



# ACADEMIC SENATE

Approved Minutes

April 13, 2020

Meeting via Zoom

3:00 pm – 5:00 pm

<b>1. Call to Order</b>	Academic Senate President LaNae Jaimez called the meeting to order at 3:00 pm.
<b>2. Roll Call</b>	<p><b>Academic Senate Officers:</b> LaNae Jaimez (President), Rebecca LaCount (Acting Vice President), Erin Duane (Secretary/Treasurer, At-Large), and Michael Wyly (Past President/Ex-Officio).</p> <p><b>Academic Senate:</b> Andrew Wesley, Anthony Ayala, Erica Beam, Jose Cortes, Michael Reilly, Michelle Arce, Paul Hidy, Randy Robertson, Robin Sytsma, and Scott Parrish.</p> <p>Sheila Kaushal (Administrative Assistant)</p> <p><b>Ex Officio:</b> Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Ferdinanda Florence (Academic Program Review Chair), Jim DeKloe (Curriculum/Tech Review Chair), TBD (Student Success and Equity Chair), and Michelle Smith (Professional Development/Flex Cal Chair).</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Robert Diamond (Vice President of Finance and Administration), Melissa Reeve, Caitlyn Griffin, and Jennie Aguilar.</p> <p><b>Absent:</b> Margherita Molnar, Teri Brunner, and Vitalis Enemmuo.</p>
<b>3. Agenda Approval</b>	Academic Senate Secretary/Treasurer Duane motioned to approve the agenda of April 13, 2020 as presented. It was seconded by Senator Ayala. The agenda was approved unanimously.
<b>4. Approval of Minutes</b>	Senator Wesley motioned to approve the minutes of March 23, 2020 as presented. It was seconded by Senator Ayala. The motion was approved unanimously.
<b>5. Comments from the Public</b>	<p>There were no comments from the public.</p> <p>Members of the public may address the Senate on any item within the Senate's purview that is not on the agenda. The Senate will not take</p>

action on any issue raised during this section of the agenda since Senate action is limited to posted agenda items. At the Senate President's discretion, these matters may be referred to Senate Executive Board and/or placed on a future agenda. Speakers are asked to limit their comments to a maximum of three minutes.

## **6. AS President Update**

### **6.1 Gender Neutral Bathrooms**

AS President Jaimez shared a list of restroom conversions in buildings 500, 700, 1400, and 1600 (see attached document). This document will be included on the next Hot Topics email.

### **6.2 Faculty Attendance at Commencement Ceremony (Optional Flex)**

AS President Jaimez announced that faculty attendance at commencement ceremony counts as optional Flex hours for faculty.

### **6.3 Senators 2018-2020 Term**

The following Senators will be serving during 2020-2022 terms: Rebecca LaCount, Randy Robertson, Anthony Ayala, and Jose Cortes. Academic Senate Past President Michael Wyly will announce results of self-nominations via email for AS President, AS Vice President, At-Large Senator, and Adjunct Faculty.

### **6.4 ASCCC Online Election**

AS President Jaimez completed a special delegate form online per ASCCC request to allow SCC delegate to participate in the ASCCC online election this year.

### **6.5 Foundation Emergency Support Fund**

With S/P Celia Esposito-Noy's assistance, the foundation created an emergency support funds for faculty, students, and staff, which raised around \$2,200. The money will be used for food for students (i.e. electronic grocery gift cards).

### **6.6 Painting the FF Campus**

An architectural company will present recommendations for painting the Fairfield campus to the College Governance Council on April 22, 2020 at 3 pm via Zoom. AS President Jaimez invited Senators to attend this virtual meeting.

### **6.7 Senate to Faculty Letter**

AS President Jaimez requested feedback from Senators regarding letter from the Senate President to faculty and discussed the following: (a) a compassion approach, (b) students' feedback/challenges about online courses via in-person classes, (c) consideration of faculty's role to help maintain stability in students' lives, and (d) creation of "Faculty Lounge," which will be a weekly meeting to share/interact with and support each other.

## **7. Superintendent-President Report**

S/P Celia Esposito-Noy announced that virtual graduation for students will occur on May 21, 2020 at 6:00 pm via YouTube with the plan of including student pictures, 5-10 minutes of faculty testimonials, and announcement of Distinguished Faculty (full time/adjunct and quick

video); Tom Gachis from James Thomas Media will assist in organizing this project. She also stated that students who are scheduled to graduate this academic year will be invited to participate at next year's graduation ceremony.

S/P Celia Esposito-Noy shared that the statewide CEO SCFF Task Force will be re-examining Student Center funding formula and Hold Harmless budgeting for the next two academic years and provided the Senators her thoughts regarding the uncertainty of SCC's future enrollment.

S/P Celia Esposito-Noy clarified that the upcoming CARES Federal funds will be available to higher education with the goal of helping students and the college infrastructures affected by SAR-CoV-2 and the transition to online. However, she has not received clarifications/guidelines on how these funds can be assigned and will provide more information once it's available. Lastly, she will schedule another Zoom meeting at end of April to address staff/faculty concerns.

Rob Diamond (Vice President of Finance and Administration) provided Fiscal Advisory Update (see attached document). He commended the faculty for their collaborative work. He explained social distancing impacts the decline of California revenues in terms of personal income tax (unemployment), sales tax (stores temporary closure), and corporate income tax. California Governor, Gavin Newsom, will provide an updated budget in May 2020. He also explained the possible difference between June 2020 budget and late August 2020 budget.

## **8. VP of Academic Affairs Report**

### **8.1 Updates on P/NP & EW**

This item will be addressed during item 11.3.

### **8.2 AY 2019-20 Flex requirements**

David Williams, VP of Academic Affairs, informed the Senators that Flex adjustment has not been discussed with the Union; therefore, requirements will be the same at this time. The new online training modules for faculties teaching this summer is available.

### **8.3 New Coordinators (ASTC, Curriculum, and Distance Education)**

VP Williams announced the new Coordinators: (a) Lauren Taylor Hill (ASTC), (b) Sarah Barsness, (Curriculum), and Erica Beam (Distance Education, assigned time is increased).

## **9. Consent Agenda – Action Item**

### **9.1 Curriculum Coordinator/Chair Hiring Committee: Deb Berrett, Erin Duane, and LaNae Jaimez**

Academic Senate Treasurer/Secretary Duane motioned to approve items 9.1, 9.2, and 9.3. It was seconded by Senator Ayala. These hiring committees were approved unanimously.

### **9.2 Distance Education Coordinator Hiring**

Committee: Michelle Arce,  
Ruth Fuller, and Michael  
Wyly

9.3 ASTC Faculty  
Coordinator Hiring

Committee: LaNae Jaimez,  
Rachel Purdie, and Cristina  
Young

**10. Action Items, Including  
Items Removed from  
Consent**

There were no items in this section.

**11. Information/Discussion  
Items**

11.1 Census Ambassadors

Caitlyn Griffin and Jeannie Aguilera presented, "Census Student Outreach Flyer," (see attached document). Jeannie Aguilera mentioned that they would like this information to be communicated via Zoom/social media posts. Academic Senate Acting Vice President LaCount shared that SCC is one of the regions that was selected to have ambassadors. Under the circumstances, it has been difficult for the ambassadors to reach SCC students. They asked Senators for their assistance (i.e. email blast, Zoom classroom visit). Senator Beam will upload this information on Canvas. This will also be included on the Senate's Hot Topics email. VP Williams will have the information shared on SCC social media. Caitlyn Griffin clarified that student information will not be shared with other groups.

11.2 Abridge Program  
Review Template

Program Review Coordinator Ferdinanda Florence presented, "Abridged Program Template," (see attached document). She informed Senators of updated information with two essential components regarding population and success data. The Senate had discussions whether all programs need to complete this template or only programs receiving Perkins funds. Also, she clarified that data will be retrieved by SCC Research and Planning department instead of the state site, which is the main modification on this template (i.e. low income student, 1<sup>st</sup> generation students). This item will be included under Action Item on the next meeting.

11.3 P (Pass)/NP (No Pass)  
Grades and EW (Excuse  
Withdrawal)

VP David Williams provided the following updates: (a) EW (Excused Withdrawal) is an option (doesn't affect GPA and number of attempts) recommended by the Chancellor's Office, (b) students will receive a tuition refund and half of the parking and Health Center fees if a request for EW is submitted during this semester, (c) students have an option of P/NP, which is irrevocable; however, he recommended that students communicate with a Counselor before doing so as there may be implications for certain transfer programs, (d) CSUs will accept P/NP for courses taken 2020 Spring and Summer, (f) the deadline to submit

11.4 Professional Development Handbook

P/NP/EW is at the end of the semester through Admissions and Record website, which will not require documentation, and (g) this will also apply to online courses

AS President Jaimez and PD/Flex Cal Coordinator Michelle Smith presented, "Professional Development Handbook" (see attached document). While reviewing this document, the Senators provided their input: (a) Title V acceptable Flex Cal activities, (b) available/removal Flex overload assignments/tentative agreement/increased hours for adjuncts, which will be included once ratified by the Union, (c) definition of what is/is not eligible for Flex Cal, and (d) Professional Development application/approval process/rubric/submission deadline/per diem meal receipts. VP Williams expressed his support of including hours spent in transitioning in-person courses to online courses as Flex Cal hours. This item will be included under Action Item on the next Senate agenda

**12. Reports**

12.1 Academic Program Review

Ferdinanda Florence explained that the committee has decided to cancel meetings for the remainder of the academic year but will be reviewing reports. She also mentioned that the School of Health Science will not be able to administer their student surveys, and the timeline for the School's completion of program review reports may need to change in the future, depending on programmatic impacts of the COVID-19 situation.

12.2 Student Equity and Success

There were no updates provided.

12.3 Curriculum/Tech Review

Curriculum/Tech Review Chair Jim DeKloe announced there will be four meetings during this academic year via Zoom.

**13. Other Committees**

13.1 Guided Pathways Steering Committee

Michael Wyly explained that the committee will be working towards three goals for the rest of the semester: (a) finalizing version 2.0 of ADT template, where input from Counseling and other discipline faculty will be included, (b) working on departments' webpages, and (c) completion of Success Team.

13.2 First Year Experience

Melissa Reeve, First Year Experience Coordinator, shared the different challenges the committee is experiencing this semester and next semester: (a) currently working with faculty regarding recruitment for Fall 2020, (b) concerns about budget/funding affecting this program, (c) will focus on marketing the community aspect of the program, and (d) determining what will be accomplished (doable) next academic year.

Senator Arce expressed her appreciation and recognized the extra effort that Senator Beam and Carol Zadnik have contributed in transitioning in-person classes to an online format.

Senator Beam announced that 45 faculties are registered for the current DE training. There are approximately 90 faculties who have signed for DE training between now and the fall.

**14. Upcoming Items and/or Action Reminder**

- 14.1 Academic Program Review – Ferdinanda Florence (1st meeting of the month)
- 14.2 Student Equity and Success – TBD (1<sup>st</sup> meeting of the month)
- 14.3 Curriculum/Tech Review – Jim DeKloe (1<sup>st</sup> meeting of the month)
- 14.4 Assessment Committee – Andrew Wesley (2<sup>nd</sup> meeting of the month)
- 14.5 Distance Education – Erica Beam (2<sup>nd</sup> meeting of the month)
- 14.6 Professional Development/Flex Cal – Michelle Smith (2<sup>nd</sup> meeting of the month)
- 14.7 Guided Pathways Steering Committee – Michael Wyly (1<sup>st</sup> meeting of the month)
- 14.8 First Year Experience – Melissa Reeve (2<sup>nd</sup> meeting of the month)
- 14.9 Peer Review Pilot and Assessment
- 14.10 Part-Time Faculty Outreach/Handbook
- 14.11 General Education Requirements Procedure Update – Jim DeKloe
- 14.12 Equivalency Process
- 14.13 Faculty Mentor Program
- 14.14 Equity in Curriculum – Jim DeKloe
- 14.15 Review of Articulation Process – Curtiss Brown and David Williams
- 14.16 AB705 Update
- 14.17 SOAR Update – Damany Fisher
- 14.18 SCC Academic Calendar 2021-2022

**15. Adjournment**

Senator Arce motioned to adjourn the meeting. It was seconded by Senator Reilly. The meeting adjourned at 4:37 pm.

**ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED**

April 20, 2020

May 4, 2020

May 11, 2020 (Tentative Meeting)

**Documents Reviewed:**

- SCC Restroom Conversion List
- Census Student Outreach Flyer
- Fiscal Advisory Committee Update
- Abridge Program Review (Draft)
- Professional Development Handbook (Draft)