

ORANGE COAST COLLEGE

Academic Senate Meeting | 04/14/20 | 11:30 am - 12:30 pm | Zoom Meeting

Academic Senator Attendance

Carol Barnes, Counseling	Present	Kelly Holt, at-Large	Present
Jamie Blair, at-Large, Vice President	Present	Darryl Isaac, Consumer & Health Sciences	Present
Cameron Brown, Athletics & Kinesiology	Present	Marilyn Kennedy, Lit & Lang, PDI Chair, Secretary	Present
Sean Connor, at-Large	Present	Doug Lloyd, Math & Sciences	Present
Eric Cuellar, at-Large	Present	Leland Means, Visual & Performing Arts	Present
Jodi Della Marna, Library	Present	Jeanne Neil, Business & Computing	Present
Matt Denney, Technology	Present	Max Pena, at-Large	Absent
Rendell Drew, at-Large	Present	Clyde Phillips, Student Services	Present
Cyndee Ely, Part-Time Faculty	Present	Loren Sachs, at-Large, President	Present
Diogba G'bye, Part-Time Faculty	Present	Jordan Stanton, Social & Behavioral Sciences	Present
Lee Gordon, at-Large, Parliamentarian	Present	Brenda Muxi, ASOCC Representative	Absent
Anna Hanlon, Curriculum	Present		

Guests (Optional & Voluntary Sign-In): President Suarez, Charles Otwell, Sheri Sterner, Tara Giblin, Eileen Tom, Kevin Ballinger, Madjid Niroumand, Rebecca Morgan, Rob Schneideman, Rodney Foster, Rozanne Capoccia, Ricky Goetz, and Veronica Sanchez.

1. Preliminary Matters

A. Call to Order:

President Loren Sachs called the meeting to order at 11:32 A.M.

B. Approval of the Minutes – March 03 & March 10, 2020:

Motion 1: Secretary Kennedy moved to approve the March 03, 2020, minutes; motion seconded; motion approved unanimously.

Motion 2: Secretary Kennedy moved to approve the March 10, 2020, minutes; motion seconded; motion approved unanimously.

Minutes for April 7, 2020, are being held for minor revisions.

C. Opportunity for Public Comment:

No public comments were made.

D. For the Good of the Order Announcements:

Senator Neil: Commented that if faculty have already taken the STLO training, they do not have to take it again. The information is under Canvas Café.

Curriculum Chair Hanlon: If a faculty member has completed the STLO course, they can teach synchronously or asynchronously.

Senator Kennedy and Senator Blair: Asked the Curriculum Committee Chair to send out an email to address the STLO training and other questions regarding the requirements for hybrid classes.

2. Consent Agenda

Motion 3: Secretary Kennedy moved to approve the consent agenda; motion seconded; motion approved unanimously.

A. Institutional Effectiveness (IE) Committee: Diane Brown

3. Officer, Senator, & Committee Reports

A. Academic Senate President – Loren Sachs:

Summer Classes: Summer offerings will be online.

Budget: Last week there were different budget meetings. College Council also occurred. The IAP meeting also occurred. There are some changes in the ARR deadlines. If faculty are looking at the CTE program to be considered for Strong Workforce for Perkins funding the deadline is April 30th. If faculty are looking for the regular ARR pathway that deadline has been extended to the middle of September.

The budget has been a moving target for the last year and a half with the student-centered funding formula. Revenues to the state are probably going to go down, but how much so and what is going to happen to student enrollment are not clear yet. Right now, there are no cuts and some Classified have been reassigned to various other tasks, with no jobs lost.

Senator Ely (Senate Rep to Budget Committees): There are a lot of unknowns regarding the budget. We were projected to borrow 1000 FTES from summer. That number has slightly dropped to about 970, based on the current reporting.

Senator 1: Did we lay off any classified staff?

President Suarez: No, we have not laid off any contract classified personnel. There are some concerns among classified staff about that and our commitment remains consistent in terms of looking out for and employing other strategies to address our budget alignment which is the reorganization, internal hiring, internal transfers, all of those things remain in place.

Senator 2: Is there a plan to lay off in the future?

President Suarez: The discussion at the moment is not about layoffs. It is about looking at the magnitude of this impact on our budget as a district and as a college. As I mentioned earlier, right now we are focusing on employing every other strategy to keep that conversation away from impacting any of our employees. I cannot predict what will happen to the future. Right now, we are collecting all of the information related to impact on our budgets.

President Sachs: In addition, the District and the colleges are looking at several other avenues for potential funding.

President Suarez: There was a question on the chat about the Emergency Relief Fund. The allocation for OCC is listed in the Department of Education website. The allocation is 9.1 million with the indication that half of that will be spent directly in aid to students in emergency grants. We will be looking at different areas that are intended to support students who are dealing with food insecurity, housing issues, technology issues, etc. We will make sure that we submit our certification, indicating that we are going to abide by all those

requirements then send back to the Department of Education as soon as possible. After the funds are received, we will come up with a process to allocate them to students on campus with the biggest needs. Financial Aid and Student Services have been working on that process. The second phase of the allocation is to support the institution in areas that have been impacted through the revenue losses in different areas. We will get more guidance on that allocation of that money.

- B. Guided Pathways – GP Coordinator Charles Otwell:** The counselors who are on the Pathways design team are working on standardizing the look of the program maps themselves. It will be passed along to the Senate and the Curriculum Committee.
- C. Statewide Guided Pathways Representatives –** No report
- D. Union/Bargaining Unit Report – CFE VP Rendell Drew:** CFE VP Drew asked if there is some kind of credit or compensation in the STLOs for the hours and effort that faculty have put into the transition of in-class courses to hybrid and online classes. He would like to see some form of compensation for what faculty have done, learned, and developed during the transition.

PDI Chair Kennedy: PDI is offering salary advancement credits for faculty. The Senate does not have authority to give people compensation monetarily. That is a union issue, and the District is apparently offering a certain amount of funding from the CFE contract retraining funding, in very small amounts, possibly due to budget issues

Senator 2: Faculty are currently going through a learning process. They should be at least be awarded some sort of certificate to prove that they are able to function in the online arena in case a similar situation happens again in the future.

Curriculum Chair Hanlon: Documenting the work that has been done to respond to the pandemic is important. The new Emergency DE addendum will help to do that because faculty will identify the platforms that they are going to use. When faculty return, they will return changed in terms of their knowledge of instructional delivery and how they approach those things. They probably now have a relational and experiential relationship in terms of students and how they might struggle with technology. Faculty are learning to be more humanistic in the delivery of instruction and when they return, it is quite possible that a lot of instructors will want to maintain some of the remote methods in their classes. Currently, there is a way to acknowledge that through the STLO training. Faculty can teach hybrid if the course has a DE addendum approved and the instructor has done the STLO, so there is a process for that. If the Senate wants to create some additional process, that would be the Senate's purview.

President Sachs: It would be unnecessary to add additional steps to the STLO. Possibly, they could find some funding or available grants.

CFE Union/Bargaining Unit Report – CFE President Rob Schneiderman: The Flex deadline is coming up soon and it is critical that faculty document that they completed their Flex requirement. The Union is also negotiating with the District for the “impacts and effects” of some of the trainings. The STLO training was fantastic. All faculty is encouraged to take it. In response to a senator question about what “impact and effects” means, CFE President Schneiderman explained that if a campus asks for training for Canvas, for example, for asynchronous classes, what the Union would do is talk to the District about whether it may be compensated, or given time off, etc. Those are some of the impacts and effects that can be worked out with the District.

- E. Professional Development Institute (PDI) – PDI Chair Marilyn Kennedy:** Informed the Senate that one of the PDI subcommittees approved a blanket application for all eligible full-time faculty, a type of application that has been used over the years when many faculty attend or perform the same professional development activities. This approved application is for full-time faculty members who have been training to migrate their on-campus classes to online or remote instruction, by attending campus workshops online or in person, self-training via researching and practice, through searches on YouTube or reading books or practice sessions, etc. Full-Time faculty may submit a log [of times and professional development activities] that they have done retroactively from March [until the end of May 2020]. The log may be submitted up until late June. There is a maximum of ninety hours of professional development activities or five salary advancement credits. Faculty should know that right now they are also able to get small amounts of retraining funding from the District via the CFE Union contract's retraining funding, per CFE. However, PDI applicants cannot get funding from the District and salary advancement credits for the same professional development activities.

Second, if faculty members were approved by PDI for conferences but they could not attend and have already paid for some aspects of the conference they cannot get refunded or credited, they should contact PDI and we will assist them with the College in getting administrative help to obtain those reimbursements.

As of today, as per the College President, the only conference applications that will be OCC President-approved for the summer are online conferences. There is no information about fall yet. Any faculty who are considering attending fall conferences may submit an application to PDI during the spring, just in case, and PDI will process those applications and if approved by PDI, will hold until the OCC Administration lets us know if they can be moved forward for presidential approval.

- F. Curriculum Update – Curriculum Chair Anna Hanlon:** Elizabeth Page did an inventory and there are 272 courses with existing DE addendums. That includes courses that have been submitted for hybrid only or hybrid plus online options. There are 23 additional standard DE addendums that were approved this year. The Committee voted to move the effective date on the new addendums to summer 2020 from Fall to allow the offering of those courses as 100% online. In addition, there were between 35 and 40 courses that had been approved as hybrid only. The Committee voted to approve allowing those as 100% online in this emergency situation only. The courses will not be changed for the future because faculty selected hybrid for pedagogical reasons, but faculty will be allowed with courses that have hybrid only DE addendums previously approved and on the CLRs to be able to teach 100% online. The Emergency Remote Teaching Addendum form is online. All this information will be posted on the Curriculum Portal homepage. The form asks for name, courses, platform for landing page, and accommodation options for students with disabilities.

4. Unfinished Business

A. Grading Criteria

President Sachs: During a Curriculum Committee webinar, the Pass/No Pass option discussion was addressed. It seems that it will be a local decision whether or not faculty will allow a sort of global approach to classes that did not have the Pass/No Pass as part of the COR, potentially allowing a temporary approval for students to apply for that. Currently students have until May 8 to request this. If Pass/No Pass is allowed on our

campus beyond that date, it does not mean that faculty are making every class on the campus only Pass/No Pass. That will be a discussion. President Sachs asked senators to reach out to their constituents to get their thoughts even for classes that do not currently have that option.

Curriculum Chair Hanlon: The takeaway from the webinar was that if there is a class that does not currently offer the option of Pass/No Pass, that the Chancellor's office would allow that option, without having to change the course outline of record. There were questions about where does that decision lie, and it's a local decision. The Senate could make the decision that all courses have a Pass/No Pass option, or the Senate could decide faculty members can decide if they want that option for this semester, or the Senate could decide only courses that currently have an approved Pass/No Pass option on their COR have that option.

President Sachs: The question that needs to be decided is whether or not senators allow that to be global. They can make that available to students, students will be aware of that or they can allow the individual instructor to have that conversation with the students, understanding that Pass/No Pass also does have some potential problems.

Curriculum Chair Hanlon: CSUs and UCs have sent memorandums saying that they would accept Pass/No Pass.

Senator 3: If we did implement the Pass/No Pass when would the deadline be for that option?

President Sachs: May 8th is the deadline in the current guidance. The deadline might be pushed.

Senator 4: Can we get some input from the counselors on the transferability of students taking the Pass/No Pass option?

Counselor Eileen Tom: The CSU and UC memorandum links are on the Transfer Center website for students and we have been working actively with the students who are currently in the application process. Some of the campuses for the major specific requirements are still leaving it up to the departments of the majors, and so some students at different campuses are hearing "yes," some are hearing "no," so we are encouraging them to reach out to us so we can help.

President Sachs: This will be included on the agenda for the next meeting. We are not saying that the faculty make that decision. This is still a student-driven decision. What we are doing is potentially giving guidance to faculty to accept the student petition. I would encourage any student with a Pass/No Pass request to have a conversation with a counselor to make sure they understand the ramifications.

Senator 2: Have we had numbers of students who have dropped this semester and are taking advantage of the return of their money? Do we have numbers on that?

Vice President Niroumand: We are actually looking into those numbers right now. If you would like I will have a more accurate number for you next week but just so you know things are changing. Students have the option to drop all the way to the W deadline. I will certainly bring a number but it might change quite a bit by the end of the semester.

5. New Business

B. Comprehensive Evaluation of Processes – Timeline Update:

Curriculum Chair & IE Co-Coordinator Hanlon: Due to COVID-19, we had to revise the timelines for processes. There was a meeting yesterday with the IE Committee and they wanted to present the recommendations on the different timelines. One of the things the committee was going to do this spring was to give an administration of the CCSSE, and then a few weeks ago they came to the Senate regarding the Faculty Companion survey. They were going to do those this semester. The IE committee is recommending that they delay those until Spring 2021. With regards to HEIghten, an assessment used for ISLO assessment, they had planned on sampling students again this semester and that's also to be delayed until Spring 2021.

IE Co-Coordinator Rodney Foster: Although everything else has been delayed, the one thing that is important is that the departments submit any planning updates for the ARRs and CTE. They have until April 30th if they want funding for Strong Workforce for Perkins. All the rest would come again in September for the normal budget meeting, but the dates have changed and have been pushed back until fall.

IE Co-Coordinator Holt: We asked the Senate for feedback since program review and a lot of what IE does is under the 10+1. A month ago, we laid out a plan that the Senate approved. They gave an update on the items that they had planned for the spring. Based on their discussions and the IE Committee meeting, they decided to delay the process. They are supposed to begin comprehensive program review in 2021/22. They are in year five right now, and the year six is when they should be starting to do comprehensive again. By delaying, they would need to be able to do it very early next fall, assuming that they get back to "normal", because they are going to have to vet it through all the processes, have the IE team, put it into track that get it ready and usable.

President Sachs: It seems a good idea to delay the processes.

6. Adjournment of the Regular Meeting

President Loren Sachs adjourned the meeting at 12:30 P.M.

Approval of the Minutes: April 21, 2020

MINUTES: First draft written by Beatriz Rodriguez, Administrative Assistant to the Senates. 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
Minutes 03/03/20	Minutes 03/10/20	Consent	
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 (2017-2020)
Aye	Aye	Aye	Connor, Sean: Senator-at-Large (2017-2020)
Aye	Aye	Aye	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Della Marna, Jodi: Library & Learning Support Senator (2017-2020)
Aye	Aye	Aye	Denney, Matt: Technology Senator (2017-2020)
Aye	Aye	Aye	Drew, Rendell: Senator-at-Large (2017-2020)
Aye	Aye	Aye	Ely, Cynthia: Part-Time Senator (2019-2020)
Aye	Aye	Aye	Diogba G'bye: Part-Time Senator (2019-2020)
Aye	Aye	Aye	Gordon, Lee: Senator-at-Large (2019-2022)
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Aye	Aye	Aye	Holt, Kelly: Senator-at-Large (2017-2020)
Aye	Aye	Aye	Isaac, Darryl: Con. & Health Sciences Senator (2017-2020)
Aye	Aye	Aye	Kennedy, Marilyn: Lit & Lang Senator, PDI Chair (2019-2022)
Aye	Aye	Aye	Lloyd, Douglas Math & Sciences Senator (2017-2020)
Aye	Aye	Aye	Means, Leland Visual & Performing Art Senator (2018-2021)
Aye	Aye	Aye	Neil, Jeanne: Business & Computing Senator (2019-2022)
Absent	Absent	Absent	Pena, Max: Senator-at-Large (2019-2022)
Aye	Aye	Aye	Phillips, Clyde: Student Services Senator (2017-2020)
Aye	Aye	Aye	Sachs, Loren: Senator-at-Large (2019-2022)
Aye	Aye	Aye	Stanton, Jordan: Social & Behavioral Sciences Senator (2019-2022)