Academic Senate Meeting (Tuesday, November 8, 2022)
Generated by Vanja P Velickovska on Tuesday, December 6, 2022

1. Opening of Meeting
The meeting was called to order by Sarah Frid at 3.00 pm

Procedural: 1.1 Call to Order

- **Present:** Araceli Alvarez, Anjela Bavaro-Ricci, Timothy Bolin, Michael Calabrese,, Christopher Cardona, Richard Castillo, Derek Copple, Kim Dieu, Kevin Eoff, Jennifer Faux-Campbell, Sarah Frid, Michael Gale, Maria Gamez, Chaminda Hettige, Tom Jones, Esmeralda Lopez, Maria Lopez, Lorenzo Lujano, Sandra Loureiro, Cesar Lozoya, Jorge Martinez, Peter Martinez, Juan (Carlos) Medina, , Ilona Missakian, Nidhi Patel, , Sarafina Redwine, Dana Rethwisch, Paul Shibalovich, David Silva, Gregory Snider, Juliene Sperling, June Turner, Vanja Velickovska

- **Absent:** Sergio Cano, Jeanette Garrett, Laura Kramer, Rene Lopez-Roedel, Rosa Martin, Christina Martinez, Graciela Milke, Lonnie Mills, Scott Peterson, Juliette Singler

- **Guests:** Irma Gonzales, Maria Khel, Biju Raman, William Smith

Action: 1.2 Adoption of Agenda
- A motion to adopt the agenda
- David Silva moved
- Julien Sperling seconded
- Objections: None
- The motion carried

Minutes: 1.3 Minutes from October 11, 2022

- A motion to adopt the minutes from October 11, 2020
- Paul Shibalovich moved
- Michael Gale seconded
- Objections: None
- The motion carried

2. Public Commentary

Procedural: 2.1 Public to Address the Senate on Agenda Items

The public (non-senators) is welcome to address the Senate about items on the agenda only. Each speaker has a time limit of five minutes. While a speaker has the floor, Senators will refrain from comments under, discussing, and calling for action.

Pursuant under Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except those members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

Public Commentary: None

3. Old Business

Information: 3.1 ZTC Program & Grant - Update by June & Vanja

- The Chancellor Officer has resigned, the position is open
- Survey will be sent to faculty to see which ones are interested in the ZTC certificates and Degrees
- There will be Professional Development open for faculty that are interested in adopting ZTC: OER Basics and Accessibility courses
-
Information: 3.2 SSPS & Turn it in UpdTurnitin

- TurniTurnitinbeen established and it is part of Canvas (Once when you open the assignments in Canvas, it will ask you if you want it to be checked by TurnIt-In
- If anyone is interested in the SPSS, please send an email to either Tim Bolin or Jennifer Faux-Campbell, IT are sisl working on finding a way to incorporate it in class shells

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Action: 3.3 C.E. Participation Definition

Suggestions by Dr. Wallace

1. Minor changes to Senate's proposed changes to AP 4105 - review attachment, discuss, vote.
2. Include CE in the AP 5070 - Attendance - review the attachment, discuss, and vote.
3. Include similar language as below in our Student Correspondence/Rising Scholars Handbook:

Coastline Telecourse Student Handbook- on Page 10 - **"Participate in Class.** Instructors are required to drop you by the Census date determined by the State of California if you are not actively participating in the course. Active participation is demonstrated by submitting all assignments and quizzes on time. However, to confirm, it is your responsibility to drop a course by the appropriate deadline if you feel that you will not pass the course successfully."

> Draft changes AP 4205 - DE & CE.docx (24 KB)

> Draft changes AP 5070 - Attendance.docx (18 KB)

- Open for discussion:
  - Dr. Wallace had minor changes to the draft
  - This is just for correspondence
  - Most of it is directly quoted from Title V, leave it as is,
  - It includes the wording from AP 5070
  - Language is clear
  - Difference between NO SHOW and students dropping the class (With No show, the students can be easily reinstated due to the discretion of the instructor; If the student drops the class, it is not reversible)

- A motion to adopt the draft with the minor changes
- David Silva moves
- Paul Shibalovich seconded
- Objections: None
- The motion carried

- A motion to clear the language for No show versus dropping the class
- Chris Cardona moves
- Carlos Medina seconds
- Objections none
- The motion carried

4. New Business

Information: 4.1 22-25 Student Equity Plan: Presented by Jaclyn Randall

- Handout is available
- Student Equity is Law
- Reports required every 3 years
- Ties with successful enrollment.
  - Evidence of decreased impact.
  - 2019-2021 Pan reflection
  - Reporting on planning reports for 20-21
  - How did the pandemic affect us: Drop boxes; Food pantries; Smooth and quick transition of faculty from face-to-face to online classes
- Open for Discussion:
  - Did the population reflect the number of students for 1 year or 1 term?
  - Are only community students included or Rising scholars too?
  - Gender predominantly male due to high numbers from the incarcerated students
  - How will this be sustainable in the future?
    - Possible new roles
    - Shared responsibility (the whole college will need to participate
    - Data collection needs work, can always do better
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> SEPI draft A 2022-2025.docx.pdf (460 KB)

Information: 4.2 New Program Resolution - GED (First Read)

- Presented by Jacqlyn Randal

- High School Equivalency Certificate Program
- Non-Credit Certificate Program
- Will be taught morning and evenings too
- There is no other similar program currently
- Currently is run through CAPE (not curriculum nor program)
- Might require hiring new faculty to teach Math/English

- Open for Discussion:
  - No clear outline for upcoming new programs
  - If it requires new faculty to be hired, must be approved by the Budget
  - If it has been approved by Administration (presented in August)
  - Form does not reflect the Budget requirements (does not have the budget component)
  - Is there a deadline for this program
    - CO office takes about 60 days to approve it
    - Possibility of an emergency meeting to solve this
    - Jacqlyn and Sarah to meet and bring it back for a second read in the December meeting
- A motion to accept is as first read: (Jacqlyn, Sarah, and Stephanie to meet) and to bring it back to Academic Senate
- David Silva moves
- Paul Shibalovich seconds
- Objections none
- Abstained 6
- The motion carried

> Academic Senate New Program Resolution GED Nov2022 .docx (9 KB)

> Noncredit 7.20 Program ApplicationFall2022submission.pdf (226 KB)

Information: 4.3 New Program Resolution - ESL (First Read)

- Presented by Maria Gamez
- English as a Second Language Certificate of Achievement
- Non-credit Certificates ESL 010 & 020
- AB705 for ESL Certificate for non-credit students affects their Financial Aid
- Under the Language and Communication Department
- Access, Student Success, and Equity Implemented strategies to increase access and student success by 1-5%
- A similar program exists at the College of the Desert
- It will be low-ca ost or ZTC program to ensure access (they do not buy textbooks)
- No new hiring of faculty is required
- Equity curreis ntly undocumented as it is under the non cnoncredit

- A motion to accept is as firstthe read
- David Silva moves
- Julien Sperling seconds
- Objections none
- The motion carried

> Academic Senate New Program Resolution - ESL.docx (9 KB)

> English as a Second Language COA (002).pdf (124 KB)

Information: 4.4 Call for nominations for the Hayward Award for "Excellence in Education."

Hayward Award for Excellence in Education

The Academic Senate for California Community Colleges (ASCCC) is pleased to announce the call for nominations for the Hayward Award for "Excellence in Education." Sponsored annually by the Foundation for California Community Colleges, this award honors community college full-time and part-time faculty who demonstrate the highest level of commitment to their students, college, and profession. Award recipients, nominated by their college academic senate and selected by representatives of the ASCCC must have a record of outstanding performance of professional activities, as well as a record of active participation on campus.
<u>Basic Information</u>

- Each local academic senate may nominate one full- and part-part-timelty member; however there can only be one honoree from each college.

- All faculty, classroom and ,non-classroom, are eligible for consideration.

- Previous nominees who did not receive the award may be re-nominated.

- Four recipients (two full-time and two part-time faculty) will be chosen and honored at the Board of Governors meeting in March.

- **Completed online applications** must be received in the Academic Senate Office by 5:00 p.m. on **December 18, 2022.**

The selection process will be completed by February 2023. Winners will be honored at the March 2023 Board of Governors meeting. Please note, that the recipients of this award will be asked to submit a current photo. Although only four faculty recipients may be honored by the Board of Governors, we hope each college will honor its indivee.

Nomination Guidelines

Each college academic senate may forward to the ASCCC the name of up to two nominees (one full- and one part-time) for the Hayward Award for "Excellence in Education." The criteria to be used in making the final selection include the following:

A. The candidate(s) should be committed to serving and empowering students from diverse backgrounds and experiences. The candidate's application and suppoa rting letter from the local senate should reflect this commitment.

B. The candidate(s) should be committed to the fundamental principles of the California Community ColleColleges'ion. There should be evidence of support for open access and for helping students succeed. The candidate's application should reflect a commitment to the college at which the candidate works, perhaps through suggestions of ways the candidate has helped to improve the educational environment.

C. The candidate(s) should be committed to serving the institution through participation in professional and/or student activities. There should be evidence of participation with the academic senate, department, or student groups.

D. The candidate(s) should be committed to education. There should be evidence that the candidate maintains currency in the discipline and communicates to students and colleagues an enthusiasm for the discipline and for etion in general.

E. The candidate(s) should be committed to serving as a representative of the profession beyond the local institution through service in statewide and/or national activities. There should be evidence of activities that reveal a broader scope of interest, perhaps through publications, participation in community groups, or participation in state or national organizations.

Application Procedure and Checklist:
1.

An online application form completed by either the nominating college or the candidate.

The candidate should explain their qualifications for consideration as a recipient of the Hayward Award for "Excellence in Education." Applications will be redacted for any reference to the nominee and the nominee's college and community prior to the selection committee's review.

2.

Local academic senate letter of candidate support, two-page maximum, **submitted along with the online application.** Please explain the candidate's qualifications for consideration as a recipient of the Hayward Award for "Excellence in Education." Applications will be screened for direct or indirect reference to the nominee and the nominee's college and community.

3.

Candidate's curriculum vitae, submitted with the online application form. CVs will be redacted for any reference to the nominee and the nominee's college and community prior to the selection committee's review. Please include the following in the vitae: Professional Experience including positions held, professional affiliations, campus activities, and educational background, as well as any awards and honors, publications and presentations, and community activities.

> Hayward Submission Requirements final.docx (74 KB)

> Hayward_Rubric - Updated 5.2022.docx (69 KB)

> 22-23 Hayward Letter final.pdf (199 KB)

- At least 1 nomination from each campus
- Vote as Senate to recommend in December
- Email Sarah

5. Reports- Senate Leadership & Committees

Information: 5.1 President: Sarah Frid

Updates from Rising Scholar's Conference & <u>ASCCC Fall Plenary</u>

- Plan rollout for CDCR by 2025
- Faculty coordinator for CDCR?
- Possible position Taskforce for CDCR to launch in Canvas
- Single GE pathway by Fall 2023
- Community of practice
- Equity
- CDCR censorship

> ASCCC - Academic freedom.pptx (2,341 KB)

> G3_Data_and_Senates.pptx (512 KB)

| G5_Aligning_General_Education_Pathways_11-3-22_final.pptx (3,202 KB) |

| B1_OERI.pptx (2,148 KB) |

| B1_Data-Informed_Descision_Making.pptx (1,648 KB) |

| B2_Leveraging_Noncredit_Education_for_Equitable_Student_Opportunities.pdf (914 KB) |

Information: 5.2 Vice President: Rosa Martin

- Nothing to report

Information: 5.3 Secretary: Vanja Velickovska

- Nothing to report

Information: 5.4 Curriculum Co-Chair: June Turner

CURRICULUM COMMITTEE

Charge
The Curriculum Committee oversees the development of new courses and programs and approves the course outlines of record and new program applications for those courses and programs. The committee approves prerequisites, co-requisites, and advisory preparation for courses including those taught in a distance learning mode. The committee oversees the transfer and articulation functions of the college. The committee assists the Office of Instruction and Student Services with the development of the curriculum portion of the catalog and schedule of classes.

Membership
The Curriculum Committee shall be co-chaired by the Vice President of Instruction and Student Services and a faculty member appointed by the Academic Senate . The Vice President of Instruction and Student Services shall hold a non-voting, advisory position. The faculty co-chair will only vote in the event of a tie and will post agendas and minutes to the committee's site on BoardDocs.

The regular voting membership shall be comprised of:
- A division chair or authorized proxy representing each of the faculty divisions: Allied Health, Business, History, Social & Behavior Sciences, Language Arts& Communication Studies, Math & Science, Professional Technologies, and Student Academic Support Services
- Librarian
- Articulation Officer
- Dean of Instruction and Student Services
- ASG representative

Advisory, non-voting members shall be comprised of:
- Director of Admissions and Records
- Associate Dean of Instruction and Student Services
- Curriculum and Catalog Specialist
- Vice President of Instruction and Student Services

Reporting
New and modified course outlines are approved by the committee and forwarded directly to the Board of Trustees for acceptance. New program applications are forwarded to the Academic Senate for approval by resolution and then submitted to the Board. Policies and procedures related to curriculum, degree and certificate requirements, and grading and educational program development are forwarded to the Academic Senate for approval by resolution. Such policies and procedures shall be submitted for acceptance by the Board of Trustees by the Superintendent/President.

Information: 5.5 Articulation Officer: Jennifer Faux-Campbell

- Retiring from this position
- Willing to train the new person

Information: 5.6 Academic Standards: Rosa Martin

- Membership:

- Chair: VP Academic Senate
- All faculty division chairs
- VPISS
- DISS
-

Voting: 1 vote per division

Meetings are subject to all Brown Act requirements.

Information: 5.7 Equivalency: Sarafina Redwine

- Chair: Sarafina Redwine

  Faculty Membership:

- Richard Castillo
- Greg Snider
- 1 additional faculty discipline expert, as needed.

Information: 5.8 Flex: Sarafina Redwine

- Nothing to report
- Meeting next Tuesday
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Membership:

- Nidhi Patel
- Tom Jones
- Richard Castillo
- Paul Shibalovich
- Chaminda Hettige
- Derek Copple

(no limit of # of faculty to join)

Reports: 5.9 Online Teaching Council: Richard Castillo

Membership: 2 counseling faculty, 2 teaching faculty, one faculty chair

- Maria Lopez (counseling)
- David Silva (counseling)
- Julien Sperling (teaching)
- Dana Rethwisch (teaching)

Reports: 5.10 AS Scholarship Committee: Carlos Medina

Membership:

- Nidhi Patel
- Rene Lopez-Roedel
- Kevin Eoff
- Jorge Martinez
- Maria Lopez
- Araceli Alvarez
- Dana Rethwisch
- Laura Kramer
- Anjela Bavarro-Ricci
- Michael Gale
- Julien Sperling
- Tom Jones

6. Information Items from Shared Governance Committees

Procedural: 6.1 Benefits and Professional Development- S. Loureiro

- Nothing to report

Reports: 6.2 Budget- M. Gamez

- Parking lot upgrade
- Solid plan to upgrade the classrooms

Reports: 6.3 Equal Employment Opportunity Plan- P. Shibalovich

- Nothing to report

Reports: 6.4 Foundation- V. Velickovska

- Grant recipients will be awarded

Reports: 6.5 Facilities & Safety- C. Lozoya

- Nothing to report

Reports: 6.6 Guided Pathways- S. Frid

- PVC is removing the bins in front of Smart & Final and Albertsons for correspondence work for Spring 2023. They are only being used by one or two students and it is mostly filled with trash and waste. The plan is to bring them back to campus, clean them, and repurpose them somehow.

  We wanted to make sure that faculty are aware of this as they are preparing their Spring 2023 course materials to ensure that faculty do not reference the bins moving forward.

Reports: 6.7 Program Review- T. Bolin

- Nothing to report

Reports: 6.8 Student Learning Outcomes- P. Martinez

- Accreditation team update
- SLO on board doc
- December 1st

Reports: 6.9 Student Success and Equity- J. Singler

- Nothing to report

Reports: 6.10 Technology- C.Hettige & J. Martinez

- Nothing to report

7. Open Forum
7.1 Open Floor for Discussion
- None

8. Announcements
8.1 Open Floor for Announcements
- None

9. Adjournment of Meeting
- The meeting has been adjourned at 4.51 pm by Sarah Frid