committee and demonstrate how an instructor will oversee skill development and attainment. Science Lab courses have the option to offer a Hybrid DLA. These lecture portion will be placed on the Curriculum consent calendar. Both articulation officers Patrick and Julie caution faculty in certain disciplines teaching lab sciences from applying for permanent DLA as it could impact articulation going forward. Most DLA’s will only be temporary for the duration of the emergency.
 - A discussion will take place in Senate regarding which courses should present first to Curriculum. Curriculum will be tasked with determining which courses could return to face to face. Since many labs are not able to be taught online these may be the first to return to face to face. There are two meeting left this semester and another meeting may be needed during the summer.
 - There could be other ways to meet the learning objectives beyond software. There are kits and other tools that could be available for certain programs or disciplines. It is not clear if this is a sustainable methodology. When a 100% DLA is applied to a course this is considered a substantial change. A memo must then be submitted to the State Chancellor’s office which then gets recorded with the Department of Education. Certain areas are then affected such as Financial Aid. Student transcripts will not indicate whether a course was taught face to face or online. There are some schools which will not

accept 100% online courses and this is not just for lab science courses. It is important to not jeopardize the ability for students to transfer to their school of choice. There are some schools which are accepting, for the Nursing program, online labs as a pre-requisite for spring and summer. For nursing courses a 75% is considered a pass. The biology and biological and environmental sciences departments feel that online courses are not the best and would prefer hybrid courses. It will be challenging to run labs face to face and maintain social distancing as many labs have students working in groups of 2-4 students. There will be a need to double the number of labs per week so students can work independently and there is not enough equipment available to accomplish this.

- In order to help explain the DLA document Lisa will provide a narrative zoom recording and will forward along with the document. This narrative will be submitted to the chairs for the Friday's meeting.
- Professional Development (PD) Plan for Summer and Fall 2020, Joy Shoemate
 - Feedback for this plan is being sought by both the Professional Development Chair, Teresa Ciardi and Leslie Carr in the Professional Development Office.
 - The Chancellors office is requesting that in addition to the DLA that districts submit a PD plan for ongoing professional development, specifically for faculty and staff. The online team has been working with both Julie and Robert in CETL to gather a list of courses they are planning to offer. This list does not need to be finalized at this point. Leslie Carr in the PD Department is also planning to release specific PD dates. The current list only includes Online Education courses and CETL and does not include any faculty PD information from Teresa Ciardi. There was a request to tailor the faculty PD trainings so they cover the software programs and platforms currently being used. Another issue the PD Department has been facing is that many of the solutions and tools have limitations as they are not mobile friendly for students. The PD Department has been offering workshops on how to maintain effective instructor to student contact and how to support the student to student contact. Some workshops will continue to focus on the many Zoom features.

E. Adjournment: 2:45pm