



ACADEMIC SENATE MEETING

April 30, 2019 | 11:30 a.m. – 12:30 p.m. | Faculty House

1. Call to Order:

President Loren Sachs called the meeting to order at 11:33 a.m.

Senate Members: (See Voting Tallies Chart at the end of these minutes for arrival times and voting records.) Carol Barnes, Counseling Senator; Vice-President Jamie Blair, Senator at Large; Cameron Brown, Athletics and Kinesiology Senator; Eric Cuellar, Senator at Large; John Dale, Library Senator; Matt Denney, Technology Senator; Rendell Drew, Senator-at-Large; Cynthia Ely, Part-Time Senator; Immediate Past President Lee Gordon, Senator at Large; Anna Hanlon, Curriculum Chair; Kelly Holt, Senator-at-Large; Darryl Isaac, Consumer Health Sciences Senator; Secretary Marilyn Kennedy, Literature and Languages Senator, PDI Chair; Doug Lloyd, Math and Sciences Senator; Leland Means, Visual and Performing Arts Senator; Jeanne Neil, Business and Computing Senator; Clyde Phillips, Student Services Senator; Rachyl Reynosa, Associated Students Representative; Irini Rickerson, Senator at Large; Brent Rudmann, Social and Behavioral Sciences Senator; President Loren Sachs, Senator at Large; Will Thai, Part-Time Senator.

Senate Members Absent: Matt Denney, Anna Hanlon, Jeanne Neil.

Guests: Kevin Ballinger, Dig G'Bye, Jaki Kamphuis, Marc Perkins, John Taylor.

2. Approval of the Agenda:

Motion 1: Senator Rudmann moved to approve the agenda, moving move New Business 9.a. and 9.b. to directly after the consent agenda; motion seconded; motion approved unanimously.

3. Approval of the Minutes for April 23, 2019:

Motion 2: Secretary Kennedy moved to approve the April 23, 2019 minutes; motion seconded; motion approved unanimously.

4. Public Comments:

John Taylor.

5. For the Good of the Order Announcements:

- A. **A.J Brown:** Sounds Like Summer | May 3, 2019 | 6:00 p.m. | Student Center Lounge | Concert event featuring Candid!
- B. **Rendell Drew: (1)** The Cultural Competency Workshop was a success last week. Thirty-nine people attended and certificates of participation will be awarded. **(2)** Allen West, former Congressman, Speaking | May 1, 2019 | 7-9 p.m. | Science Hall
- C. **Darryl Isaac:** A system wide State Academic Senate meeting for the CTE and Career Institute credit/non-credit system was held and several members of OCC attended. Someone may report on this.
- D. **Eric Cuellar:** CLEEO presentation today in the Multicultural Center | collection of artists called "Combing through History"

6. Consent Calendar:

No Consent Calendar.

7. New Business

A. Flex Day Activities – Flex Coordinator Marc Perkins:

Coordinator Perkins noted that the Communities of Practice series for part-time faculty got approved for funding for next year by the Professional Development Advisory Committee (PDAC--a shared governance committee formerly called Staff Development). He stated that PDAC would like to get more Faculty volunteers on the committee, especially full-time faculty.

Coordinator Perkins provided an overview of the 2019 Spring Flex Day data, presenting a detailed report of faculty attendance by type of session and a pie chart detailing three categories: (1) Core Campus business or *serious* topics, 72 % of the sessions; (2) core campus topics containing elements of “fun,” called *moderate* topics, 23%; and (3) sessions focused on well-being, called *fun* topics, 5% . The data provided illustrated that the vast majority of sessions chosen by faculty resided in the serious category. Evening events were the least attended. Fall Flex Day has a keynote for administration and the unions and no evening sessions.

Senators made these comments or suggestions:

There is work that needs to be done and as a Coordinator, so can SLO and program review work be held as sessions at Flex Day? There was an SLO session at the Spring Flex Day and it was not well attended.

A senator noted that in the state’s [Guidelines for the Implementation of the Flexible Calendar Program](#) pages 15-18, there is a list of topics that can be offered for Flex activities, and that is one of them. She read many of them from the list [Note: the complete list can be read in the Appendix at the end of these minutes]:

A senator stated that she was under the assumption that departments could not hold departmental meetings as Flex Day session (Coordinator Perkins stated that the departments could hold meetings as sessions as long as they were focused on a specific topic, as general meetings are not allowed under the guidelines.)

A Senator stated that the low attendance at the SLO sessions may be due to conflicting sessions and because many of the department chairs were also leading sessions that might have been offered at the same time. Possibly we need to do baselines for needed, serious, heavy-hitter topics.

Motion 3: Senator Gordon moved for a “Sense of the Senate motion to keep a broad selection of Flex offerings”; motion seconded. After further discussion, a call for the vote resulted in unanimous support for the motion and it passed.

The Senate thanked Coordinator Perkins for his work on OCC’s Flex Days.

B. AP/BP 7350 Resignations Policies Review and Discussion—Senator Kennedy:

Senator Kennedy noted that a proposed change to the policy is a removal of this language: “The College Director of Human Resources or, for a District Office employee, the Vice Chancellor of Human Resources, will advise the supervisor and the employee of possible alternatives to resignation.”

Senator Kennedy’s concerns were that we don’t necessarily have to be so specific about who gives this information, but that faculty may want to keep informed of those options. How many faculty know you can teach a reduced load before retirement? That you can be retrained and there is funding for that in the contract? (Some senators indicated or stated they were unaware.) Therefore, faculty and employees should be provided information that they may not be aware of when making a permanent decision like this, and it could be in the form of a piece of paper, etc.

A senator noted that this would be a great topic for Flex day.

8. Officer, Senator, and Committee Reports:

A. President's Report--President Loren Sachs:

- i. **Summer Faculty Pool for Summer Committee Work:** We will be sending out an email for faculty to volunteer to join the summer faculty pool which involves being willing to check summer campus email regularly and being willing to serve on committees in the summer, if selected. Faculty serving on summer committees will be compensated.
- ii. **Flex Senate Training:** The Academic Senate will be holding two trainings on Flex Day in the Fall:
 1. Joint forum with the Classified Senate to collect future agenda topics for the Academic and Classified Senates.
 2. Faculty roles and the 10+1.
- iii. **Mobile Technology Steering Committee:**
 1. The Academic Senate will participate in the mobile technology pilot program that will provide iPads to certain shared governance committee members with the goal to reduce waste and costs associated with printed meeting materials.
 2. There will be trainings at the Fall Flex Day for program participants to learn to use the iPads. The first two Senate meetings in the fall will have two twenty-to-thirty-minute sections devoted to specific training.
 3. iPads will be provided to certain shared governance committee members and senators beginning in Fall 2019. Those who commit to and complete service for two consecutive years may keep their iPads.
 4. Many aspects of this program are still being determined and we will keep the Academic Senate updates.
- iv. **BoardDocs:**
 1. With the transition to going paperless with iPads the Academic Senate will begin transition all agendas and supplemental documents to BoardDocs.
 2. Board Docs is the program that our District uses for the Board of Trustees meetings.
 3. We will begin using BoardDocs with the May 7, 2019, meeting.
 4. Senate Administrative Secretary Goetz provided an overview of [BoardDocs](#).

B. Guided Pathways Reporting- GP Coordinator Jaki Kamphuis:

- v. Guided Pathways will host a session at Flex Day; topic suggestions should be sent to Jake Kamphuis.

9. Unfinished Business:

A. BP & AP 7310 Nepotism Policy Review and Discussion – Senator Marilyn Kennedy:

Senator Kennedy reported that both our Academic Senate President and the Classified Senate President sent a joint letter to VC Serban and Chancellor Weispfenning requesting that this policy not be voted on until the fall. That request was granted, and the committee will work on this over the summer to finish up proposed changes [to bring back in the fall.] In the last ten days there have been two meetings on this and other policies, but the summer work will be focused solely on this issue since it is so controversial. There will be work focused on coming up with a reasonable policy, and on clarifying and specifying the actual process at the time of application so everyone knows what will happen to ensure that process is expedited and to ensure that no one is pulled from a hiring pool if there is no conflict. Ideally, we will be working on removing references to past relationships, distant relatives, or roommates. The District noted that HR has the authority to implement informal changes. Applicants can't be denied for no reason—we could be sued—there are

three years of examples and problems regarding this policy not working well. We will send out updates as they occur over the summer.

10. Adjournment:

President Sachs adjourned the meeting at 12:27 p.m.

Approval of the Minutes: May 7, 2019

MINUTES: First draft written by Ricky Goetz, Senate Administrative Secretary. Revision of first draft and Senate-approved drafts written by Senate Secretary, Marilyn Kennedy, who also distributes the final Senate-approved version to the Chancellor, Board of Trustees members and secretary, union presidents, GWC and Coastline Academic Senate presidents, OCC College President and faculty as per OCC Senate bylaws.

Voting Tallies Chart

Motion 1	Motion 2	Motion 3	Senate Membership
Agendas	4-23-19 Minutes	Keep variety of selections for Flex Days	
Aye	Aye	Aye	Barnes, Carol: Counseling Senator (2018-2021)
Aye	Aye	Aye	Blair, Jamie: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Brown, Cameron: Athletics & Kinesiology Senator
Aye	Aye	Aye	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Dale, John: Library Senator (2017-2020)
Absent	Absent	Absent	Denney, Matt: Technology Senator (2017-2020)
Aye	Aye	Aye	Drew, Rendell: Senator-at-Large (2016-2019)
Aye	Aye	Aye	Ely, Cynthia: Part-Time Senator (2018-2019)
Aye	Aye	Aye	Gordon, Lee: Senator-at-Large (2016-2019)
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Absent	Absent	Aye	Holt, Kelly: Senator-at-Large (2017-2020) 11:38 arrival
Aye	Aye	Aye	Isaac, Darryl: Con. & Health Sciences Senator (2017-2020)
Aye	Aye	Aye	Kennedy, Marilyn: Lit & Lang Senator, PDI Chair (2017-2020)
Aye	Aye	Aye	Lloyd, Douglas Math & Sciences Senator (2017-2020)
Absent	Absent	Absent	Means, Leland Visual & Performing Art Senator (2018-2021)
Absent	Absent	Absent	Neil, Jeanne: Business & Computing Senator (2016-2019)
Absent	Absent	Aye	Phillips, Clyde: Student Services Senator (2017-2020) 11:47 arrival
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Absent	Absent	Aye	Rickerson, Irini: Senator-at-Large (2018-2021) 11:43 arrival
Aye	Aye	Aye	Rudmann, Brent: Social & Beh. Sciences Senator (2017-2020)
Aye	Aye	Aye	Sachs, Loren: Senator-at-Large (2016-2019)
Aye	Aye	Aye	Thai, Will Part-Time Senator (2018-2019)
			Part-Time Senator Vacant (2018—2019)
			Senator-at-Large: Vacant (2017-2020)
			Senator-at-Large: Vacant (2017-2020)

Appendix

Permitted Flex Activities per State Flex Program Regulations

From [Guidelines for the Implementation of the Flexible Calendar Program](#) pages 15-18, a list of topics that can be offered for Flex activities:

1. Developing new programs (e.g., a workshop on designing curriculum/programs)
2. Faculty and counselor meetings to address areas of concern (e.g., academic advising, prerequisites, referring students for services)
3. Faculty and staff (e.g., tutors, lab assistants) meetings to improve learning resource support services to students
4. Workshops on how to mentor students or how to mentor faculty
5. Orientation/education (e.g., new faculty; role of the academic senates; training students, staff, and faculty to serve on committees; changing role of technology in education)
6. Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
7. Meetings designed to improve a cohesive working relationship among members of the group (e.g., departments, divisions, committees, mixture of college constituencies)
8. Workshops on how to write grants
9. Workshops or individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline
10. Wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
11. Learning a second language to better communicate with the diverse student population
12. Disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)
13. Improving or learning how to deal with computers and technology
14. Teaching a class in shortened format during a flex period
15. Developing a new program to meet changing student needs
16. Faculty and staff (e.g., tutors, lab assistants) meetings to improve services to students
17. Review of learning resource materials to eliminate out-dated items and make recommendations for additions
18. Creating self-study modules and/or computer-assisted instruction
19. Student advising (e.g., academic advising of students by faculty)
20. Mentoring of students
21. Faculty participation in student orientation programs
22. Matriculation services (e.g., special orientation for ESL students, workshops in specific disciplines for students with undecided majors)
23. Meetings (department/division/college-wide) specifically to discuss strategies for improving service to students
24. Institutional research focused on meeting the needs of the students (e.g., job market surveys, transfer ratios, ethnicity data on students, gender equity, campus climate)
25. Writing grants aimed to improve services to students
26. Articulation to improve transfer processes
27. Outreach for special projects (e.g., Math, Engineering, and Science Achievement [MESA] program)
28. Conducting special workshops for students (e.g., understanding the college schedule, transfer requirements, setting academic goals)
29. Attending workshops on teaching methods or techniques (e.g., classroom-based research training; Instructional Skills Workshops (ISW); local, regional, national Great Teachers Seminars)

30. Development or revision of programs, course curriculum, learning resources and evaluation.
31. Developing a new course
32. Modifying an existing course to comply with changing institutional or discipline requirements (e.g., changing theories in a discipline, articulation with transfer institutions, critical thinking, multiculturalism, writing across the curriculum)
33. Significant modification of a course to address the learning needs of diverse students (e.g., creating self-paced learning modules)
34. Developing student readiness programs specific to course disciplines
35. Faculty and counselor meetings to address areas of curriculum
36. Review of learning resource materials to eliminate outdated items and recommend additions
37. Creating self-study modules and computer-assisted instruction modules
38. Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
39. Departmental or division meetings to discuss overall curriculum and program review
40. Institutional research (e.g., job skill requirements, research on transfer ratios, ethnicity data on students and staff. gender equity, campus climate)
41. Grant writing to secure funds for improvement of instruction