



# Academic Senate Minutes

04/14/2020

3:00-5:00 PM

Faculty Resource Center Training Room, A-116

NAME	POSITION	PRESENT	ABSENT
Lisa Storm	President	X	
Cheryl O'Donnell	First Vice President	X	
Melissa Hornstein	Second Vice President		X
Nancy Shur-Beymer	Secretary	X	
Elizabeth Cabiles	Member at Large	X	
Andrew Soto	Senator	X	
Ashley Gabriel	Senator	X	
Jennifer Moorhouse	Senator	X	
Cynthia Ainsworth	Senator	X	
Carol King	Senator		X
Valerie Maturino	Senator	X	
Jason Hough	Senator	X	
Heather Rodriguez	Senator	X	
Isabel Ferraris	Senator	X	
Carol Kimbrough	Senator	X	
Christine Svendsen	Ex-officio	X	
Kelly Locke	Ex-officio	X	
Hetty Yelland	Guest	X	
David Beymer	Guest	X	
Carol Hobson	Guest	X	
Angela Clark	Guest	X	
Sharon Albert	Guest	X	

## 1) Call to Order and Welcome

Meeting called to order at 3:01 PM

## 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) Adopt Agenda

Lisa Storm

MSC: (Jason Hough/Cheryl O'Donnell) to adopt agenda for April 14, 2020.

### b) Consider Approval of minutes: February 25, 2020 meeting

Lisa Storm

MSC: (Kimbrough/Hough) to approve February 25, 2020 minutes as presented.

### c) Faculty Confirmations

Lisa Storm

MSC: (Beymer/Rodriguez) to approve the following faculty confirmations:

Kelly Locke for Senator for STEM

Janet Flores and Deborah Thorpe to SSEC  
Kelly Locke, Cheryl O'Donnell, and Lindsey Bertomen for Online Planning for Summer

#### 4) Discussion and Information Items

##### a) Faculty Training to Teach Online in Summer 2020

**Lisa Storm**

Discussion occurred on training for faculty to teach online for summer 2020. It was highly recommended for everyone that does not know how to teach online to be trained on how to teach online. The DE Committee cannot accommodate for all faculty training. Other institutions are offering a \$500 stipend for training. It was suggested to use the money the college is getting to use toward faculty training.

MSC: Hough/O'Donnell to draft a resolution in regards to the senate's preferences for training during the summer.

Heather Rodriguez, Jason Hough, Nancy Shur-Beymer and Lisa Storm volunteered to work on this resolution.

##### b) College Re-Design Transition

**Hetty Yelland**

Hetty gave an overview of the transition to the implementation phase. Most of the implementation will be done next year. Going forward, each meta-major will have a team to include co-leads with instructional faculty and counseling. There are still positions available for faculty that may be interested in serving as a co-lead. She reiterated that the 5 meta major design that was approved previously is only to help students navigate and it no way is meant to restructure departments. Convocation will be the big kick off event with a 3-hour session on program mapping and course sequencing.

##### c) Meta-majors Program Placement and the Curriculum Committee

**Hetty Yelland**

MSC: Kimbrough/Maturino to move the placement of programs within majors to be assigned to Curriculum Committee, the committee will have final say and forward to the board for approval.

College Redesign Team met with Kelly Locke in regards to having Curriculum Committee oversee and determine going-forward what program would fit in what Meta-Major. The team felt it would be best to have those changes in the hands of faculty.

The question was presented regarding the preferences, if they want to see the senate delegate the responsibility to the curriculum committee, or if they would prefer a recommendation like we do for policy and procedures.

**d) IE&P Plan**

**Hetty Yelland**

Hetty presented the IE&P Plan to the senate. The plan came out partly from the PRT visiting team recommendations, and admin/staff/faculty representatives.

Dr. Lofman mentioned the PRT state team did have some issues with some wording, and the document may change a little bit but not content related changes.

Discussion and concerns were addressed over the senate's role in the document. Members asked for the document to reference the role of academic senate as it is a big part of governance. We have to make sure that the senate's footprint is there.

It was recommended for bringing it back to the last academic senate meeting of the semester so we can have time to look through the document and determine where senate fits into this plan.

**e) PPA Process and Timeline**

**David Beymer**

David presented the updated PPA process and timeline model. The timeline ensures that decisions are made in spring, waiting to see what happens in the summer and finalize it in the fall, with a deadline of September 11. The purpose of the updated model will allow enough time for the hiring committee to plan and approve hire requests.

The change that we would like to see is to get into the habit of having budget requests as a live document, ready to be placed into a budget request document.

The 4-year PPA calendar will be brought to the next meeting.

**f) COVID and 10+1 Issues**

**Melissa Hornstein**

Although Melissa was not present, Lisa shared with the senate the motion that was made at the last CPC to develop an emergency task force or ad-hoc to help with emergency planning. Currently, all planning is being made by administrators. The request is being made with a very good spirit in order to continue our message of clear and transparent communication. We have tried to make it an awareness, that all stakeholders need to be involved, to our disappointment management shot it down. The vote did end up being in favor for including staff/faculty, the item will come back for approval at the next CPC meeting.

Kelly brought up the issue regarding the summer school posting of the summer schedule. The summer schedule was posted yesterday, which was not part of the plan. There was some suggestion or thought that it had been setup as an automatic thing before the crisis and before timelines were pushed back. The intent was not to create issues by putting up the schedule, there are concerns that

the staff does not have the capacity to identify which sections will be synchronous and which sections faculty have elected to go completely asynchronously online. Also faculty may change their mind based on student needs. Leaving the times/days on the schedule with a clear message that the courses are all online, in PAWS and all other areas so the students are clear.

Lisa mentioned some additional information from the Chancellor's addendum and it requires a plan which needs to be submitted by May 1, it does not require mandatory training. In the addendum it says, put the schedule out the way you would have done it so they can distinguish which classes were supposed to be online and which ones were not. It has to do with analyzing data so they can see the difference between the two.

## **5) President's Report**

Lisa shared article 6, section 2: Nominating Committee for vacancies and senate offices will be approved the meeting in March. Slate of candidates will be announced at the second meeting in April so we can still make that deadline. What we need is for someone to volunteer to be part of a nominating committee and come up with a slate of officers. We need people who are willing to help talk to fellow senators and recruit fellow senators. Nancy Shur-Beymer will help come up with a slate officers, Liz Cabiles, Andrew Soto, and Cheryl O'Donnell volunteered to be part of the Nominating Committee.

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

Cynthia Ainsworth shared the work the library is doing to develop a resource that lists all the publishers who are offering textbooks for free. In addition, course reserves will be added to this resource. It will be ready to go out this afternoon for students to use. She encouraged the faculty to share it with students and faculty that you communicate with.

Valerie Maturino shared the work the counseling department is doing by offering Zoom talks about graduation updates, pass/no pass, transfer, etc. She mentioned the next to take place on April 15 at 3PM with Mental Health as the topic, with our own Carol Kimbrough as the speaker. In addition, she was happy to share that student online appointments are increasing.

Jason asked the question if anyone knew if the school will be reporting if there was a greater drop than normal. He asked if it would be appropriate to ask Maria Ceja via email. Lisa made a comment on dropping at 50% those students will automatically get an E/W, and won't have to petition for it.

## **7) Adjournment-President Storm adjourned the meeting at 4:35 p.m. Hough/Schur-Beymer**