



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

September 16, 2021
11:00 a.m. to 12:00 p.m.

SUMMARY

Attendees: Alisha Kaminsky, Christopher Blakey, Claudia Acosta, David Andrus, Garrett Rieck, Gary Collis, Gary Quire, James Temple, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Miriam Golbert, Nicole Faudree, Rebecca Shepherd, Robert Wonser and Teresa Ciardi.

A. Routine Matters

1. Call to order: 11:03 am
2. Public Comment:
 - I. A clarification was made that in a previous Senate Executive Committee meeting, MQE, CETL, Scholarly Presentation and Const. & By-laws Committee Chairs were added as voting members to this committee. The way in which the Academic Senate By-laws are written this does allow for the ability of the Executive Committee to expand their membership as was done the last academic year. As subcommittee chairs or liaison this meeting serves as opportunity for chairs to report out or to get advice. Marilyn will work on updating the list. As a reminder, on the senate agenda, the committee appointment lists will be finalized.
3. Approval of the Agenda
 - I. Motion to approve the agenda by Rebecca Shepherd, seconded by Gary Quire. Unanimous. Approved.

B. Reports:

1. ASCCC Leadership Conference Report Out (Julie Johnson)
 - I. DEI Practices: Much of the conference focused on embedding DEI practices into all aspect of campus life, hiring and the classroom. There is an importance to creating a culture of accountability around DEI. An example was shared from Los Rios Community College where a “*Self-Reflection for DEI in Faculty Evaluation*” was implemented. This is a great way to have a conversation with the union and Academic Senate. It is important to have a reflection question that is not tied to any sort of rubric is a great way to incorporate what practices of DEI are being used in the classroom. Julie brought this item up at the recent Equity Minded Practitioners workgroup. The workgroup has created a sub-group that is discussing how to introduce DEI into different aspects of either faculty professional development or faculty evaluations.
 - II. Brown Act Presentation: There was a speaker who spoke about emails and replying all. It was explained that if someone were to reply-all in a conversation this considered a “*serial meeting.*”

C. Action

1. Adoption of May 20, 2021 Ex. Comm. Summary (pg. 2-5)
 - I. Motion to adopt to the summary from May 20, 2021 by Nicole Faudree, seconded by Rebecca Shepherd. Unanimous. Approved.

D. Discussion

1. Committee Meeting Options 2021/22 Academic Year (Jim Temple, David Andrus)

- I. Hybrid meeting for fall 2021: There have been many questions from committee chairs in regards to how will on campus committee meetings be held? Jim outfitted several rooms on campus to be in a Hy FLEX mode. There are about 8 rooms which have been outfitted with technology. There are some issues with using these rooms both as classrooms and as conference rooms due to scheduling. There was a reminder that the current COCFA MOU does not prevent anyone from being on campus, everyone just needs to follow all protocols so people can attend hybrid meetings. These rooms began to be scheduled for instruction in fall 2021 and social distancing went away.
- II. New Technology for Hybrid meetings: Televisions and equipment are now sitting in these rooms is being used by faculty to teach. There is now a small group of rooms that can be used for fall and winter and televisions and equipment will be moved around this week. The rooms will be available on Monday. The televisions are 85 inches which also have computer built into them and are touch screen. There is a wireless keyboard, mouse and microphone. The computer runs on Windows and accepts USB drives, has a zoom camera on top of the monitor there is also a bottom camera which can display everyone sitting a table. The camera can be switched out for a more telescopic view of a room. There are external speakers which are small black square equipment. These are available to connect wirelessly to the TV and can be placed around a room. There are also power outlets in the center of the tables for charging devices and connecting USB ports. It is not recommended to use the microphones or speakers on individual laptops as this can create backfill noise coming through on the larger TV. As a point of clarification, a host can launch the meeting from the larger TV via zoom and people in the room can also connect to the meeting via their own laptops. Attendees can also share their screen from their laptops. Will host be able to continue to project themselves in zoom as there are talking or will the camera be pointed at all in the room? Will the screen only project those who are joining via zoom?
- III. How to Book a technology room: Currently there are 5 rooms equipped with technology these include, Bonelli Hall 307 & 310, Mentry 247 & 253 and CCC-400. By Monday these rooms will be available for booking through the Tamis System and each room will be set up with an instruction sheet. This list of rooms will be forwarded to all committee chairs. Any questions relating to the technology and set can be forwarded to Jim Temple. The Senate Planning team will be meeting with Jim soon to do a test run of a meeting.
- IV. Technology Assistance: There was a question regarding if committee chairs will have access to a student work to help operate the equipment? There are currently Classroom Production Assistants which work in the classrooms. If anyone is interested in book one of the rooms Computer Support can set up a time to meet with a chair and go over the technology set up. There can also be someone set up in the room that can assist with getting the equipment set up. All rooms also have a phone and anyone can call the helpdesk.
- V. Academic Senate Hy FLEX policy: There was a reminder that in term of Hy FLEX teaching the Academic Senate will be adopting a Hy FLEX policy to define this modality. There is a pedagogical component to how this technology should be used. This knowledge of equipment will allow people to run meetings more effectively. In regards to some CETL Online LIVE courses there is a huge range of teaching proficiency with zoom and faculty are using it. Having FLEX training is very important.
- VI. Brown Act Emergency Order Updates: Everyone is waiting to see what will happen with the emergency orders set for the Brown Act as Governor Newsom stated these would be lifted and all meeting will return to normal as of Oct. 1st. It is not clear if the emergency order will be extended. There is currently legislation in the works that will extend

emergency orders until January 2022. After Oct. 1st, if the emergency order is not extended, people can still attend meeting via zoom. The difference will be that if anyone teleconferences in their address will need to be published and the location will need to be made available to the public for public comment and participation. This will also apply if someone is teleconferencing in from the Canyon Country or Valencia campus. The is also of concern to some counseling faculty as their office square footage is not very large and it will be challenging to maintain social distancing and adhere to public health concerns. ASCCC President, Dolores Davidson will be meeting with the state Chancellors Office as they are advocating for extension of these orders.

- VII. Brown Act Transparency for Public Meetings: There is much support for the Brown Act as it provides transparency for public meetings. At the ASCCC Spring 2021 Plenary session there were some people advocating for a permanent extension of the emergency order in order to allow more participation though teleconferencing in public meetings. There has been some push back from Political Scientist which stated that transparency is very important and who are not interested in continuing with remote meetings. There was a reminder that the Academic Senate is sub-committee of the Board of Trustees and therefore are beholden to the Brown Act. With sub-committees of the Academic Senate there can be some flexibility allowed.
 - VIII. Possible Brown Act Violations: There was also a clarification that if there is a violation of the Brown Act the remedies are very progressive in the sense that if an action was taken the committee could go back and remedy that action. Brown Act remedies vary by violation. For example, if someone from the public claims an agenda was not posted 72 hours prior the committee would need to go back and fix it. If this is not fixed, there is short window of time for filing a lawsuit against the district. This has never happened. Other committees such as the Policy Committee make recommendations to the Senate. The recommendation for committee chairs is to run their meetings in a transparent way. There was also a reminder that the Academic Senate By-Laws include a reasonable person standard which applies to committees, with the exception of the Academic Senate and Curriculum Committee. There is also the option for committee chairs to forward their meeting agenda to both David and Marilyn to have posted somewhere on the website. There are many Academic Senate Presidents throughout the state who voiced their concerns regarding the rigidity of the Brown Act. There are many agendas that may not be written for the general public, there are other committees which utilize Microsoft Teams for committee work. Is this violating some specificity requirement of the Brown Act? If there are any members of committees who may have concerns about the Brown Act committee chairs can refer them to David.
2. Fall 2021 Committee Membership Appointments and Intranet Committee Updates
 - I. There was a reminder that last semester an announcement was made at the last Senate Executive Committee meeting to all chair to confirm their committee memberships. Thank you to everyone for confirming your committee membership and forwarding that information to both David and Marilyn. It was a bit more challenging confirming membership to Collegial Consultation committees as many do not have faculty chairs or co-chairs. These people were tracked down and these lists will be confirmed soon. There was another reminder that COC intranet has a committee page. Committee chairs should have access to their list and it is important that these lists are updated. Any questions regarding access to the intranet committee list can be directed to Hsiawen or Jim in IT. IT also has to add any new staff to the database in order for committee chair to add members to their list. If anyone has a need to define further their committee membership they can reach out to David. It is also advisable to have School/Division

Senators help recruit members from their areas.

3. Academic Senate Local Faculty Awards

- I. There was some discussion last academic term about developing a local award process. The statewide Senate has three awards, [Stanback-Stroud Diversity Award](#), [Hayward Award \(focuses on Excellence & Teaching\)](#) and the [Exemplary Program Award](#). Congratulations again to Garrett Rieck was a recipient of this award last year. There was some discussion about having the Senate Executive Committee review the awards of any faculty who put in for those awards. For example, if there is more than one faculty members who puts in for the Hayward award how will it be decided who would be the recipient? The idea is to build into the Executive Committee this process for vetting multiple applications. There are rubrics that the state uses to evaluate applications. In the recent Call to Action Coalition meeting that there is a need to continue to recognize those doing work with DEI and academic excellence. The question is regarding who could the process for the local award process be distinguished from the state process. There is a need to celebrate COC faculty both full-time and part-time but it needs to be decided what these awards are going to look like in tandem with the statewide process so as to not overlap.
- II. It is not clear yet if the new award process will live within the Senate By-laws or the Senate Executive Committees procedures. The colleges [Alpha Nu Xi Chapter of the Phi Theta Kappa International Honor Society](#) has regional and international awards. Entries for these are the same, if a student get an international award they are automatically entered into the regional award on the same category. The other idea is to have multiple diversity awards and have only one advance to the state. A decision needs to be made as what will be the awards categories. Some suggestions include DEI, Adjunct Faculty of the Year as this can really help some adjuncts stand out in resumes and job applications. Julie and Robert did a CETL Flex session and faculty were very much interested in recognizing faculty through an award process, for example Excellence in the Classroom. It is important that the process and credibility is not undermined. There was a suggestion to also bring in three adjunct faculty into the award screening process. David will build a proposal for possible award categories. There was a suggestion to set up breakout sessions at the next meeting to allow time for committee members to discuss the possible award structure and share with the main group. The idea is to either schedule a 90-minute meeting or have the meeting solely focus on this discussion.
- III. Constitution & By-Laws Committee update: The committee is working on revisions to the Constitution which includes a pending proposal for three adjuncts to be officers of the Senate. This will allow for inclusiveness for adjuncts. There is a bargaining agreement with COCFA and Senate but there is not one with AFT. David will work on building this agreement. As a reminder, a recent taskforce was created to deal with evaluation. This is part of the 10 +1 issues for the Senate and there is a need for Senate involvement prior to the union adoption.

4. Committee Survey Results (Questions?)

- I. If there is anyone who has any questions regarding the survey results they can reach out to David. The Senate did review these results and there was not much input. The Senate will conduct another survey possibly in the spring.

5. Committee Needs? Future Business?

- I. If anyone has any Return to Campus Coalition issues from a committee perspective please contact David. Currently Nicole, David, Mary and Miriam all sit on this committee. As a reminder this coalition does not have any authority it is more so a place for everyone to come together, share their perspectives and ensure all areas on campus

are being responsive to faculty and classified needs.

- II. Meeting will continue to be scheduled on the third Thursday of the month so as to not overlap with the Program Viability Committee meeting times.

E. Unfinished Business

F. Announcements

- Next Academic Senate Meeting Fall 2021: Oct. 7th, Oct. 21st, Nov. 4th, Dec. 6th
- [ASCCC Fall 2021 Academic Academy – Virtual Event](#), Oct. 7th – Oct. 9th, 2021.
- [ASCCC Fall 2021 Plenary Session – Hybrid](#), Nov. 4th- Nov. 6th.
- ACCCC Area C Meeting –*TBD*
- Fall Meeting Dates TBD – Likely Thursdays 11am to Noon.
 - Work will be done to enhance the announcement section. Hispanic Heritage month is coming up 9/15-10/15. There may be a new announcement page on the Academic Senate website to highlight academic programs, involvements and celebrations. If anyone has any announcement request feel free to email David and Marilyn.

G. Adjournment: 12:03pm