



# Academic Senate Minutes

09/08/20

3:00-5:00 PM

Faculty Resource Center Training Room, Via Zoom

| NAME               | POSITION              | PRESENT | ABSENT |
|--------------------|-----------------------|---------|--------|
| Cheryl O'Donnell   | President             |         | X      |
| Jason Hough        | First Vice President  | X       |        |
| Andrew Soto        | Second Vice President |         |        |
| Cynthia Ainsworth  | Secretary             | X       |        |
| Jennifer Moorhouse | Member at Large       | X       |        |
| Heather Rodriguez  | Senator               | X       |        |
| Kelly Locke        | Senator               |         |        |
| Isabel Ferraris    | Senator               |         | X      |
| Carol Kimbrough    | Ex-Oficio             |         | X      |
| Laura Zavala       | Guest                 |         |        |
| Lisa Storm         | Past President        | X       |        |
| Angela Clark       |                       |         |        |
| Ashley Gabriel     | Senator               |         |        |
| Carla Johnson      | Guest                 | X       |        |
| Carol King         | Senator               |         |        |
| Christine Svendsen | Senator (ex-officio)  | X       |        |
| Daniel Lopez       |                       | X       |        |
| Elizabeth Morales  |                       | X       |        |
| Laura Fatuzzo      | Senator               | X       |        |
| Lesha Rodriguez    | Senator               | X       |        |
| Marnie Glazier     | Senator               | X       |        |
| Michele Peregrin   |                       | X       |        |
| Nancy Schur-Beymer | Senator               | X       |        |
| Peter Calvert      | Senator               | X       |        |
| Scott Faust        | Guest                 | X       |        |
| Tanya Ho           | Senator               | X       |        |
| Berta Carbajal     | Guest                 | X       |        |

## 1) Call to Order and Welcome

Meeting called to order at 3:01 PM

Motion made by Storm/Ainsworth to amend agenda and add the following items

1. Discussion: Parliamentary at Academic Senate Meeting
2. Action: Having closed session during Academic Senate if necessary

## 2) Public Comments: ten minutes (3-minute maximum per person) are set aside to receive comments on agenda items or items not on the agenda but within the authority (10+1) of the Senate.

## 3) Action Items

### a) Transfer Authority from Steering to Senate

**Jason Hough**

MSC: Moorhouse/Rodriguez

**b) Adopt Agenda for September 8, 2020**

**Jason Hough**

MSC: Ainsworth/Storm to adopt modified agenda.

**c) Consider Approval of minutes: May 12, 2020 meeting**

**Jason Hough**

MSC: Storm/Soto to approve May 12, 2020 minutes as presented.

**4) Discussion and Information Items**

**a) Parliamentary during Academic Senate**

**Peter Calvert**

Peter shared a document as to what the role of Parliamentarian would be. Such as ensuring that the senate works accurately and has things lined up appropriately. He asked for the senate's comments and feedback.

Academic Senate is governed by the Brown Act, and follows Robert's Rules of Order.

It was asked if Academic Senate could move to closed session for a sensitive item on the agenda.

There is a specific list of things that are only allowed for closed session discussion. Senate agreed on going back to State Senate and/or other places to see if it would be allowable.

**b) Presentation on HEP Grant Proposal**

**Laura Zavala**

Laura gave a presentation to provide an overview of the HEP program and present on the changes that can be expected in the new Grant application for the 2021 competition. The purpose of the HEP grant is to help agricultural migrant/seasonal farmworkers attain their high school equivalency (HSE formerly known as GED) and enter into postsecondary training or improved employment. Hartnell HEP is in their third cycle and will be applying for a fourth grant in January 2021. HEP has demonstrated a high success rate in their Government Performance indicators (completion of HSE and placement) and constantly meets and exceeds the minimum benchmarks. HEP students must meet eligibility criteria and for that reason, the program is limited on who they can serve. Enrolled students receive wrap around services, financial assistance to cover HSE related expenses, and academic and career advising. Currently, the program is offered in Spanish and English in the city of Salinas, and via partnership with local Adult Schools in the cities of Gonzales, Soledad, and Greenfield. In addition to continuing the outlined services, the new grant proposes to offer HSE noncredit courses that will be available to HEP and non-HEP students. These new courses serve multiple purposes including meeting competitive priority number one and easing the fiscal restraint of having a flat budget. The proposed HSE courses are currently following the Curriculum Committee process and are under faculty review.

**c) Resolution on Diversity in Hiring**

**Cheryl O'Donell/Lisa Storm**

Lisa read the resolution on Diversity in Hiring, she commented on how state senate drafted a very similar resolution, and we added additional language pertaining to us as an institution. She welcomed any comments/suggestions.

**d) Proposed Process for Faculty**

**Jason Hough/Jennifer Moorhouse**

**Appointments to Hiring Committees**

Jason presented the proposed language to Academic Senate. Discussion occurred on doing a better job when looking for diverse graduates. He stated the model of San Jose State and the outreach they do on the most diverse backgrounds.

Daniel commented on home grown talent and perhaps starting a faculty mentor program and pair them with classified staff that are interested in pursuing an advance degree. Perhaps even provide scholarship opportunities for those needed financial assistance.

Chris agreed with Daniel on looking down and pulling people up is a great opportunity to getting quality faculty that already care for the students and institution.

Jason encouraged the senate to send their comments/suggestions to steering as quickly as possible.

**e) Admission and Records Processing during COVID-19**

**Lisa Storm**

Lisa commented on how surprised she was on how add codes were handled this semester. There was no communication on the change of the process. It was a challenge for students and faculty to send and fill out the add card. DE has always had a different method; however, as mentioned before it was changed without notice. It is important to get things like this resolved as we have the looming possibility of having fully online classes in spring.

Lisa mentioned Cheryl would bring more information on this topic at the next meeting.

**f) IT Availability/Concerns**

**Jason Hough**

Jason asked for discussion on how faculty is feeling in regards to IT hours and support. Do we need something more accessible on hours/availability?

Tanya Ho: commented on IT being poorly staffed, and she doesn't feel IT is capable of providing the amount of support that we need. She stated IT should be increasing their staff and have an off-hour hotline available.

It was agreed that we should make the district aware of the limited support and the need for additional support. It was also commented on Laura Otero's position (Instructional Technologist and LMS Administrator) being classified, in other institutions that position is faculty.

**g) Outstanding Aps sitting in HR (AP 3050, AP 7211, AP 7212)**

**Lisa Storm**

Lisa gave an update on AP 7211 which started as and Equivalency Policy that has been used for years and has now turned in to an AP. It went through senate and academic affairs council. When it came up for action at academic affairs, it Dr. Wilkinson said senate cannot write APs. Lisa at that time asked Dr. Hsieh to which she said HR could review.

AP 3050 is an AP required by accreditation standards, a sub-group was formed consisting of (Silveira, Figueroa, Storm, and Svendesen) to come up with the language for the AP, the AP was brought to last CPC meeting and because Dr. Lewallen was no longer here Dr. Hsieh asked if HR could review.

All three APs are needed, and it will be upon Cheryl and Jason to move these forward.

**h) Update on AP 4021 Status**

**Cheryl O'Donnell**

Cheryl was not at meeting to comment.

**i) Update on Email List Serve Concerns**

**Jason Hough**

Concern over the VPAA having access to the full-time/part-time faculty email listserv was brought up. It is upsetting to know that she was seeing these emails for months. A video and PowerPoint was sent to the community and are trying to move forward on a resolution with administration.

Jason shared with the senate of a meeting being held with Dr. Rodriguez regarding this issue and he would provide an update at the next meeting.

**5) President's Report**

**6) Announcements (Senators): Updates on Standing Committees/Governance Councils/Task Forces/ASCCC Events.**

Kelly Locke thank everyone who has turned in DE addendum. She encouraged anyone who needs help or has questions, to contact her. She also asked them to spread the word to your discipline colleagues. She stressed the importance of getting your discipline approved as DE; otherwise, you won't be able to offer your course if we go fully online or hybrid if we continue fully online for spring semester.

Jason gave an update on going fully online for spring semester, cabinet is voting on the issue at the moment. Time is quickly running out and a decision needs to be made soon.

**7) Adjournment-President Storm adjourned the meeting at 4:57 p.m.**