COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING
September 15, 2020
11:00 a.m. to 12:00 p.m. via Zoom

SUMMARY

<u>Attendees:</u> Dustin Silva, Gary Quire, Julie Johnson, Lisa Hooper, Alisha Kaminsky, Teresa Ciardi, Gary Collis, Miriam Golbert, David Andrus, Nicole Faudree, Marilyn Jimenez, Jason Burgdorfer, Garrett Rieck, Robert Wonser, Claudia Acosta, Patty Robinson

A.   Routine Matters
1.   Call to order: 11:02 pm
2.   Public Comment: none
3.   Approval of the Agenda: Motion to approve the agenda by Miriam Golbert, seconded by Gary Quire,

B.   Reports:
1.   Brown Act Standing Policy (pg. 2-3)
   - The **Brown Act – Virtual/Online Roll Call Votes** Academic Senate Statement Policy was discussed in detail**.** There was a reminder that roll call voting can be very time consuming in particular for Academic Senate due to the large number of members. An idea is being proposed to the use the participants zoom window feature to go through all roll call votes. The participants zoom window has a built in feature which allows for participants to cast in their votes using the "yes" or "no" buttons. The Chancellor's Offices has confirmed that there needs to be a recording of voting results in the minutes or summary. It was also clarified that proxy votes need to be verbally confirmed. Also any abstention votes in the participant window will be notes as someone not voting. This document will be included on the upcoming Sept. 17th agenda as a discussion item.

C.   Action:
1.   Adoption of August 19, 2020 Ex. Comm. Summary (pg. 4-8)
   - Motion to approve the Senate Executive Committee Summary by Lisa Hooper, seconded by Gary Collis. Approved by roll call vote. Unanimous.

D.   Discussion
1.   Establishment of meeting regularity. Dates/Times?
   - A doodle poll was sent to all current chairs/members of the Senate Executive Committee. Based on the results of the doodle poll the following dates, **October 29, 2020** and **November 12, 2020** were selected as future meeting dates. The meeting invitation along with the zoom link will be forwarded to all chairs.
2.   Senate Report Template and Options (pg. 9)
   - There have been some challenges for committee chairs when formatting committee annual reports. There was a question as to whether reports should be

presented yearly or monthly depending on the committee. Should committees report on action items or just provide a summary? David will follow up with the Statewide Academic Senate on what sub-committees should be reporting to Academic Senate.

- Video Report Option: Chairs will now have the option to present a report in video, written or verbal format. If reports are presented in video format they will need to be 508 compliant. There was an idea proposed convert video reports in MP4 format and submit those report to both David and Marilyn to store for record keeping purposes. Should report be housed on the Academic Senate website or on a CANVAS shell?
- Reporting Template: The reporting template was created a guiding principle and not as a fillable form. David will make some adjustments to the form. The form will return as an action item on the next agenda.

3. Revisiting the Purpose of the Executive Committee
   - Suggested Additions to Ex. Comm Voting Membership?
     (CETL, Scholarly Presentation, MQE and all Committee Co-Chairs)
       o There is a need for a place for Academic Senate sub-committees to talk and meet. There is a need to maintain communication from various Committees as many can collaborate together. For example, it would be beneficial for the CETL and Professional Development Committees to work together.
   - Removing Resolutions from Ex. Comm Purview?
       o As part of the discussion regarding the purpose of the Executive Committee should the approval of Academic Senate resolutions be removed from this committee? How best can this group be formed? Most of the committee chairs who serve on the Senate Executive Committee do not sit on Academic Senate. One of the main purposed of the Senate Executive Committee is to support the Academic Senate.
   - Bylaws Language?
       o David brought the committees attention to Article 6, Section B. Membership of the By-laws. The Bylaws need to be revisited to update and clarity the language regarding the Senate Executive composition. More language needs to be added to Bylaws to help redefine its purpose and mission. There is a proposal to remove the language indicating the Senate Executive Resolution process.
4. Committee Membership Confirmation Process
   - There was a reminder that every fall semester the Academic Senate needs to confirm committee appointments for all Academic Senate sub-committee, Collegial and Operational committees in the fall semester. The process for confirming committee appointments can be a long and time consuming. David requested that all committee chairs work on confirming their own committee memberships during the spring for the fall semesters. As committee chairs are the ones most in contact with their committee members it would be helpful to Academic Senate if these confirmations can be send to Academic Senate to

include on the agenda for the fall semester. David will confirm all committee chair appointments. It was stated that is it is also not appropriate to call or appoint someone else as a proxy, regarding a temporary appointment, for someone who is out. David made a request that for any chair resignations to please send a memo to Academic Senate. There is also concern with having committee representative serving on some committees who are a 1 person per department. There is a suggestions to have committees review their committee procedures to regarding faculty who are a 1 person per department member as it will more difficulty to this individual to attend committee meetings.

5. Committee Procedures – Review for discriminatory barriers
   • This item was tabled and return on the next agenda.
6. Future Business?
   • The Curriculum Committee will not be filling additional adjunct positions. The office of Instruction is not able to fund for two additional adjunct Curriculum Committee members at this time. The positons require extensive training which is much more challenging due to a remote environment. Therefore, the Curriculum Committee will not be expanding its membership.

E. Adjournment: 12:05 pm