ORANGE COAST COLLEGE

Academic Senate Meeting |04/21/20 | 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*	Present
Anna Hanlon, *Curriculum*	Present		

Guests (Optional & Voluntary Sign-In): Angelica Suarez, Jacqueline Kamphuis, Linda Bagatourian, Charlene Reed, Daniel Shrader, Eileen Tom, Jodie Ellen Legaspi, John Taylor, Katie McCarroll, Kevin Ballinger, Larissa Nazarenko, Laura Reese, Madjid Niroumand, Nathan Jensen, Rebecca Morgan, Renee DeLong, Rich Pagel, Shannon O'Neal, Sheri Sterner, Tara Giblin, Yuki Tayooka Smith, Andreea Serban, Rob Schneiderman, Rozanne Capoccia, Ricky Goetz, and Veronica Sanchez.

1. Preliminary Matters

A. **Call to Order:**
President Loren Sachs called the meeting to order at 11:30 AM

B. **Approval of the Minutes – April 7 & April 14, 2020:**
Motion 1: Secretary Kennedy moved to approve the April 7, 2020, minutes; motion seconded; motion approved unanimously.

Motion 2: Secretary Kennedy moved to approve the April 14, 2020, minutes; motion seconded; motion approved unanimously.

C. **Opportunity for Public Comment:**
Marc Perkins

D. **For the Good of the Order Announcements:**

Senator Means: Asked about classes that have built-in repeatability and whether the semester would be waived for that. **Vice Chancellor of Instruction (VCI) Serban** stated that any course from this semester can be repeated regardless of the grade

Senator Phillips: Asked if it is appropriate to contact students that have serious health conditions. **VP of Student Services (VPSS) Niroumand** stated that if faculty know of any students who are struggling and need mental or physical health assistance to use Incident Reporting and they can access Maxient through that. **Vice President of Instruction (VPI) Ballinger** said that he will also send out a link in case some faculty do not have access to their desktops.

2. Consent Agenda

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

    A. Accreditation Coordinating Committee (ACC): Douglas Cole

3. Officer, Senator, & Committee Reports

    A. Academic Senate President – Loren Sachs:

1. Meetings Report: President Sachs reported that during the District Consultation Council meeting there was discussion about the number of drops. At the Accreditation Committee meeting, the Institutional Effectiveness group is preparing to deploy a survey, the first of two for the remainder of this semester. The surveys will look at the students' and faculty's experiences transitioning to online. As per the budget, there is a budget deficit and Senator Ely will report on this after the next Budget meeting.

VPSS Nourimand stated that this semester through April 20, OCC has experienced approximately 5000 drops (many Excused Withdrawals); in the spring of 2019, there were approximately 2600 drops. Students still have the opportunity to drop classes, all the way through the W deadline and the numbers might change after that so there will be a more accurate report within the next few weeks. In response to a senator's question, he stated that to identify the reasons for student drops they will review the drop survey. The additional drops may be because a lot of our students may have not been able to successfully transition to remote delivery of instruction. There might be a lot of different reasons with this transition. The results of the survey conducted by Dr. Sterner's office will give us more indication of what the issues are with students that we could potentially link to these drops.

Senator 2: Commented that many of her students had a late return to classes due to other issues due to the COVID-19 shelter-in place orders. She reached out to some students who said things like "I'm getting ready to get started now," "I had to get my kids squared away with their home school," "I had to bring a computer home from work," or "I had to work at home and now I'm just getting to it." There are multiple things happening at once to many of our students.

Senator 3: Commented that the Pass/No Pass decision we make might alleviate drops as it will provide another option.

2. Senator-at-Large Elections: President Sachs announced that five faculty self-nominated for the senator-at-large position and asked if there were any nominations form the floor. **Senator Neil nominated** Douglas Cole from the Business and Computing Division. **President Sachs** announced that with six nominees there will be an election in the upcoming week for the five positions.

    B. Curriculum Update – Curriculum Chair Anna Hanlon:

Chair Hanlon reported on the approved Emergency Remote Teaching Addendums. There are approximately 100 submitted. She held a training via Zoom yesterday and had about 15 participants. She will hold another one on Thursday at 8 a.m. She has also created a tutorial video and an example worksheet, as additional resources to assist instructors in completing the form.

The Emergency Remote Teaching Module is complete, and it will be via self-enrollment as the ICC team and Charlene Reed are already helping to complete the STLOs. She showed the student view of the ERT module and demonstrated that it covered the topics identified on the proposal: three basic modules and a short completion survey. Faculty who enroll have access to a start-here module with some basic information and three main areas, "synchronous video conferencing technology," "creating your virtual landing page," and "ADA compliance and equity."

One of the wishes of the Senate was to honor work that faculty have already done in terms of their transition to remote teaching during the spring. Therefore, the synchronous video conferencing technology has an introduction page for "what to expect" that outlines what will be expected in the module in terms of the outcomes but also has a link for those that feel confident in their ability to conduct lectures using video conferencing, so that they can skip right to the demonstration, enabling completion of that particular module. There are also shortcuts for the units on synchronous video conferencing technology and creating a virtual landing page.

For those who are not feeling so confident, there is information on platforms available like ConferZoom, CanvasConferencing, GoogleMeet, and Microsoft Teams. There is another "what to expect" if someone is already feeling confident about using Canvas and that is what they are going to use, so that they can skip right to that demonstration. For those that do not feel confident, there are resources with regards to the different platforms. The Equity Unit has a webinar that was presented on March 26th by Dr. Frank Harris, and Dr. J. Wood at San Diego State.

Faculty will receive an email with additional FAQs, the link to the Zoom address for Thursday's training on filling out the ERT, the link to enroll in the training, and the tutorial for completing the ERT along with the example worksheet in the next 24 hours.

In terms of the Curriculum Committee, they will be reviewing the hundred plus ERTs during the Tech Review on Wednesday, April 29th. After that, they will prepare the agenda for the following week and send that to the deans so they know who has submitted an ERT addendum. Chair Hanlon will also communicate with the Deans to see who has completed the ERT by the end of the semester, and then she will work with Instruction to develop a communication mechanism for beyond the end of the Spring semester.

There are some concerns that courses without standard DE addendums have been scheduled in the summer. The intent of the emergency procedure was to allow the scheduling of courses without standard addendums by creating a streamlined process. It was not the intent to extend the deadlines for the standard addendum. Chair Hanlon will be working with Curriculum Vice-Chair Otwell and VPI Ballinger to work out a solution. The concern is the human resources time required to review the agenda to be consistent with the rigor required by the established processes. There may also be some issues with standard DE addendums for the fall, as students will be enrolling in June and the addendum needs to be reviewed prior to that time. She will report more next week.

> **Senator 4:** Does this replace the STLO training?

Chair Hanlon: No, but if a faculty member has completed the STLO this [ERT]is not necessary, but they are welcome to enroll and take all or part of the ERT. The STLO really focuses on asynchronous instruction; this focuses on synchronous instruction.

> **Senator 5:** It has been suggested that we go ahead and work with the political science courses to do the DE addendum, as well. Are you aware of that?

Chair Hanlon: My concern is that there is an onslaught of standard DE Addendums being submitted. The reason we have this emergency process is because the semester is over, and the Curriculum committee does not have time to review these. That is why we have this emergency remote teaching process, because we do not have time to follow our standard processes.

> **Senator 5:** There was a suggestion by some of the faculty in the Political Science Department since we do not know what COVID-19 is going to bring as we move forward. We are looking for some direction. I would like to see something as we move forward.

Chair Hanlon: We will try to work out something but want to clarify that this remote emergency process was put in place because we do not have time for standard DE Addendums as that official timeline is past. Instructors had an opportunity to submit a DE addendum during the last term. I also acknowledge we will not return to what we left. We will have a lot more hybrid, and that is a good thing. I just wanted to express that I have some concerns because I do not want to put us in a place where we are compromising established processes to assure rigor of courses, training of faculty, equity for students, and all those things. I will report more next week.

> **CFE Pres. Schneiderman:** This is for summer only I gather because this cannot be something that is mandatory for . . .unless it is something standard on Flex Day.

Chair Hanlon: What being mandatory, the training? They can complete it before the end of the spring semester. It takes about three or four hours.

> **CFE Pres. Schneiderman:** So, it will be for summer teaching not for fall teaching, correct?

Chair Hanlon: If they're going to teach remotely in the fall, they should complete it before the spring is over.

> **CFE Pres. Schneiderman:** It is recommended for the fall because it cannot be something that is mandatory for the fall is what I am saying. What if someone does not do it? Then they are not going to have a job, and they are not going do that.

Chair Hanlon: I am not clear on the question. The Senate process for emergency teaching is the ERT and this training so if they do submit one for the fall, they can complete the training, because the ERTs are due next week. Faculty should be thinking about how they want to conduct their courses.

> **CFE Pres. Schneiderman:** I am saying that for the remote teaching, not the online teaching, because online there is already a structured process. There is the addendum and there is a training, that is for online, online is optional, but if the whole campus goes to this alternative method of teaching, any training is not a mandatory training unless it is maybe on Flex Day. They could then could do a training on Flex Day. I am just letting them know.

> **Senator 1 [to Chair Hanlon]:** Thank you so much for the meeting from yesterday which explained a lot about the ERT. One thing that did come up, however, was about the ADA compliance of the material. I think, Dean Taylor mentioned that we could at least go through the library services. Could you just clarify that process?

> **Dean Taylor:** What I spoke was about copyright compliance on articles that you would refer your students to read, not ADA compliance.

Senator 2 {to Chair Hanlon]: We do the ERTs and the training that covers us for summer and fall, and that is those modules. When we do the addendum though it is only due for summer, and then if fall goes remote, do we have to do another one for fall?

Chair Hanlon: No, the addendum will cover summer and fall so you only need to do it once.

Senator 3: I have a question for CFE Pres. Schneiderman. For the fall, I believe you said that we do not have to take the training if we want to teach in the fall, is that correct?

CFE Pres. Schneiderman: Any training has to be negotiated if it is mandatory to maintain your job. I'm not saying what is or isn't. I'm not sure what your question is.

Chair Hanlon: Emergency remote teaching, technically, is distance education. This is online instruction. By the standard of the law, this is distance education. Are we covered now, or did anything change?

CFE Pres. Schneiderman: I will have to look at the guidance from the Chancellor's Office really and consult with a few people, but if it is a requirement to maintain your job we'll look into it.

C. Professional Development Institute (PDI) Report – PDI Chair Marilyn Kennedy:

PDI Chair Kennedy reported that the response to the PDI blanket application for PDI salary advancement credits for the emergency online training since March of this year to July has been very strong. People have been asking a lot of questions about it. It is assumed in the process that faculty have integrity and will do their best in completing their logs. The blanket application will be posted on the OCC Portal PDI Home Page. We are working with the administration about the process for reimbursements for faculty who have had their PDI Conference and Class funding applications approved by administration [OCC President for domestic travel, OCC President and Board of Trustees for international travel]. There will be more information at the next Senate meeting.

D. OCC Guided Pathways: No Report

E. Statewide Guided Pathways Representatives – No report

F. CFE Union/Bargaining Unit Report – President Rob Schneiderman: Reported that they are working with management to figure out the contingency plans for services during the summer, for fall classes, whether they are on campus, hybrid, or online. They will review the training situation and potentially have an MOU very soon.

PDI Chair Kennedy: Requested that PDI be consulted before anything is negotiated that affects faculty receiving PDI salary advancement credits.

4. Unfinished Business

A. Comprehensive Evaluation of Processes – Timeline Update – IE Co-Coordinator Kelly Holt:
Co-Coordinator Holt said they presented their plan and wanted to get feedback from the Senate about it. They are moving forward with a general survey that will go out by email to everyone on campus. They will look at that data and they will have breakout sessions with different disciplinary governance groups in the fall.

B. Grading Criteria – Senate Discussion
President Sachs stated the colleges across the state have varied decisions regarding this option. He invited **VCI Serban** to address the Senate regarding the District perspective.

> **VCI Serban** stated that for courses that already have the Pass/No Pass grading option in the Course Outline of Records (CORs), via the original process, will have an extension until May 8th to submit a request to get the Pass/No Pass grade as per the District and VPIs. There is language to encourage students to talk to a counselor first before going this route to ensure they meet transferability requirements. The CSUs and UCs have put guidelines for this already.
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> Regarding the courses that do not have the Pass/No Pass grading option, they do not recommend it, but the State Chancellor's guidance stated that it is a local decision to make and each college may decide if they wish to extend this option for this semester for all courses, even those that do not have Pass/No Pass in their CORS for spring 2020. Timing is important regarding this issue. It would be great to have a consistent approach across the District, although that might not be possible. The Coastline Academic Senate decided that they do not want courses that do not already have it in their CORs to now have the have Pass/No Pass option.
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> **Senator Kennedy** stated that in the Literature and Languages Division, faculty would like all students to have the option to select Pass/No Pass for this semester including courses that do not have it in their CORs.
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> **Counselor Eileen Tom** commented that having that flexible option for students would be optimal. They recommend that students talk to counselors because UCs and CSUs are outlining different policies. Most of them are being very generous but it relates to eligibility, major preparation, whether the Pass/No Pass applies to their maximum number of allowed units of Pass/No Pass, document deadlines, classes that they can take in the summer, etc. They want to work with students to make the appropriate decisions.

President Sachs: The concern is that departments within CSUs and UCs take a different approach and it would be better to have unity from them.

> **Senator 6**: It is important to stay unified among the three colleges.
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> **Senator 7:** Since the pandemic started and we began online classes, some students have stopped participating in class. I've reached out to some students via email and had some success, but it is difficult to get them back to work. How do we address that situation?

President Sachs: There are two choices: Option one is that they did not complete all the work, so an "Incomplete" could be a possible grade; option two is that they completed a particular amount of the course and whatever score that they received based on the assignments that they completed, the grading criteria would establish the grade.

VCI Serban: They can also get an Excused Withdrawal and they would be refunded and that will not impact their GPA.

Senator 2: Commented that there are students who take Pass/No Pass grades and when they go out of state, they are not able to count that towards their major and so it should be discouraged.

Senator 3: Commented that faculty should not encourage students to make any decision in any direction other than give them options and let them make their own choices. If Coastline already made their decision, that decision may not be the best for OCC students.

President Sachs asked if someone would like to make a motion on this issue.

Motion 4: Senator Kennedy moved that we allow the Pass/No Pass options for all courses even for those without CORS up until grades are in.

Senator 1 requested clarification that the motion was for after the grades were in and past the May 8th deadline

VCI Serban: It is important that students make their request by the 8th and it cannot be until the end of the term because there is a o lot processing that has to occur behind the scenes that will impact grades. The deadline is May 8th.

President Sachs suggested we may wish to amend the wording with an earlier deadline to accommodate concerns about the date.

Senator Kennedy stated that the concern with the May 8th deadline is that there are many students who are catching up with work from other classes. If we want to keep students and not have them drop, this is a way to continue that possibility. We might lose students if we do not make this more lenient for spring only.

VPI Ballinger: I would caution that we do not know if we have heard from enough disciplines, specially the majors, and I know that fields like yours where you have outside accreditation for particular programs may have varied impact. If this motion is seconded and put on the table it should come back for a vote because I do not know that all faculty in all disciplines, if this is applied that broadly, will want this or not want this. The other way you can do it is have the Curriculum Committee have a conversation about it.

Senator Kennedy stated that since we did not have second, we can come back with a new motion next week.

President Sachs: This will be placed early on the agenda for next week.

5. Adjournment of the Regular Meeting

President Loren Sachs adjourned the meeting at 12:33 P.M.

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 & 2	Motion 3	Senate Membership
Minutes 04/07/20 04/14/20	Consent	
Aye	Aye	Barnes, Carol: Counseling Senator (2018-2021)
Aye	Aye	Blair, Jamie: Senator-at-Large (2018-2021)
Aye	Aye	Brown, Cameron: Athletics & Kinesiology Senator (2017-2020)
Aye	Aye	Connor, Sean: Senator-at-Large (2017-2020)
Aye	Aye	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Della Marna, Jodi: Library & Learning Support Senator (2017-2020)
Aye	Aye	Denney, Matt: Technology Senator (2017-2020)
Aye	Aye	Drew, Rendell: Senator-at-Large (2017-2020)
Aye	Aye	Ely, Cynthia: Part-Time Senator (2019-2020)
Aye	Aye	Diogba G'bye: Part-Time Senator (2019-2020)
Aye	Aye	Gordon, Lee: Senator-at-Large (2019-2022)
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Aye	Aye	Holt, Kelly: Senator-at-Large (2017-2020)
Aye	Aye	Isaac, Darryl: Con. & Health Sciences Senator (2017-2020)
Aye	Aye	Kennedy, Marilyn: Lit & Lang Senator, PDI Chair (2019-2022)
Aye	Aye	Lloyd, Douglas Math & Sciences Senator (2017-2020)
Aye	Aye	Means, Leland Visual & Performing Art Senator (2018-2021)
Aye	Aye	Neil, Jeanne: Business & Computing Senator (2019-2022)
Absent	Absent	Pena, Max: Senator-at-Large (2019-2022)
Aye	Aye	Phillips, Clyde: Student Services Senator (2017-2020)
Aye	Aye	Sachs, Loren: Senator-at-Large (2019-2022)
Aye	Aye	Stanton, Jordan: Social & Behavioral Sciences Senator (2019-2022)