



# ACADEMIC SENATE

Approved Minutes

April 20, 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 3:03 pm.
<b>2. Roll Call</b>	<p><b>Academic Senate Officers:</b> LaNae Jaimez (President), Rebecca LaCount (Acting Vice President), and Erin Duane (Secretary/Treasurer, At-Large).</p> <p><b>Academic Senate:</b> Andrew Wesley, Anthony Ayala, Erica Beam, Jose Cortes, Margherita Molnar, Michael Reilly, Michelle Arce, Paul Hidy, Randy Robertson, Robin Sytsma, and Teri Brunner.</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> David Williams (Vice President of Academic Affairs), Isabel Anderson,</p> <p><b>Absent:</b> Michael Wyly (Past President/Ex-Officio), Vitalis Enemmuo, and Scott Parrish.</p>
<b>3. Agenda Approval</b>	Senator Reilly motioned to approve the agenda of April 20, 2020 as presented. It was seconded by Academic Senate Secretary/Treasurer Duane. The agenda was approved unanimously.
<b>4. Approval of Minutes</b>	Senator Wesley motioned to approve the minutes of April 13, 2020 as presented. It was seconded by Academic Senate Acting Vice President LaCount.
<b>5. Comments from the Public</b>	Senator Cortes and Isabel Anderson inquired what courses will be offered online/in-person during Fall 2020 and the process for certification to teach online after the blanket addendum for DE expires. Ferdinanda Florence expressed concerns about paying faculty including part-time faculty for training and creating shells.

*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 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 Virtual Faculty Lounge

AS President Jaimez will be sending an email invitation for "Virtual Faculty Lounge," which will take place on April 23, 2020 at 4 pm.

### 6.2 ASSC Donate to Emergency Support Fund

ASSC donated \$30,000 to the SCC relief funds, which will be utilized in support of students.

### 6.3 Policy and Procedure Work

AS President Jaimez has been working with VP Williams regarding policies and procedures such as Course Repetition (BP/AP 6000), General Education Reciprocity (BP/AP 6206), and Bachelor's Degree Holders Meet General Education Requirements (BP 6XXX). These documents will be presented to Senators for review and action on May 4, 2020. Also, Senator LaCount brought up the need to review the P&P regarding catalog rights, this will be added to the list.

### 6.4 Board of Trustee Reports

AS President Jaimez has been providing updates to SCC Board of Trustees once a month and the same information will also be shared with the Senate. She provided the following updates to SCC Board of Trustees on April 14, 2020: (a) Senate subcommittees' plans for the rest of the semester, (b) senate election was delayed, (c) emergency assistance funds, which was suggested by Lauren Taylor-Hill, (d) nine faculty volunteered to be part of hiring committees during spring break, (e) training opportunities offered by DE committee, and (d) expressed her appreciations for support of faculty received from S/P Celia Esposito-Noy and VP David Williams.

### 6.5 2020 Faculty Leadership Institute Conference (Virtual Event)

Senator LaCount will be attending Faculty Leadership this June 2020. Since this conference will be a virtual event and a huge decreased of registration fees, two additional Senators would be allowed to attend. If interested, contact the Senate Office.

### 6.6 Academic Senate Officers 2020-2022 Terms

As President Jaimez announced the Academic Senate Officers for 2020-2022 term (see attached document).

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

**S/P Celia Esposito-Noy was not be able to attend this meeting.**

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

VP David Williams announced that the following information regarding online courses: (a) as of April 20, 2020, SCC will stay with regular Fall schedule and any changes will be announced as soon as possible, (b)

emergency conversion during Spring semester, and (c) paying for conversion training. He will be hosting a Zoom meeting at 3:00 pm, before AS President Jaimez “Virtual Faculty Lounge.”

**9. Consent Agenda –  
Action Item**

There were no items in this section.

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

**10.1 Abridge Program  
Review Template**

Ferdinanda Florence presented, “Abridge Program Review Template” (see attached document). Senator Wesley motioned to approve this document as presented. It was seconded by Senator Ayala. This template was approved unanimously.

**10.2 Professional  
Development Handbook**

AS President Jaimez and PD/Flex Cal Coordinator Michelle Smith presented, “Professional Development Handbook.” They outlined modifications made on the handbook based on feedback they received from the previous Senate meeting. Senator Wesley motioned to approve this handbook with a condition that it be modified to align with the Union agreement once it’s approved. It was seconded by Senator Hidy. The motion was approved unanimously.

**10.3 Distance Education  
Committee**

Senator Beam stated that these action items were recommended by the DE committee in preparation of going through/after the Blanket Addendum. The committee’s focus will be addressing what will be needed and what will be in parallel with the work being done at the negotiation table.

**10.3.a. Academic Senate  
Supports Adding Additional  
Members To The DE  
Committee Through The  
Blanket DE Addendum**

Senator Beam explained the reasons/benefits of having additional (i.e. double, triple) members of DE committee. She announced that 168 faculty members (to date) had signed up for trainings. She shared the following information and answered the Senate’s concerns: (a) method of committee members’ appointment, (b) increase committee meeting from one to twice a month next academic year, (c) committee members’ roles and responsibilities, (d) flexibility/equity issues/equivalency of training, and (e) parity issues. AS Secretary/Treasurer Duane motioned to approve item 10.3.a. It was seconded by Senator Wesley. The motion was approved unanimously.

**10.3.b. Under The Blanket  
DE Addendum, Use The  
Time To Train All Faculty  
And Approve At Least One  
Of Their Courses**

Senator Beam clarified that with this addendum, faculty will be approved to teach online after approval of one course. She had been informed that there could be potential financial ramifications/contractual obligations involved. The Senators expressed their concerns regarding Curriculum staying under faculty purview and right of assignment under administration. AS Secretary/Treasurer

	Duane motioned to approve item 10.3.b. It was seconded by Senator Hidy. The motion was approved unanimously.
10.3.c. Once The Blanket DE Addendum No Longer Applies, We Revert To Our Local Process And Procedure	Senator Beam acknowledged that not all courses can be taught online and that, as faculty, we would do what would be in the best interest of students. Senator Arce motioned to approve item 10.3.c. It was seconded by Senator Ayala. The motion was approved unanimously.
10.4 Announcement of Academic Senate President, Vice President, Adjunct, and At-Large Term 2020-2022	It was announced that AS President Jaimez, AS Vice President Scott, Senator Wesley (Adjunct), and Rachel Purdie (At-Large) were elected to serve 2020-2022 terms. Senator Ayala motioned to ratify the election. It was seconded by Senator Beam. Senator Wesley abstained. The motion was approved unanimously. A formal announcement will be communicated to faculty by Michael Wyly, AS Past President/Ex-Officio, this week.
<b>11. Information/Discussion Items</b>	AS President presented, "Columbia College Spring Grading Flow Charts" (see attached documents). She also shared the "Spring 2020 Withdrawal Agreement" on SCC website. The Senators discussed the following: (a) "EW" needed to be requested by the students, (b) students who requested "W" between March 16-27, 2020 will received "EW," and (c) how "W" requested before March 16, 2020 will be addressed.
<b>12. Reports</b> 12.1 Assessment Committee	Senator Wesley announced that the last day to submit nominations for Distinguished Faculty will be on April 24, 2020.
12.2 Distance Education	Erika Beam, DE Coordinator, announced that ASCCC has scheduled free online trainings and some of them have been grouped by discipline. During their next meeting on May 1, 2020, the committee will discuss: (a) next academic year meeting schedule, (b) who will be working this summer, (c) expanding the committee, and (d) reciprocity for training at other institution.
12.3 Professional Development/Flex Cal	Michelle Smith, PD/Flex Cal Coordinator, informed the Senators that the committee has been planning for Fall 2020 Flex Cal. An email had been sent to faculty inquiring whether their sessions could occur through video conferencing. The next Flex Cal will focus on mental health and wellness. Michelle Smith requested Senators' feedback regarding possible topics/speakers.
<b>13. Other Committees</b>	There were no items in this section.
	14.1 Academic Program Review – Ferdinanda Florence (1st meeting of the month)

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

- 14.2 Student Success and Equity – 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/FlexCal – 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

AS Secretary/Treasurer Duane motioned to adjourn the meeting. It was seconded by Senator Molnar. The meeting adjourned at 4:41 pm.

**15. Adjournment**

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

May 4, 2020

May 11, 2020 (Tentative Meeting)

**Documents Reviewed:**

1. Academic Senate Officer 2020-2022 Term
2. Abridge Program Review Template
3. Professional Development Handbook
4. Columbia College Spring Grading Flow Charts
5. Spring 2020 Withdrawal Agreement