

**ACADEMIC SENATE COUNCIL MEETING****AUGUST 24, 2021****APPROVED**

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the DVC Academic Senate Council record the votes of all committee members as follows: Members in attendance will have their votes recorded including names of members voting in the minority or abstaining is recorded.*

**PRESENT:** John Freytag (President), Lisa Smiley-Ratchford (Vice President), Daniel Kiely (Corresponding Secretary), Alan Haslam (Representative-at-large), Bridgitte Schaffer (SRC), Emily Moss (Library), Susan Parkinson (Biology/ Health Sciences), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Anthony Gonzales (English), Kris Koblik (Professional Development), Sangha Niyogi (Social Sciences), Leo Bersamina (Applied and Fine Arts), Concha Gomez (Math/Computer Science), Jackie Ponciano-Babb (Kinesiology)

**ABSENT:** Joann Denning (CE)

**GUESTS:** Kim Schenk, Lindsay Kong, Anne Kingsley, Crystala Button, Troy Bennett, Beth McBrien, Jason Mayfield, Nikkie Moultrie, Leslie Agostino, Wanda Bishop

**1. APPROVAL OF AGENDA OF AUGUST 24, 2021 AND MINUTES OF PREVIOUS MEETINGS.**

**It was MSC to approve the agenda of August 24, 2021. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, Gomez, and Ponciano-Babb. No abstentions. No nays. Approved.**

**It was MSC to approve the minutes of November 10, 2020 with corrections. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, and Gomez. Moss and Ponciano-Babb abstained. No nays. Approved.**

**It was MSC to approve the minutes of November 17, 2020 with corrections. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, and Gomez. Moss and Ponciano-Babb abstained. No nays. Approved.**

**It was MSC to approve the minutes of November 24, 2020. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, and Gomez. Moss and Ponciano-Babb abstained. No nays. Approved.**

**It was MSC to approve the minutes of December 8, 2020 with corrections. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, and Gomez. Moss and Ponciano-Babb abstained. No nays. Approved.**

**It was MSC to approve the minutes of August 18, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer,**

**Gonzales, Koblik, Niyogi, Bersamina, Gomez, Moss and Ponciano-Babb. No abstentions. No nays. Approved.**

## **2. PUBLIC COMMENT**

None.

## **3. COUNCIL COMMENT**

Canada said there has been a couple issues that have come up and Counseling is concerned about the potential impact on enrollment. In a late start class, a student tried to register and got a prompt for an authorization code to add that section yet the class does not start for several weeks. The other issue that came up is that a message has appeared in Insight that indicates a student needs a valid authorization to add. even though they already have one. They were told the student needs to click through and the message will go away and then they can add. However, it's not very intuitive. For most people who see that message would be reasonable to conclude that they don't in fact have a valid authorization to add the class. They are routing these concerns through the deans but she wanted to make faculty aware of these issues

Niyogi said once an instructor does add a student, it does not show up in Canvas right away. Koblik said enrollment is autorun every 4 hours so we need to make sure students are aware of that.

Schenk suggested students take a picture of the screen when a glitch comes up and send it to the instructor.

Sefer said the messages that have going out to students tend to put the emphasis on full-term classes. We need to make sure students are aware of all the late-start classes.

Freytag thanked Smiley-Ratchford for the message she gave at Convocation. It was beautiful and uniting. He has received numerous emails complimenting her speech.

Freytag followed-up on an email he sent Wednesday of last week about synchronous versus asynchronous classes. In some areas faculty are not following the rules for how to schedule those classes. Please remind all faculty in your division that they cannot be adding required meetings, even if they are deemed supplemental or wanting to be helpful, or to provide opportunities for connection/communication with their students. An asynchronous class was something that was scheduled that students could complete anytime without any scheduled meetings. Adding meetings after the students have registered, is causing students to have to withdraw from classes because they were not aware it could conflict with other classes they registered for. If an instructor wants to schedule meetings for an asynchronous class, it needs to be reflected in the schedule, course notes, and the syllabus.

Parkinson said we need “flashier” warning signs for when a student has a conflict in their schedule. Freytag said they do get a warning when they have schedule bac-to-back classes at different campuses so maybe they can do something like that for other conflicts.

Gonzales said he was distributing materials on campus and a student showed him his Canvas or Insite page. His English class was listed in the Math building. He went to the Math building and couldn't find it. So, he pulled up the course syllabus and it is actually in the LA building. Gonzales said several other students seem to have the same issue.

Schaffer was teaching a F2F class and a student said they had talked to a counselor and asked about F2F classes in critical thinking and was told there were none. This is incorrect.

Schaffer said also faculty need to remember if a class is at the San Ramon campus and a student issue arises, it should go to the San Ramon department chair. But often they are getting referred to a department chair at the Pleasant hill campus.

#### 4. ANNOUNCEMENTS

None.

#### 5. APPOINTMENTS

##### Scheduling Committee

John Corbally -Social Science

**It was MSC to approve the appointments listed above. The following members all voted aye: Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, Gomez, Moss and Ponciano-Babb. No abstentions. No nays. Approved.**

#### 6. ONLINE EQUITY RUBRIC

Anne Kingsley and Crystala Button reviewed a document they have been working on about the Online Equity Rubric based on the Rubric the District came up with and adapted for DVC. It has been updated as we transitioned to fully online during the pandemic.

This is a draft document and includes a column for personal reflection and feedback and a There are 5 categories that include technology, accessibility, student support and inclusion, connection and classroom community. Under each category are sections for equity-based practices within those categories. For each section there is also an Implementation/Action plan. Within each Action plan there are links to other supporting resources. At the end of the document they have included some statements and feedback from other groups they presented it to. They asked that this is widely shared and discussed and provide them with input.

Freytag said this will be on the agenda in one or two meetings for feedback and further discussion.

[Online Equity Rubric-DRAFT](#)

#### 7. VPI REPORT

Schenk reported the District is still working on vaccine guidelines and they should be approved at the Board meeting on September 4. They are working with vendors to get employees vaccinated that have not yet done so. For students, if they have not been vaccinated by November 1, they will not be able to register for the spring semester until they have been vaccinated. They are working on how to keep the record of those that are or are not vaccinated. They are working to expedite getting it all in place and a process for reporting suspected cases so they can quickly determine the course of action for that particular situation.

Schenk reported that at the Districtwide Vice-Presidents Meeting on 8/23 that the colleges agreed to go forward with the cyber session. There is interest in coordinating cyber session schedules this year for the first time. They have requested the colleges submit their proposed sections to evaluate the breadth of courses being proposed so we don't oversaturate any particular areas. Our scheduling committee will work with the deans and department chairs on their recommendations.

Schenk said the county grand jury reached out for help to find diverse embers for the grand jury among our students. They must be 18 years or older, have no criminal record. It is a 2-year unpaid term and they meet when necessary.

Schenk said there have been reports from counseling that some students that are not feeling well and did not come to campus as a precaution, have contacted their instructors but they were still dropped. Faculty need to make sure if the student has contacted them before they drop them.

Council discussed checking with their students on their vaccination status. They can legally do so but it is not required for them to ask or the student to respond. It can be done anonymously. Just mark your own roster. You do not have to report it to anyone unless a case comes up. It lets the instructor know if there are any unvaccinated students in their class and there could be covert exposure. Instructors can inform students that a vaccine mandate from the district will be coming out soon. The mandate requires all students are vaccinated by November 1 or they will not be able to register for the spring semester until they have done so. A process for verification is being worked on. Students taking only online classes are not under the vaccination mandate unless they come to campus. Employees that are not vaccinated by November 1 will be reported to HR as a disciplinary matter.

## 8. ASCCC CURRICULUM INSTITUTE

Postponed due to time constraints

## 9. 2<sup>nd</sup> READ: ACCREDITATION FOLLOW-UP REPORT

Lindsay Kong reviewed the changes made to the accreditation follow-up report since the previous senate meeting. The report is due to ACCJC by October 1 so it needs to go to the board on September 8.

Kong pointed out that additional evidence was added for:

Recommendation 1, Evaluation of Classified employees

Recommendation 2, Hiring and Evaluation of contract administrators

Recommendation 3, GB Code of Ethics, GB Communication protocols, GB Evaluation Policy, GB Evaluation Process

Recommendation 4, GB Code of Ethics, GB Communication Protocols, Meetings of the Governing Board

King said there also is a few changes to some wording and some additional text in some of the responses that were too short.

There was no discussion.

**It was MSC to approve the final draft of the Accreditation Follow-up Report. The following members all voted aye: Smiley-Ratchford, Kiely, Haslam, Schaffer, Moss, Parkinson, Canada, Gerken, Seefer, Gonzales, Koblik, Niyogi, Bersamina, Gomez, Moss and Ponciano-Babb. No abstentions. No nays. Approved.**

[Accreditation 2020 Follow Up Report to ACCJC Draft \(2nd Version\)](#)

## 10. REVIEW OF 10+1 AND ROBERT'S RULES OF ORDER

Freytag reviewed the 10+1 that is also known as Academic and Professional matters that fall under the Senates purview according to Title V.

Freytag shared a summary of Robert's Rules of Order. It is in our Senate Constitution and Bylaws that we generally follow.

Freytag said the Brown Act code is intended to provide public access to meetings of California local government agencies. During the pandemic it has been suspended to allow for Virtual meetings. That is set to end on September 30 but it may be extended.

[10+1](#)

[Robert's Rules of Order Cheat Sheet](#)

[The Brown Act Summary](#)

## **11. COUNCIL MEMBER CHECK-IN**

Council and guests went to breakout rooms for 10 minutes to talk about their highlights and lowlights from their summer as well as what they hope the Council can accomplish this year.

The groups reported back out. Breakout groups hi lights low lights from summer, hope for Council this year.

Some things the groups reported out regarding the senate work this year includes:

- more of a balance between some of the technical issues process oriented things that we are oftentimes reviewing and voting on amending or editing and to maybe have more opportunities to talk about things that are more practice related focused on things that are taking place in the classroom.
- brainstorming some issues/concerns that faculty are having and how we might address those thinking about student centered issues and how we're addressing them as faculty.
- spend a little more time talking about what feels like the real 10+1, which is what we're doing in classroom instruction
- more opportunities such as the breakout rooms to talk about things that are not just faculty related but also an opportunity to talk about work in general, family life, personal things and how we practice self-care
- create our own set of procedures around something or propose some processes for something that we would like to see moving forward.
- as instruction and student services are going through a lot of changes, we need to think about what students and faculty needs are for F2F and Zoom and other means of communication and instruction and make some recommendations about what we think things should look like going forward
- follow up to make sure that the recommendations we make are actually being heard, and
- continue supporting the Racial Justice Task Force and its subcommittees as we are moving towards creating an ethnic studies program.
- continue to make sure we have a role in all instruction and curriculum matters such as faculty hiring and approving courses through the Curriculum committee
- keep the momentum going in all the things we are currently working on

## **12. SUPPORTING INSTRUCTION FALL '21**

Freytag told Council he would like them to think about how this Council, the College and the District can support instruction to be able to do what we need to be doing. What's needed and what's working and what's not working.

Council talked about faculty who are teaching F2F or will be in the spring who are nervous, anxious and confused. A lot of them do not feel like they have control over who they're sharing indoor space with and how far away they're going to be from people.

People have been social distancing in a very mindful and deliberate way for a year and a half. And now we have the Delta variant. Some feel like we're going too fast.

Council also talked about class max's in relation to social distancing guidelines. Faculty thought they were coming back and have much smaller F2F class sizes but actually came back to full classrooms with no social distancing. There had been a communication from administration a while back that class max's would be adjusted based on social distancing guidelines. At some point for some reason, that changed and people were not made aware of that change.

One Council member who came back to campus said they were struck by how they forgot how much they get from the students in relation to why they're here which does not translate online. But it does when they are talking to each other in-person. However, he was apprehensive and nervous driving to work this morning, and after they were here 5 minutes with the students, they were ok. They said the students practiced social distancing on their own accord. The announcement that it's going to be mandatory to get vaccinated helps relieve a lot of the stress that many of us are feeling. So, you do have some control in your classroom. A lot of students said they are here for F2F classes, not just for the class subject, but for their mental health.

It was pointed out that librarians were not given the option to work remotely. Some asked to work remotely because they have kids at home that are not vaccinated especially if they are under 12. They were told they could not. It is stressful and not the way that anyone should start the academic year.

Several Council members commented students have been very good about wearing masks with zero non-compliance and no reminders necessary. One told of a student who did not have a mask and asked where could get one. They went to the PUMA center and they gave him a mask.

People seem pleased to be back on campus and reconnecting with people in-person.

### **13. SENATE GOALS FOR '21-'22**

This was postponed due to time restraints.

### **14. ACADEMIC SENATE PRESIDENT'S REPORT**

This discussion was postponed because of time constraints. But Freytag asked Council to please review the proposed changes to District policies and procedure. These will be at the DGC on August 31.

### **15. ADJOURNMENT**

There being no further business the meeting was adjourned at 4:35p.m.

*Respectfully submitted,  
Ann Langelier-Patton*