Academic Senate Special Emergency Summary for March 13, 2020

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

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest					
Siane Holland	X	Nicole Faudree	X	Veteran Resource Center Staff	X
Miriam Golbert	X	Miriam Golbert	X	James Glapa-Grosskag	X
Kelly Burke	X	Deanna Riveira	X	Dr. Diane Fiero	X
Kelly Cude	X	Edel Alonso	X	Omar Torres	X
Kathy Bakhit	X	Gary Quire	X	Michael Monsour	X
Anthony Michaelides	X	Ryan Theule	X	Tammera Rice	X
Sebastian Cezares (ASG President)	X	Joy Shoemate	X	Sandy Carroll (via zoom)	X
Kimberly Knight (via zoom)	X	Kathy Kubo (via zoom)	X	Ambika Silva (via zoom)	X
Holly-Hitt Zuniga (via zoom)	X	Dustin Silva (via zoom)	X	Rob Comeau (via zoom)	X
Ana Palmer (via zoom)	X	Ashley Murphy (via zoom)	X		

A. Routine Matters
1. Call to order: 3:01pm
2. Public Comment: none
3. Approval of the Agenda
   - Motion to amend the agenda and remove Action Item #1, Emergency Resolution by David Andrus, seconded by Lisa Hooper. Unanimous. Approved.
   - Motion to approve the modified agenda with the understanding that Action Item #1 has been removed by Erika Suebert, seconded by Jennifer Paris. Unanimous. Approved.
4. Committee Appointments: none

B. Reports (7 minutes allocated for each report)
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Academic Senate Presidents Report, Rebecca Eikey
   - Several meetings of the Covat-19 Taskforce have taken place this week with regards to the Districts response. In addition, the Board of Trustees meeting also took place on Wednesday. As a result, the Academic Senate felt it important to call an Emergency meeting.
2. Academic Senate Vice President Report, Jason Burgdorfer
   - none
3. Academic Senate President-Elect Report, David Andrus
   - David thanked the Senate for the invitation to this meeting along with colleagues, faculty and Administration and for the invitation to be a part of several of the planning meetings.
4. Academic Senate Vice President Elect/Curriculum Chair Report, Lisa Hooper
   - In parallel to the various memos which have gone out and in regards to the members of the Executive Cabinet the Curriculum Committee worked on developing the Emergency Temporary Distance Learning Blanket Addendum. The name to this document came out of the Chancellor's Office. Originally, when the document was created, it was communicated that a narrative of courses needed to be included as well as how it would be enacted. The document which was created is very general in nature and not very specific so that this addendum could serve for the duration of the term. The Curriculum Committee meet on March 12, 2020 and voted on an addendum and this passed unanimously. There is now a request for Senate to consider. The Curriculum Committee feels that all courses that are being offered or will be offered for the spring terms should be included in this addendum. This will ensure modifications will not be needed at a later time. This addendum will then be forwarded to the Chancellor's Office. There was a suggestion made by David Andrus to change the language so that instead of it reading as "at the end of any closure" it will read instead as "to allow to extend to the end of the spring 2020 term." The rationale behind this change is due to it being more difficult to make a modification in instruction and then modify back. The idea is that whichever modifications made to instruction should persist. At that point if another modification is required the Curriculum Committee would re-convene again to begin this process again.

C. Action Items

Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

Note: Action Items were re-ordered due to motion made to amend the agenda and remove original Action item #1 "Emergency Resolution" as there was no resolution to present.

~~Emergency Resolution, David Andrus~~

1. [Emergency Temporary Distance Learning Blanket Addendum (DLA)](#), Lisa Hooper
   - DLA Document: There were modifications made to the document to include face to face (F2F) courses. The other edit to the language was to change from "Until the end of the Emergency," to, "Until the end of spring 2020 term."
   - Omar will be putting together a portfolio of information that will be submitted to the State Chancellor's office via Marty Alvarado which will then be put forth by the CEO or CIO. This will basically be requesting the authorization, under these emergency conditions, to enact the blanket DLA that was approved by the Curriculum Committee and which will soon be approved by the Academic Senate. The information will include a set of conditions such as, this was to approve all open classes, start and end date and samples of the communication that was sent to students and faculty.
     - F2F Courses: Courses which are being offered in Hybrid format will be automatically converted to 100% online unless there is a lab then the 4th bullet would apply.
     - Lab Courses: Not all lab hours would be excluded to migration to online format. For example, there are co-requisite Math lab courses which were coded as lab and these courses could be managed in an online format. In terms of direct supervision of skills, with equipment and materials, which are not available to students, each discipline needs to be very specific to the needs of students. There was an example shared in which there is an instructor who has taught, at another college, an online Geology lab class. While COC does not code this course in this way this instructor has all the resources to teach online and can begin teaching the COC course in this format.
     - Online Simulation of Lab Courses: While some lab courses can be simulated online it is difficult to track lab course hours via a remote learning environment. It is best to ensure there is parallelism between the course outline of record, in terms of the content of the objectives, and if the learning outcomes intended were covered by the students. When a student completes the course the transcript will not say that a course was covered to online format half way through the semester. The grades which will be given will be based on the instructor ensuring the learning outcome was met by the student. Faculty will need to be flexible.
   - As soon as it is determined to be safe, lab, activity and performing arts courses could immediately resume to face to face on campus format. In terms of these types of courses it is difficult to meet the learning objective in a remote environment. However, for those courses which migrated over to online and which have students doing well it may be best to continue to offer the courses online.
   - Courses Assigned to Adjunct Instructors: In terms of adjunct classes, these will not be re-coded. When the 320 report is submitted to the state, according to the Attendance

Accordance Manual, online classes will be coded differently than face to face. Whichever contracts are in place with payroll, with respect to whichever courses the adjunct is being paid for, that will remain status quo. There are concerns that many adjuncts are not trained to teach online due to the District not paying them to take the 36 hour Online Certification Training. There are 25% of adjunct living on public assistance and many do not have laptops or high speed internet. Adjunct faculty need to be paid for the training. If adjuncts are going to be given emergency certification then those certifications should continue into the future. If adjuncts are not accommodated then instruction will have to continue via email and telephone. It was clarified that department coordinators and chairs will be responsible for building the online labs and not adjunct faculty.

- Survey Lab Courses: If the instructor has support from industry partners, labs can be held off campus in smaller groups. It was re-instated, that within reason, all options are being considered. If these lab courses cannot be held off line then faculty can contact administration.
- Other courses: Courses such as ESL or Citizenship which are being held off campus will be addressed in another meeting.
- Motion to adopt the Emergency Temporary Distance Learning Blanket Addendum (DLA) by Erica Seubert, seconded by David Andrus. Unanimous. Approved.

2. Emergency Qualifications for Distance Education Instructors, Rebecca Eikey
    - Background: The COC Academic Senate has a history of being one of the first in the state to develop requirements due to the concern regarding the quality of education. In recent years a re-certification process was put in place for Distance Education instructors. It important that with moving to an online instruction modality that instructors receive the proper support so they and students are successful in this environment. There are 36 hours of training which includes the pedagogy, CANVAS and Section 508 training. There was some debate regarding should the requirements be 100% waived? What about academic quality, ensuring instructors are familiar with CANVAS and online accessibility? There is a difference between remote learning and online learning? It was emphasized that the Online Education Departments along with Joy Shoemate and Cloe McGinley are there to serve and train.
    - Distance Education Training basis: This training is based on multiple delivery formats, such as face to face, via zoom, evenings, phone and email. It is important to recognize that students will also have needs as they may be confused. Training sessions are open labs in which students can also zoom in. The training website is also being built with many resources being added. It was recognized that teaching online can be difficult, however there are some instructors who teach very well. On a temporary basis Section 508 training and CANVAS is the bare minimum an instructor would need to be an online certified instructor.
        - CANVAS: Training is online, self-paced, and takes approximately 2-3 hours. The instructor would need to complete several modules and building exercises. Once faculty complete the training they will then have access to CANVAS. There is also a lot of You Tube CANVAS tutorials available online.
        - Section 508 Accessibility: This training ensures that students with disabilities can benefit from instruction. Scott McAffee with DSPS administers this training which takes about 1 hour to complete. There was a request to offer the Section

508 training online.

- Adjunct Instructor Training to Teach Online: This training provides an incentive for adjunct instructors to build high quality courses. There was a request to have the courses, which adjuncts develop, be evaluated and if they meet the standard continue the online certification going forward. This could be part of the mentoring program through FLEX.
- Instructor Compensation: Discussion will take place in a future meetings regarding how to best compensate faculty participating in this training. How can hours we counted for an instructor building a CANVAS shell?
- There is concern with instructors accessing the CANVAS shell without being familiar. This document communicates that all courses offered in the spring semester will be offered in a remote learning environment. Academic Affairs is advocating to allow Professional Development for the following week. Next week's training will be available through zoom. Faculty will need to pro-active to seek out resources and help. By the end of the semester, this training can be revisited by engaging both full-time and adjunct faculty to determine what can be changed and what has been learned.
- There was concern with students who are homeless or those who do not have access to a computer or WIFI. ASG emphasized that their department has funds available to support students and provide feedback. What is being done for those students who do not have access? The library and the TLC lab will remain open for students.
- A modification will be made to the last sentence and it will read as follows, "It shall not be construed to not remove or excuse anyone who is grandfathered from the 36 hour online requirement and the CANVAS and Section 506 requirement will still count towards the certification."
- Motion to adopt the Emergency Qualifications for Distance Education Instructor and approve all the language at hand by Erica Seubert, seconded by Aaron Silverman. Rebecca Shepherd opposed. Approved motion passed.

I. **Adjournment:** 4:15 pm