

# ORANGE COAST COLLEGE

Academic Senate Meeting | October 24, 2023 | 11:30 am - 12:30 pm | Student Union 214/Zoom Link: <https://cccd-edu.zoom.us/j/89711704637>

## Academic Senator Attendance

<b>Karen Baker, Math &amp; Sciences</b>	Present	<b>Lee Gordon, at-Large, President</b>	Present
<b>Jason Ball, Part Time Faculty</b>	Absent	<b>Kelly Holt, at-Large</b>	Present
<b>Carol Barnes, Counseling</b>	Present	<b>Marilyn Kennedy, Lit &amp; Lang, PDI Chair, Secretary</b>	Present
<b>Tyler Boogar, at-Large</b>	Absent	<b>Jodie Legaspi-Kiaha, Athletics &amp; Kin</b>	Present
<b>Eric Budwig, Technology</b>	Present	<b>Irene Naesse, at-Large</b>	Present
<b>Irving Chavez Jimenez, at-Large</b>	Present	<b>Jeanne Neil, Business &amp; Computing</b>	Present
<b>Eric Cohen, Consumer &amp; Health Science</b>	Present	<b>Lori Pullman, Curriculum Chair</b>	Absent
<b>Sean Connor, at-Large</b>	Present	<b>Sara Qubbaj, Part Time Faculty</b>	Present
<b>Eric Cuellar, at-Large</b>	Present	<b>Loren Sachs, at-Large</b>	Present
<b>Jodie Della Marna, Library</b>	Present	<b>Katherine Sheehan, Visual &amp; Performing Arts</b>	Present
<b>Rendell Drew, at-Large, Vice President</b>	Present	<b>Jordan Stanton, Social &amp; Beh. Sciences</b>	Present
<b>Cyndee Ely, Part Time Faculty, Parliamentarian</b>	Present	<b>Rina Yamauchi, ASOCC Student Representative</b>	Absent

Please see the Voting Tally Chart after these minutes for individual members' votes.

**Guests (Optional & Voluntary Sign-In):** Larissa Nazarenko, Bob Fey, and Sheri Sterner.

## 1. Preliminary Matters

- A. **Call to Order:** President Gordon called the meeting to order at 11:30 A.M.

**President Gordon:** Asked for unanimous consent to allocate ten minutes for the discussion of the Evaluation Map and flip the scheduling of the discussion of the Culturally Responsive Pedagogy and Practices Grant and the Senate retreat responses so that the grant will be discussed before the retreat responses.

- B. **Opportunity for Public Comments:** Jessica Alabi.

- C. **Approval of the Minutes:** Motion 1: Senator Kennedy moved to approve the October 17, 2023, minutes with minor changes; motion approved.

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

**Senator Cuellar:** Shared information on upcoming CLEEO events. On Nov. 2, there will be an Art Exhibition and Presentation on Dia de los Muertos by Monique D. Lopez, 1-2 p.m., at the CLEEO Project Center. She is renowned as one of the premier visual installation artists of altars in California. The International Multicultural Committee will have a Dia de los Muertos altar, available from 12 to 4 p.m. in the Multicultural Center.

**Senator Ely:** Announced the Communities Practice for part-time faculty will host a session titled, "Using Data to Inform Your Teaching," on Wednesday, Oct. 25, at 4:30 p.m., in the College Center, room 309. Asian-style food will be provided. It is not just data and how to do statistics; think about the CSLO assessment. This is an important opportunity for faculty to be able to come and ask questions and get some background and insight on all of the data that the Institutional Effectiveness office can provide for them.

**Senator Stanton:** Reminded everyone of the event on Oct. 26, 2:30-3:45 p.m., in the Multicultural Center, with guest speaker Max Speare from UC Irvine. He will focus on the origins, causes, and historical memory associated with the Civil War in American society. Students that attend will receive extra credit.

**Senator Drew:** Thanked senators for using the Multicultural Center. The Multicultural Center website is currently being updated.

## 2. Consent Agenda

- A. **IPC Handbook: Motion 2: Senator Drew moved to approve the consent agenda; motion seconded; motion approved unanimously.**

## 3. Officer, Senator, & Committee Reports

### A. **President and Vice President Reports:**

#### 1. **President Gordon's Report:**

- Congratulated President Suarez on being honored with the President's award of the National Association of Student Personnel Administrators (NASPA). She is the first community college president to be honored with this prestigious award.
- Appreciates President Suarez, VP Drew, and Senator Cuellar's efforts in organizing the college's application for the exemplary award nomination for CLEEO.
- Thanked Curriculum Chair Professor Pullman and Vice President Grimes Hillman for organizing OCC Hosting of the Fall Curriculum South Regional's Meeting of the Statewide Academic Senate last Saturday. The event was well attended and very informative.
- Mentioned that last week we had the earthquake simulation and there were valuable lessons learned about preparedness.

#### 2. **Vice-President Drew's Report:**

- Reported that the DEIA Grant Ad Hoc group will present later in the agenda.

### B. **Union/Bargaining Unit Report: CFE President Schneiderman:**

Reported that CFE asked Vice Chancellor Serban for data on canceled classes as the union is nervous that our Chancellor has said that he wants "smart growth" based on some metrics. Our institutions are funded by the State right now at a certain level we are not at. So, the District has an incentive not to offer classes because we are going to get paid either way. When classes are cancelled you kind of violate the trust of your customers, our students, and they may not want to come back when we really need them because we are too willing to cancel classes. There were seventy-five classes district wide that were canceled and had over ten students each. That affected almost 900 students. So, 896 students had their classes cancelled so that they needed to scramble and either pick something up or not. Right now, we are counting that money in our ending balance. That's almost one hundred full-time equivalent students we lost just with those classes with over ten students in each of them so we don't have that enrollment. After 2025, or 26, we will no longer be receiving funding for those students. When we say, "we don't have enrollment," is that 100% accurate? CFE is going to study to see if those 896 students re-enroll because if not, we are just giving up LHEs, which we are funded by the State for. It is important to recognize the number of credits per classes. We need deans to understand the mathematics of it. It is the number of credits,

the LHEs, times the number of students. That is how much is generated, not just the number of students in a class. We generate \$11,300 per 30 LHE per student. That is based on the number of units times the number of students in a class. So, we had a Spanish class canceled on this campus with 16 students in it, that is 5-credit class times 16 students that generated lots and lots of revenue for the institution. It's very different from a 3-unit class with the same number of students in it. It's literally almost 50% more. We need to have deans that understand the mathematics of this. Hopefully, the schedulers can work through that, as it is critically important.

**C. Budget Update-Senator Ely:**

At the OCC Budget Committee meeting there was a very united front with the Academic Senate and the CFE Union pressing for better and more timely information from the District. They have not received that as of yet. There is a DCC budget subcommittee at the end of this month.

**D. Board Policies and Administrative Procedures Committee (BPAP) - Marilyn Kennedy:**

**7120C Faculty Hiring:** The Reported that the BPAP is finishing up with the hiring policy, but they are waiting for an HR rep to be at the meeting and are trying to ascertain what is going on with the OCC HR as related to the EEOC because no faculty wants interference in their hiring process and to ensure what the policy does and does not allow. OCC faculty want to be assured that that interference is not going to continue to occur before we move that policy forward.

**AP/BP 5500 Student Code of Conduct:** The committee is working on artificial intelligence (AI) and academic dishonesty language. There are three proposed sets of language to review, so please get constituent feedback for next week on the language of the three options and also find out if faculty want this in the District or college policies, or both. She will be forwarding to all senators copies of the language plus suggested wording for instructor syllabi from Carnegie Mellon (which is a personal choice to use or not as a model):

**1:** Students may not misuse AI (or a variation of this).

**2: From Carnegie Mellon University:** Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). The citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s), the acknowledgement of any collaboration or source of assistance is likewise required. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action.

**3. Yale:** A note on Artificial Intelligence (AI) tools: Inserting AI-generated text into an assignment without proper attribution is a violation of academic integrity, and using AI tools in a manner that was not authorized by your instructor may also be considered a breach of academic integrity. How and whether instructors permit you to use AI writing tools at Yale will vary widely from course to course and is always subject to each instructor's authority and policy. Always check with your instructor *before* using these tools to produce your Yale coursework. Guidelines about these practices may change over time, so be sure to ask for the most up to date policy.

## 4. New Business

**A. Orange Coast College Evacuation Map – John Fawcett, Building Marshal for MBCC:**

Reported that the Great Shakeout happened last week on October 19, 10:19 a.m. One of the most fundamental things that we gain from doing this kind of drill is checking to

see that all our fire alarm systems work. If the fire alarms do not go off, that should be of concern and be reported to M&O. In the past, there has been emergency lighting and that is also something to look for.

Other emergencies on campus could be a chemical spill. When people evacuate, they need to evacuate away from the direction of the wind so that the wind is blowing the chemical away from you and others.

During an earthquake, the "duck, cover, and hold on" is important. The "hold on" part has become important as people may get hit from things falling from the building. In addition, it may not be a good idea for people to run out of the building during an earthquake. It is recommended to wait until the shaking stops because things fall off the building. On a drill, they ask for people to stay a few feet away from a building. They encourage people to look out for each other. One of the responsibilities of the building marshal is to travel around the building and see if everyone has gotten out safely. If anyone needs assistance, there are Stryker chairs hanging up on the wall near the exits. They purchased two dozen or more wheelchairs that are being located around the campus. He encouraged senators to find where the evacuation areas are for each building.

**B. Accreditation: Institutional Self-Evaluation Report (ISER) Process Approval – Sheri Sterner:**

Provided a broad overview. The Accreditation Coordinating Committee is seeking endorsement from the Senate because this process is part of the 10+1, in particular item 7, faculty roles and involvement in accreditation processes, a "rely primarily" on faculty, as determined by our Board of Trustees (BOT). On the Accreditation Coordinating Committee there are two faculty representatives, Charles Otwell and Doug Cole, as well as Academic Senate President Gordon.

We are starting our institutional self-evaluation report process early. The document will have to be fully endorsed by the Senate and Board of Trustees by spring of 2025. The Accreditation Coordinating Committee is recommending that we kick off this process this November, pending Senate endorsement, and then it will go to the College Council. They would like to start with Phase I, Technical Review. Technical Review reviews the standards and will provide the first round of feedback on where we stand with those standards, establishing our evidence and finding gaps, if any. This should culminate in the spring of 2024, when a draft will be put together and be brought to the Senate.

That will kick off Phase II, which is a campus-wide review which will be brought to the Senate and then to the BOT. Usually the BOT wants an initial review and then a final review. The District has not set those dates yet, but Phase II will have two semesters for review. They will seek final approval in April of 2025. Then it will go to the commission in August of that same year.

The alignment document covers what committee or group is responsible to provide feedback for the new standards. There is a line on the bottom of the alignment document that states that if there is any group or committee that is currently not listed to provide feedback and if they want to provide feedback, they will have the option to do it, and they can contact Sheri Sterner or Professor Hanlon.

She requested that the Academic Senate approve the ISER process, which includes the timeline and the initial alignment document, knowing that feedback can come in from the campus about groups that want to provide additional feedback. If there are any substantive changes, it will be discussed in ACC and brought back to the Senate before any action is taken.

**Motion 3: Senator Drew moved to approve the ISER process, which includes the timeline, and the initial alignment document knowing that feedback can come in from the campus about groups that want to provide additional feedback. If there are any substantive changes, it will be discussed in ACC and brought back to the senate before any action is taken; motion seconded; motion approved.**

**C. Culturally Responsive Pedagogy and Practices Grant - Ad Hoc Faculty Workgroup:**

**Vice-President Drew** stated that in the spring of 2023, the Chancellor's office accepted and approved the two-year CRPP grant in the amount of \$299,986. The primary role is to assume a leadership role. They have met on a regular basis along with Dean Nazarenko and the Office of Instruction. The goal of the grant is to focus on developing DEIA professional development opportunities to upskill faculty and expand their capacity to serve disproportionately-impacted students. There will be faculty stipends, so faculty have the flexibility to do something innovative.

**Senator Cuellar:** Clarified that this is separate from Flex Day. This grant is about compensating faculty for their work. They are all in coordination of the grant and the creation of workshops and presentations. The workgroup will serve in a role to support faculty in the development of proposals as well as their implementation. The ad hoc work group will evaluate incoming proposals and work with faculty to actualize those proposals. They will use cultural synergy to evaluate the proposals. This will involve coordination, creation, consultation, and evaluation.

**Barbara Cooper:** The adoption of a liquid syllabus was suggested. It is a public, accessible, mobile-friendly website versus a hard-copy syllabus that you would have in your class or locked inside the elements. It is something that students would be able to access from multiple points and also to correspond with all the social apps. It is a dynamic, humanizing, welcoming syllabus. It can instantly respond to the needs of the learning environment. So, an instructor can make a change and have it go out to all of their students. It can also be introduced to the students before the semester starts. It could be used as a recruitment tool for students who are searching for classes. There are lot of benefits to it. It provides a link so that faculty can initialize contact with students before the beginning and throughout the semester. It is a web-based welcome message. It can embed videos and images, which is much more welcome to all populations than just a hard-copy syllabus for the students to interpret. The faculty can introduce themselves even before the start of the semester. It is easy to edit, and it can be accessed everywhere.

**Professor Jessica Alabi:** Stated that this is an invitation to help spread the word to the faculty in your department and all over the campus. She provided her own experience as an example. She has been trained on how to teach and talk about sensitive topics, yet she feels like she does not know how to address certain topics as many things have changed. We need to constantly obtain professional development. She is aware that faculty are exhausted and may not have time, but this is an exciting opportunity. Small changes can have legacy impact in classes later. She encouraged senators and faculty to take the invitation and accept it.

**Senator Chavez Jimenez:** Stated that stipends will be available to both participants and attendees of the workshops, as well as the presenters. There are components on how someone will be compensated. The workshops and trainings will start in spring 2024 and run through spring 2025.

**VP Drew:** Stated that there is a QR code on the card. The cards will be rolled out to all divisions.

**Senator Cuellar:** Asked that senators pass the information on the card to their constituents. There will be more information to follow.

**President Gordon** thanked the ad hoc committee. We are well positioned as an institution to apply for other grants.

- D. **Academic Senate Retreat Responses:** There was not sufficient time to cover this agenda item. It will be deferred for the next meeting.

**President Gordon** adjourned the meeting at 12:28 p.m.

## 5. Approval of the Minutes: October 31, 2023

**MINUTES:** First draft written by Beatriz Rodriguez Vaca, 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.

Senate Membership & Voting Tally Chart	Motion 1	Motion 2	Motion 3
<i>Please note that the Presiding Officer's vote will be recorded as an abstention unless breaking a tie.</i>	Minutes 10/17/23	Consent Agenda	ISER Process and Timeline
Baker, Karen: Math and Sciences Senator (2023-2026)	Aye	Aye	Aye
Ball, Jason: Part-Time Senator (2023-2024)	Absent	Absent	Absent
Barnes, Carol: Counseling Senator (2021-2024)	Aye	Aye	Aye
Boogar, Tyler: Senator-at-Large (2023-2026)	Absent	Absent	Absent
Budwig, Eric: Technology Senator (2023-2026)	Aye	Aye	Aye
Chavez Jimenez, Irving: Senator-at-Large (2021-2024)	Aye	Aye	Aye
Cohen, Eric: Consumer Health Sciences Senator (2023-2026)	Aye	Aye	Aye
Connor, Sean: Senator-at-Large (2023-2024)	Aye	Aye	Aye
Cuellar, Eric: Senator-at-Large (2021-2024)	Aye	Aye	Aye
Della Marna, Jodi: Library & Learning Senator (2023-2026)	Aye	Aye	Aye
Drew, Rendell: Vice President, Senator-at-Large (2023-2026)	Aye	Aye	Aye
Ely, Cyndee: Parliamentarian, Part-Time Senator (2023-2024)	Aye	Aye	Aye
Gordon, Lee: President, Senator-at-Large (2022-2025)	Abstain	Abstain	Abstain
Holt, Kelly: Senator-at-Large (2023-2026); 11:40am	Absent	Absent	Aye
Kennedy, Marilyn: Secretary, Lit. & Lang. Senator (2022-2025)	Aye	Aye	Aye
Legaspi, Jodie: Athletics and Kinesiology Senator (2023-2026)	Aye	Aye	Aye
Naesse, Irene: Senator-at-Large (2023-2026)	Aye	Aye	Aye
Neil, Jeanne: Business and Computing Senator (2022-2025)	Aye	Aye	Aye
Qubbaj, Sara, Part-Time Senator (2023-2024)	Aye	Aye	Aye
Sachs, Loren: Senator-at-Large (2022-2025);	Aye	Aye	Aye
Sheehan, Katherine (2021-2024); 12:00pm arrival	Absent	Absent	Aye
Stanton, Jordan: Social & Beh. Sciences Senator (2022-2025)	Aye	Aye	Aye