



# ACADEMIC SENATE

## MINUTES

Monday, December 5, 2022

Hybrid Meeting

(Denis Honeychurch Boardroom, Room 626 & Zoom)

3:00 – 5:00pm

### 1. Call to Order/Land Acknowledgement

AS President Scott called the meeting to order at 3:02pm.

VP Williams read the Land Acknowledgement statement.

### 2. Roll Call

#### Academic Senate Officers:

##### President

Josh Scott (2022-2024)

##### Vice President

Rebecca LaCount (2022-2024)

##### Secretary/Treasurer

Erin Duane (2021-2023)

##### Past President/Ex-Officio

LaNae Jaimez (2022-2024)

#### Academic Senate

##### Mathematics & Sciences

Kristina Ferrebee (2021-2023)

Randy Robertson (2022-2024)

##### Liberal Arts

Michael Reilly (2021-2023)

Jose Cortes (2022-2024)

##### Applied Technology & Business

Erica Beam (2021-2023)

##### Counseling

Kelvin Cheah (2022-2024)

##### Social & Behavioral Sciences

Lauren Taylor-Hill (2021-2023)

Anthony Ayala (2022-2024)

##### Full-Time Senator At-Large

Erin Duane (2021-2023)

Cristina Young (2022-2024)

##### Health Sciences

Robin Sytsma (2022-2024)

##### Adjunct Senator At-Large

Rhuenette Alums (2021-2023)

#### Ex Officio:

##### Academic Program Review Chair

LaNae Jaimez (Fall 2022-Fall 2024)

##### Distance Education Chair

John Perez (2020-2023)

##### Curriculum/Tech Review Chair

Sarah Barsness (2020-2023)

##### Student Equity & Success Chair

Michael Silva (2021-2024)

Christina Taliaferro (Administrative Assistant)

	<p><b>Guests:</b>  David Williams (Vice President of Academic Affairs)  Lisa Neeley (Vice President of Student Services)  Neil Glines (Dean, Liberal Arts)</p> <p><b>Absent:</b>  Vitalis Enemmuo (Health Sciences)  Andrew Wesley (Adjunct Senator At-Large / Assessment Chair)  Michelle Smith (Professional Development/Flex Chair)</p> <p><b>3. Agenda Approval</b></p> <p>Senator Duane motioned to approve the December 5, 2022 agenda;  Senator Robertson seconded the motion.</p> <p>The motion passed with 13 votes in favor.</p> <p><b>4. Approval of Minutes</b></p> <p>Senator Cheah motioned to approve the November 21, 2022 minutes;  Senator Duane seconded the motion.</p> <p>An amendment was requested for item 13.1 (Assessment Committee report) to read “Accreditation is looking closely at assessment, so that means assessments will take place this semester and next semester with the exception of math and science due to their program review.”</p> <p>The motion passed with 11 votes in favor; Senator Beam and Senator Reilly abstained.</p> <p><b>5. Comments from the Public</b></p> <p>There were no comments from the public.</p> <p><b>6. AS President Update</b></p> <p><b><i>AS President Josh Scott</i></b></p> <p><b><i>6.1 Vacant Positions:</i></b></p> <p><i>a. Applied Technology &amp; Business: Senator</i>  This position is still open. In addition, Senator Beam announced that she will not be able to remain on the Academic Senate in spring, 2023. Therefore, there are now 2 open positions for Applied Technology &amp; Business representation.</p> <p><b><i>6.2 Joint meeting with ASSC – Friday, December 8, 2022 (3:00pm)</i></b>  This meeting will take place on December 9, 2022. The purpose is to discuss how the Academic Senate and the ASSC can collaborate on goals, community, student experience, etc. All faculty members are welcome to join.</p> <p><b><i>6.3 Other</i></b></p>
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**7. Superintendent-  
President Report**

***Celia Esposito-Noy***

S/P Esposito-Noy was unable to attend, however VP Williams announced that the college will continue to offer free parking to students in the spring semester. Parking will still be enforced in the staff parking lots.

**8. VP of Academic Affairs  
Report**

**David Williams**

VP Williams had no report.

**9. VP of Student  
Services Report**

**Lisa Neeley**

New flyers are circulating with a list campus events and activities in a calendar format. The plan is to distribute these calendars every 4-6 weeks. This information will also be available on the website.

The Student Equity plan was submitted last week, and it has been certified. A workshop has been scheduled during January Flex which will be an opportunity for people to learn more and get involved in the implementation process.

An ESL lab is being launched in the spring semester. This is being funded through student equity funds and will provide drop-in ESL support for students across all courses. Students will be able to get writing and reading support, as well as help with listening and speaking strategies/skills. In addition, a lab class is being planned to provide a more formal ESL curriculum for students. The lab will be open a few days each week from 9:00-11:00am and 11:00am -2:00 or 3:00pm. The exact schedule will be announced soon.

DSP is being rebranded with the new name of "Accessibility Services Center". A formal relaunch is being planned for February 8<sup>th</sup> with music, food, and fun.

MESA is returning to the campus in the spring semester. This is possible with additional funding from the state. A job description for a director of this program is currently being finalized.

There is currently a search for the position of Director of Student Support Services. This position will oversee the Basic Needs Services Center which is a statewide requirement for all community colleges.

The Vallejo and Vacaville centers are continuing to be very active under the direction of their new supervisors. The open houses at both centers were very successful. The goal is to have ASTC provide tutoring at the centers, however there are not enough tutors available to support this initiative at this time. Faculty members are encouraged to talk to eligible students about applying for tutoring positions.

**10. Consent Agenda –  
Action Item**

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

The college will be collaborating with Sonoma State by providing workshops to support AB469 which requires every high school student to complete a FAFSA form or opt out formally.

On Thursday, December 15<sup>th</sup> (10:00am to 2:00pm) there will be a petting zoo as well as a licensed masseuse on campus to help students de-stress during finals week.

There were no items on the consent agenda.

*11.1 Resolution 12.05.2022: State of Emergency – [See Attachment](#)  
Josh Scott*

Senator Duane motioned to approve item 11.1;  
Senator Taylor-Hill seconded the motion.

The motion passed with 12 votes in favor; Senator Cortes voted against.

*11.2 The following action items were moved from the  
Information/Discussion Item 12.1*

- a. Senator Taylor-Hill motioned to move the decision regarding a start date for in-person meetings to an Action Item; Senator Young seconded the motion. The motion passed with 12 votes in favor; Senator Beam abstained.
- b. Senator Taylor-Hill motioned to resume in-person meetings on January 12, 2023; Senator Young seconded the motion. The motion passed with 12 votes in favor; Senator Beam abstained.
- c. Senator Cortes motioned to eliminate the chat from Academic Senate meetings; Senator Taylor-Hill seconded the motion. The motion did not pass with the majority voting against.

**12. Information/Discussion  
Items**

*12.1 Discussion of Return to In-Person Meetings, including end of state of  
Emergency, best practices for hybrid meetings, and changes to Brown Act  
Teleconferencing Rules. – [See Attachment \(Meeting Preparation Notes\)](#)  
Josh Scott*

AS President Scott reviewed the current meeting guidelines and explained that the new AB2449 will go into effect on February 28<sup>th</sup>. This will require in-person quorum as well as certain restrictions regarding teleconferencing. Voting members of the senate will be asked to send notification in advance if they have “just cause” for not attending in person so that plans can be made if this affects quorum. Academic Senate sub-committees will also be affected by AB2449.

AS President Scott presented 2 options for the spring semester: 1. Continuing hybrid meetings until AB2449 goes into effect (after February 28<sup>th</sup>), or 2. Returning to in-person meetings on January 12<sup>th</sup>. This topic was moved to an Action Item (item 11.2).

The senate discussed best practices (not mandates) for hybrid meetings, not only for Academic Senate meetings, but also for hiring committees, school meetings, etc. Topics/discussion included the following:

- Should cameras remain on?
- All meetings should have an in-person option as well as a hybrid option in certain situations.
- Is chat beneficial or does it hinder interactions?
- Consideration of attendees with accessibility concerns.

It was suggested for the Academic Senate to figure out how they will conduct meetings moving forward before creating and enforcing best practices.

There was additional discussion regarding the usage of chat. While it can be helpful, it can be challenging for the meeting chair to manage the discussion.

### *12.2 Next Steps regarding DE Support and Hyflex*

*John Perez, Neil Glines, Josh Scott*

The following points are the result of taskforces for DE Support and Hyflex.

- The DE coordinator should be assigned to at least 67% (up to 80%) release time.
- There is a need to hire a director or designer.
- There is a need to hire someone who would be tasked with universal design access for DSP.
- The ERAs are currently split between IT and DE, and they need to have documented job descriptions and clarification about their responsibilities.

VP Williams confirmed that he and S/P Esposito-Noy are supportive of the DE needs. AS President Scott would like to continue discussions and have concrete actions in the spring.

The Hyflex taskforce concluded that the college is not ready to move forward on a wide-scaled implementation. Proper DE support needs to be put in place first, and there is no data regarding student success with Hyflex. In addition, there are concerns about student motivation, participation and the in-class experience. However, there is a possibility for faculty to pilot Hyflex after completing extensive training. In addition, although the college may not be ready to implement Hyflex at this time, faculty still has the option to proceed with a hybrid format for classes.

### *12.3 Graduation – May, 2023*

*Josh Scott*

This item was postponed to a future meeting.

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## 13. Sub-Committee Reports

### *13.1 Academic Program Review*

*LaNae Jaimez*

The committee currently has 6 voting members and was able to find a time in the spring when everyone can meet in person to achieve quorum. Moving forward, the committee will meet once per month. The Kinesiology's program review is close to being completed, and the APR committee's review of Math & Science program reviews will be starting soon. Faculty needing help with their program reviews are encouraged to attend the Flex session in January. The committee will be presenting a timeline for the spring program reviews to keep things moving along in a timely fashion.

### *13.2 Student Equity and Success Council*

*Michael Silva*

Michael Silva presented [slides](#) with a SESC update. In the last few months, Michael has received feedback on the need for more actionable initiatives. He is also concerned about a generally expressed lack of motivation from students and faculty. Moving forward, he is seeking input on the proposed plan for SESC to focus on 5 categories: Outreach & Recruitment, Retention, STEM Equity, Completion & Transfer, and Workforce Development. The goal is to have subject matter experts for each of the 5 categories. They would work together to explore what is being done regionally, nationally, and internationally (if applicable). Each group would present approximately twice per year. In addition, the SESC would evaluate equity initiatives and facilitate an Innovation Team to address opportunities to improve problem areas within the college. Michael requested feedback from Academic Senate if this is the right direction they would like to see the SESC continue along.

### *13.3 Curriculum/Tech Review*

*Sarah Barsness*

Most of the Social & Behavioral Science curriculum review was completed this semester, as well as a few items for Liberal Arts. The committee encourages faculty to submit curriculum early so that the work can be spread out. Sarah will be collaborating with Andrew Wesley to create videos about eLumen. These videos will be posted on the Vision Resource Center site. Anti-racism strategies are continuously being implemented. In the spring, there may be a few openings on this committee.

## 14. Other Reports

### *14.1 Guided Pathways Steering Committee*

*Melissa Reeve*

Melissa Reeve was unable to attend this meeting, however she sent the following report:

The Guided Pathways Committee organized a "Program showcase" in mid-



March 27, 2023	
April 3, 2023	
April 24, 2023	
May 8, 2023	
May 15, 2023	[Tentative Meeting]