Academic Senate Summary for September 12, 2019

Voting Members					
Senate President	Rebecca Eikey	A	Business Senator	Gary Collis	X
Vice President	Jason Burgdorfer	X	Learning Resources Senator	Ron Karlin	X
Immediate Past President	VACANT	A	At Large Senator	Garrett Rieck	X
Curriculum Chair	*Garret Rieck proxy for* Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	

Non-voting Members	
Dr. Buckley	A
Marilyn Jimenez	X
Dan Portello (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest				
Jim Temple	X	Albert Loaiza		X
Colette Gibson	X	Nathan Rivas (ASG Student Rep)		X
Omar Torres	X	Omar Torres		X
Teresa Ciardi	X	John Green (via Zoom)		X
Gina Bogna	X	Anthony Michaelides (via Zoom)		X
Tara Williams	X			X

A. Routine Matters
1. Call to order: 3:03pm
2. Public Comment: none
3. Approval of the Agenda
   - Motion to approve the agenda by Ron Karlin, seconded by Phil Marcellin. Unanimous. Approved.
4. Committee Appointments:
   - Academic Senate Sub-Committees List (pg. 3-14)
     - A typo was identified on the Scholarly presentation committee list. Kevin Anthony's position should be School of Business.

- o It was clarified that Michael Leach was appointed by Senate President to the Policy Review Committee. It was also clarified that Loren Marie-Rios will serve on this committee but not until the spring 2020 semester.
- o It was clarified that the Academic Senate President can appoint members to the Senate sub-committees. Any senate member can object and pull an appointment from the agenda. If there are no objections the list of members to the committees are just presented to the Academic Senate.
- Collegial Committee List (pg. 15-22)
- Operational Committee List (pg. 23-25)
5. Approval of the Consent Calendar
   - Motion to approve the consent calendar by Wendy Brill, seconded by Marco Llaguno. Unanimous. Approved.

Academic Senate Summary, August 29, 2019 (pg. 26-31)	Curriculum Committee Summary, September 5, 2019 (pg. 36-88)
Educational Administrator Retreat Rights List • BP 7250 (pg. 91-92) • AP 7250 (pg. 93-94)	Senate Executive Committee Summary, September 3, 2019, (pg. 89)
	Faculty & Professional Development Committee Summary, August 26, 2019 (pg. 90)

B. Reports (time limit 7 minutes each)

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

1. Vice President Report, Jason Burgdorfer
   - There is interest in updating the Educational Facilities Master Plan (EFMP) this academic year. It was stated that Facilities Planning Committees is a collegial consultation committee and all are welcomed to attend. In Program Review, for this year, there will be facilities prompts due to the Educational Facilities Master Plan being updated. Program Review will serve as a way to keep the Educational Facilities Master Plan current so that the district can submit updated facilities project ideas to the state in consideration for state bond funding in the next few years. There are specific data requests for WSCH (Weekly Student Contact Hours) and TOP Code (Taxonomy of Program) that will be incorporated into Program Review:
     - o Weekly Student Contact Hours (WSCH) is defined as the number of class hours a course meets per week multiplied by the number of weeks in the semester multiplied by the number of students enrolled at census.
     - o The TOP Code is a system of numerical codes used at the state level to collect and report information on programs and courses, in different colleges throughout the state, that have similar outcomes.
   - The Interdisciplinary Committee in the past would host the October Fest event as a fundraiser for the Emeriti Scholarship. This year, however, the October Fest will be dropped and replaced by the Taste of Italy event, a wine and cheese fundraiser. Event is scheduled for October 8th from 5:00pm-6:30pm in the ICUE building. Tickets are $30.00 and can be purchased through the Foundation website. All proceeds will go to funding the Emeriti Scholarship. This event is open to all COC students and guests who are 21 yr. and over.
2. Scholarly Presentation Committee-written report, Sarah Etheridge (pg. 95)

2

- The next Scholarly Presentation will take place in spring 2020.
3. Guided Pathways Liaison Report, Erika Torgeson (pg. 96-103)
    - It was clarified that the report included in the agenda for Guided Pathways was updated. Erika shared a printed, updated copy and referenced that report with the Senate. Erika shared updates regarding:
        - <u>Data Coaching</u>. This is still open for anyone interested. Any questions can be follow up with Daylene Meuschke. The first Data Dive Lab took place on August 29th. The second Data Dive Lab will be scheduled for Friday, Sept. 13th. All labs are open to everyone. The title Data Literacy may change as Data Literacy and Data Labs are not appropriate name titles.
        - <u>Canyon Connects-Starfish</u>: A soft launch is taking place with several English faculty. The feedback has been positive. Any faculty interested in testing out the product can connect with Paul Wickline. The target date for a full campus wide launch is scheduled for the spring 2020 semester.
        - <u>Student Success Teams</u>: An $(IE)^2$ meeting took place on Tuesday. The thought is to identify new workgroups and potential goals for the semester.
        - <u>Mentoring Program/A2MEND</u>: A charter for a Black Student Alliance has been approved. This is still in development and there are two tentative information sessions scheduled for September and October. Anyone interested can reach out to Preeta Saxton, Micah Young, and Heaven Warner.
        - <u>Mapping/Program Maps/Program Mapper</u>: Progress is being made with Academic Maps. The focus is on Base Map for all ADT's and local AA/AS degrees. The goal is to move on to certificates, part-time maps, online, hybrid and evening format programs. The Program Mapper is currently being piloted at Bakersfield College and COC has been approved to be a part of the second pilot program. There will be extensive discussion shared at the next Senate meeting regarding Academic Maps. The approval form will be finalized regarding the degree templates for local, CSU, and UC version. Once these are finalized they will be uploaded to the program Mapper Tool.
        - <u>Leading from the Middle</u>: This is involvement is to support our GP effort. A discussion took place regarding an organizational chart to understand further how GP information is disseminated throughout the college. This work will be presented soon.
        - <u>Mark Perna Presentation:</u> Special thanks was given to Regina Blasberg for her work with Career Trees and Copy Points.
    - For a full copy of the Guided Pathways report from August 2019 please go to (pg. 23-26)

C. Action Items
Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.
1. Adjunct Faculty Minimum Qualifications and Equivalencies List for fall 2019 (pg. 104-127)
    - Motion to approve the MQ&E list for fall 2019 by David Andrus, seconded by Wendy Brill. Unanimous. Approved.

2. Mandatory Earthquake Drill during the [Great Shakeout: October 17, 2019 @ 10:17am](), Jim Temple
    - A Shelter in Place drill took place last semester, May 2nd, at both campuses. A forum

was then conducted to discuss the outcomes. An Emergency Preparedness Workshop has been collecting various ideas. There are plans to conduct a fall earthquake drill at both campuses. The Incident Command Team would like Academic Senate to approve this event at 10/17/19 at 10:17am. The team would also like to set up the drill yearly. There will also be a discussion to set up a date for an all campus spring drill. This will allow all faculty to add this information in their syllabus.

- The drill will be a drop, cover, and hold on, followed by an evacuation of the entire campus and a release back to the classrooms. The drill will take 30-35 minutes. At 10:17am an alert will go out informing people the drill has begun, another message will then follow informing people to evacuate. The full evacuation time is yet to be determined. A follow up message will then be sent with video information regarding the Great Shakeout. The videos will cover sheltering in the classroom, in your car and outside places, each video will run for about 1 to 1 ½ minutes. The emergency notification messages will display on all the digital screens, student and office computers, overwriting whatever is on the screen. In addition, email and text messages will be sent out. Work is being done to ensure all district laptops receive the alert messages as well.

- There will be incident command team in vests guiding people to get to their assigned spaces. Site supervisors and building captains will also be training and referencing the evacuation maps located throughout the campus. Due to concerns expressed, several suggestions were shared which include:
  o Ensuring building commanders check to make sure building and parking lot evacuation maps are correct.
  o Confirmed an email will be sent in advance of the drill.
  o Ensure appropriate feedback is collected such as, setting up various open forums and sending out a post electronic survey.
  o There is concern with some of the buildings not being ADA compliant. It was requested to ensure those with disabilities participate without putting anyone in danger.
  o There was a request to look at different times, such as a late afternoon drill.
  o Concern was expressed regarding how buildings will be checked for structural issues and how they will be cleared. Also in the event of real earthquake, keeping in mind the possibility of aftershocks.
  o It is important to keep in mind the needs of faculty, staff and students as some may have children on campus at the Child Center and/or AOC.
  o It was requested that if students show up to their next class late due to the drill, to not penalize them.
  o There was a question regarding how people will be notified not to come onto campus during the drill, such as adding red alert lighting around campus.
  o There was a request to provide mental health counseling to anyone who experiences triggers from the drill.

- Motion to approve the drill date and time as stated on the agenda by Regina Blasberg, seconded by Erica Seubert.

- Roll call Vote:
  - Andrus, David-AYE
  - Blasberg, Regina- AYE
  - Brill, David- AYE
  - Brill-Wynkoop, Wendy- ABSTAIN
  - Burgdorfer, Jason- NO VOTE
  - Collis, Gary-NO
  - Corbett, Mary-NO
  - Eikey, Rebecca- ABSENT
  - *Garrett Rieck proxy for Hooper, Lisa* - AYE
  - Karlin, Ron- AYE
  - Llaguno, Marco-AYE
  - Marcellin, Philip- AYE
  - Matsumoto, Sab- AYE
  - Paris, Jennifer- AYE
  - Pearl, Carly – AYE
  - Rieck, Garrett- AYE
  - Riviera, Benjamin- AYE
  - Seubert, Erica – AYE
  - Shepherd, Rebecca – NO
  - Silverman, Aaron – AYE
  - Small, Jessica – AYE
  - Torgeson, Erika - AYE

- The motion passed with 16 votes in favor, 3 votes against, and 1 abstention.

D. Discussion
Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.
1. Policy Review Committee Statement: Regarding Academic Department Co-Chair Recognition, David Andrus (pg. 128)
   - It was clarified that in the COCFA contract department chairs have a process for how they are allotted release time. There is a provision to allow department chairs to share their release time with other members within their departments. This language does not mention co-chair designation. There is no mention in the COCFA contract or Academic Senate documents about officially recognizing department co-chairs only department chairs. There is a provision in the COCFA contract which states there must be one person who is the point of reference for each department, as department chair, for signatures and other formalities. Giving up release time is a COCFA compensation issue and the Senate does not need to recognize this in any of the senate documents. There are no provisions in the department chair elections or any other document which allows for the election of co-chairs. If a department holds a department chair election, that election would fall outside of the department chair election procedure which has been adopted by the Academic Senate. The Senate President requested that the Policy Review Committee review this item and create a statement for information purposes. If all are in favor, this statement may be adopted as a Senate Statement which will be made available on the Senate website. This item will return as an action item, the heading will be changed to Academic Senate Statement regarding non-recognition on Department Co-Chairs.

2. Accommodating Student Athletes, Phil Marcellin & Albert Loaiza
   - BP 4233 Attendance (pg. 129-131)
   - AP 4233 Attendance (pg. 132)
   - The main item for discussion is regarding how to handle absences for students participating in competitive co-curricular events. These events are scheduled and students can be reasonably accommodated for missing class time. The current policies

5

do not mention these types of absences. With all the AB 705 curricular changes, such as the creation of additional math and English courses, there may be more issues with students missing classes. Accommodating student processes may also be beneficial for those participating in the Performing Arts such as, choir and band. In addition, to the speech, debate teams and Model UN. The objective is to create some sort of process documentation, such as a form, which can hold students accountable by having students communicate effectively with their instructors. The instructor would still have the autonomy and freedom to collectively solve the problem in a way which doesn't penalize the student. Two examples of request documents for student-athletes participation in an athletic events where shared, one unofficial document from El Camino College and the other an official document from Cerritos College. In addition, two forms currently being used by the Physical Education & Kinesiology department were shared. There is concern that even with a process in place there is no guarantee that all faculty will be accepting of the forms. Some student athletics are afraid to identify as athletes for fear that their professors will hold that against them.

- There was a suggestion to create a process that is specific for student athletes first and then, at a later time, create a process for the remaining student groups. One idea presented is to add language under, "BP 4233" regarding college sanctioned competitions. There is a need to balance the excessive absence of 10% of class meetings as there can be a problem with meeting the course outline. It was clarified that a student could still be excused from class even if they didn't fill out and submitted a form. There was a request to begin a sub-group such as a committee as a way to discuss and define what other special circumstances are. It was suggested to first have a discussion with Jasmin Ruys regarding student absences before forming a group. The form will be created and presented as an Action item at the next meeting.

3. Zero Textbook Cost (ZTC) & Low Cost Material (LCM) Categories, Teresa Ciardi & Gina Bogna (pg. 133-134)
    - A recommendation to Senate was presented by the Bookstore Committee to come up with a definition for low textbook cost. This would be to begin identifying a LCM search option within the student registration system with a definition. The average standard price, across the country, for textbooks is between $25-$40 dollars. The Low Cost Material (LCM) options are being presented as a possibility due to several faculty mentioning that they would like to be included in some of the searches. There are several faculty who have switched to OER resources but use a $25 workbook or a $40 supplementary resource for their class that can help students succeed.
    - There is the Zero Textbook Cost (ZTC) category and in addition there would be a separate LCM category which will include the reduced cost of their textbooks. This LMC $40 and under category would include textbook type materials such as a workbook and lab manual. There was a request to build in the mark up prices at the bookstore such as $50-$60 or less fee. It was clarified that the departments choose the textbook and determine if it is a ZTC. There is concern that having departments choose whether or a not a course is ZTC takes away from an instructors academic freedom by not allowing them to choose the way they want to teach. For adjuncts, who aren't paid for prep time, this may create additional work. Courses which require no textbook are not included due to the language in the law. The ZTC legislation states that the course content must be delivered in a digital format for free and be made available at a low cost print option. It was clarified that faculty can indicate in their course schedule which courses are ZTC.

- The statewide Academic Senate (ASCCC) can provide the context for why thy encourage colleges to implement a mechanism for identifying course sections that employ low-cost course materials. ASCCC resolutions have passed to further provide some guidance on how campus can do this in a more uniformed way. There is concern regarding the cost of textbooks being a factor in enrollment.
    i. Fall 2017, Recognition of Course Sections with Low-Cost Course Material Options
    ii. Spring 2019, Develop Recommendations for the Implementation of a No-Cost Designation in Course Schedules
- It was recommended to bring this item back to the schools for discussion. This item will return as an Action item to endorse the definition of Low Cost Materials.

E. Unfinished Business
Below is a list of items that can be discussed for a future date.
1. Academic Mapping Principles and Guidelines, Erika Torgeson

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.

G. In Committee
Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact David Andrus if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 248

BP & AP 5010 Admission and Concurrent Enrollment
BP & AP 5410 DSP&S
BP 4240 Academic Renewal
Academic Senate Constitution and Bylaws Revisions
AP 7120 Recruitment
BP & AP 4030 Academic Freedom (Back in Committee per CPC - Barry is gone.)
Camera Policy
BP/AP Covering Substitute Teachers
Student Conduct (Phase 2 - BPs 5529, 5530 & 5531)
BP & AP 4233 Digital Badging
Freedom of Speech, Harassment
BP & AP – Civic Center and Other Facility Use

H. Announcements
- Next Academic Senate Meetings Sept. 26, Oct. 10th, Oct. 24th, Nov. 7th & Nov. 21st 2019
- 2019 Fall ASCCC Fall Plenary Session, Nov. 7-9, 2019, Newport Beach

Adjournment: 4:59 pm.