

**ACADEMIC SENATE COUNCIL MEETING
SEPTEMBER 7, 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), Alan Haslam (Representative-at-large), Bridgitte Schaffer (SRC), Emily Moss (Library), Susan Parkinson (Biology/Health Sciences), Taylor Harrison (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Anthony Gonzales (English), Kris Koblik (Professional Development), Sangha Niyogi (Social Sciences), Joann Denning (CE), Concha Gomez (Math/Computer Science), Jackie Ponciano-Babb (Kinesiology)

ABSENT: Leo Bersamina, (Applied and Fine Arts), Daniel Kiely (Corresponding Secretary)

GUESTS: Kim Schenk, Anne Kingsley, Crystala Button, Kat King, Troy Bennett, Katy Agnost

1. APPROVAL OF AGENDA OF SEPTEMBER 7, 2021 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda of September 7, 2021. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Harrison, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, and Ponciano-Babb. No abstentions. No nays. Approved.

It was MSC to approve the minutes of January 21, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss and Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of January 26, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss and Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of April 13, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss and Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of April 27, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, and Gomez. Moss, Ponciano-Babb and Harrison abstained. No nays. Approved.

It was MSC to approve the minutes of August 24, 2021 with corrections. The following members all voted aye: Smiley-Ratchford, Haslam, Schaffer, Moss, Parkinson, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Moss and Ponciano-Babb. Harrison abstained. No abstentions. No nays. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Seefer shared a link to an article in the LA Times that came out over the weekend about financial aid fraud in California Community Colleges.

<https://www.latimes.com/california/story/2021-09-01/california-college-financial-aid-scam-fake-students>

She said it has been discovered at 105 colleges. DVC is not one of the colleges mentioned in the article, but the odds are that there are probably some cases at DVC. She said she realized that as faculty, we need to be really, really careful about who is in our classes. Some warning signs include student who are not completing the work and who are not responding to any communication from you. This has happened before at DVC. In the past she had the same five students registered in two of her online classes, but they had no contact at all and didn't submit any work. She researched their addresses and phone numbers on Datatel and found they all had the same address, which was actually fake. She reported the incident. We need to make sure all of our colleagues are aware of this so we're not just keeping people in our classes who are only there to get financial aid and commit fraud. She's also learned that students do this to keep their student visas active. She had a student who never did a bit of work in two of her online classes and did not respond to her communications, so she dropped him. A month after the semester ended, the student contacted her and begged her to reinstate him and give him an F in both classes so he could maintain his student visa. She obviously did not reinstate him.

Freytag said this is an important reminder to pay attention to your rosters and making sure you clean them up and identify students that are no show.

Schaffer said she needs a bit more clarification on optional meetings in online classes. She said she has seen the emails that say no optional meetings but she has also heard that if you record the meeting and make it available to all your students is ok. She was told that you could put optional meetings in your scheduling notes.

Freytag said what we've been running into is faculty teaching an asynchronous course that have decided to offer a required or suggested meeting. Even if it is not required, it puts pressure on students to not want to miss it if they feel like there'll be missing content or that's going to impact their short or long term success in the course. Even if the instructor is well-meaning it causes stress and conflicts. It's causing students to drop sections to avoid the conflict. He said as long as it's not a reoccurring meeting that's happening weekly or biweekly, if it's only every once in a while and optional, it should be ok. Schaffer suggested publishing a list of scenarios of what's ok and what's not ok. Freytag said he could try to put something together.

4. ANNOUNCEMENTS

Niyogi, reminded Council that the first equity speaker this semester is scheduled the following day, Wednesday, 9/8/21 at 1pm.

Niyogi announced the RJTF is meeting on Thursday 9/9/21 at 3pm.

Denning said the business department is actively recruiting students to participate in the 3rd Annual Piranha Pool Pitch Competition on Thursday 9/9/21 at 5pm. It's a great opportunity for students to develop business plans and pitch them to the judges for the opportunities to win cash prizes and it's great for their resumes. They're also looking for mentors to coach student teams. Adjuncts can get paid for being a mentor.

Denning said Electronic Arts is presenting their career guest speaker series from across the film and television industry and DVC students have a chance to hear about pathways to professional careers. It is scheduled for 9/14/21 at 1pm. The speaker is Kuang Lee. He has produced brand content for Fortune 100 companies, has written on network television shows, and directed feature films. He is the founder of Satellite Films.

Koblik said she just found out that the CT rep on the Faculty Development Committee has a conflict this semester so they will need a new rep.

Patton announced the ballots are going out for the Part-time representative on the Senate Council. There are two candidates so one will be elected for two years and the second will be appointed for one year. Balloting is closing on September 20 so we should have them at the September 21 meeting.

5. APPOINTMENTS

Distance Ed Committee Co-chair

Mario Tejada

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

6. VPI REPORT

Schenk said in reference to Seefer's comments about fraudulent enrollment, we found out about this in July and they have been working with Financial Aid to track any issues. They have also put extra security measures in place. She said the state has sent a list of "clues" to look for that could indicate fraud.

Schenk said the District will be sending out another student survey to help us understand what our students might be interested in sharing with us about their experiences that might be helpful as we go forward into spring. She said there was a survey last spring but it was not very inclusive of online students so they are trying to figure out a way to be more inclusive to those students. There is opportunity to give feedback on the survey questions. It will go out towards the end of September.

Schenk said there are two vendors that will be presenting programs for tracking vaccine status in response to our District mandate as well as when a case occurs. The program will be implemented in Spring 22. She said there is work being done on messaging to students and the community about the mandate. At this time any cases that come up are being tracked on a spreadsheet. When we have a program in place and people are reporting their vaccine status, those will be verified by a human. This information will be required for anyone that comes on campus for whatever reason.

7. ASCCC CURRICULUM INSTITUTE

Troy Bennett, the incoming Curriculum Committee Chair, shared information he learned at the ASCCC Curriculum Institute in July. He said it was a virtual event but there were still over 800 participants. Bennet reviewed the presentations from the first general session. It includes introductions to the ASCCC President, the Executive Committee, office staff and other committee members and representatives. It also included information about this institute and the function of the ASCCC. Another presentation included updates from the Chancellor's office, and the state Curriculum Committee priority areas for 2021. Those include to advance Guided Pathways, achieving equitable placement with fidelity, fiscal health and resiliency,

financial aid and basic needs, and innovations in teaching and learning. It had a brief summary of recent legislation including adding ethnic studies as a graduation requirement. An equity plan is being written for the Student Equity and Achievement Program. They are working on streamlining reporting and other programs. The presentation also included a list of managed programs and their visions, a timeline of the implementation of AB 705, ESL updates and some information about student outcomes in response to AB 705. It had an outline of the SCFF Dashboard Project that uses data to determine the best use of funds from various sources, and the overall framework for the CCC budget. There is work being done on reframing Financial Aid and Basic Needs. There is some information on a teaching innovation for direct assessment competency-based education, and some information about the CBC Collaborative.

The breakout sessions covered upcoming legislation, the course numbering system, developing a statewide baccalaureate program, and Zero cost textbooks. There was also a lot of nuts and bolts information about the Curriculum process. There was a breakout session on non-credit curriculum basics as well as credit for prior learning. There was discussion about Curriculum Committees falling under the Brown Act and the suspension of the requirement to meet in person to allow virtual meetings during the pandemic. The suspension ends on October 1 unless the state decides to extend it.

[2021 ASCCC Curriculum Institute](#)

[State Chancellor's Office Updates](#)

8. ONLINE EQUITY RUBRIC, STUDENT SUPPORT HUB

Anne Kingsley reviewed the updates to the Online Equity Rubric that she shared at the last senate meeting. Based on feedback at that meeting, they added information about preferred names and pronouns. They also started putting together a list of resources and also where students can go for specific support services. She said this is a living document and they will continue taking feedback. She said this is not a policy but would like the Senate to endorse it as best practices.

Council had no further discussion. **It was MSC to approve the Distance Education Online Equity Rubric. The following members all voted aye: Haslam, Schaffer, Moss, Parkinson, Harrison, Gerken, Seefer, Gonzales, Koblik, Niyogi, Gomez, Moss and Ponciano-Babb. No abstentions. No nays. Approved.**

Kat King introduced the Student Support Hub project. It lives in Canvas. When you go in, it has tiles to basically crosswalk students from Canvas over to the website of some of those support services. They have removed the student support pages from the commons because especially during the pandemic, things were constantly changing and it was difficult to keep it all up to date. So, this Student Support Hub is a quick way to direct students to the service(s) they are looking for. King reviewed some of the services linked in the Hub. They include counseling appointments, food pantry info, our Telehealth services, childcare and many other services.

King said tutoring is going through some fundamental changes. It will now be through the new interest area student centers so each of the student centers now has a web page that connects students to online Tutoring in the interest area. So, they are using the Hub to connect students to these things as a wraparound support. There will soon be a tile on Insite and it will direct the student to the information for the college they are enrolled in.

King said to contact her if they have any questions, comments or suggestions.

[Online Equity Rubric - Student Support Hub](#)

9. SCHEDULE SECTION NOTES UPDATE

Parkinson, Kingsley and Nikki Moultrie have been working together on this document and the goal is to make it easier for students to make decisions as they register for classes when they look at the course schedule, as published, for classes that fit their needs. A lot of this is going to be informed by the course notes. She said there's been a lot of variability between and within departments about the format and what information is provided in the course notes. This will help make the course notes more consistent across the college and not overwhelm students. The terminology should be consistent and the notes should be shorter and increase the precision. So, they came up with some basic structure for the course notes. She reviewed the guidelines in the document. It covers the modality, in various patterns, new sections, revising sections, synchronous or asynchronous, etc. Parkinson and Kingsley reviewed examples of course notes for various scenarios.

Council discussed including a place to let students know of any software or equipment purchases they will need to make. They also discussed including scheduled optional meetings in the course notes. Parkinson and Kingsley said they will certainly see about adding something about these in the guidelines.

Freytag said this is an action item. A couple Council members said they would like to take it back to their divisions before a vote.

[Schedule Section Notes Guidelines](#)

10. ALIGNING TUTORING ADVISORY COMMITTEE MEMBERSHIP WITH INTEREST AREAS

Katy Agnost said tutoring is undergoing a location change as well as a support change. She reviewed briefly what the Interest Areas will look like. Each Interest Area will have a Student Center and each will have a faculty tutoring coordinator, a Senior Lab Coordinator, a counselor and a library liaison. There will also be other faculty leads and a program assistant. She said the Tutoring Advisory Committee is currently made up of reps from each division and they had varying degrees of being active in actual tutoring. She would like to change the membership of the TAC to include people that are directly involved in tutoring. She is recommending instead of having division representatives to have all Interest Area Faculty Tutoring Coordinators, at least one from each area. And it should also include either the student lab coordinators or the senior lab coordinators. Rick Robison's role now includes being more involved in Tutoring so he would be on it as a manager. And we want to make sure we have a rep from SRC tutoring. She said they could maybe also have reps from the learning communities, not necessarily as members but as advisors. Agnost reminded Council the TAC is a Brown Act Body so their meetings are open to everyone. She does not think the TAC charge needs any revisions at this time.

Freytag reviewed the current membership. He asked Agnost to discuss this with the TAC and come back to senate with a recommendation for the TAC membership.

[Align TAC with Interest Areas](#)

[Tutoring Advisory Committee current charge and membership 9-7-21](#)

11. SUPPORTING INSTRUCTION FALL '21

Freytag ask Council for comments or suggestions on supporting instruction.

Parkinson said she is teaching a hybrid class. Faculty are looking at how they will schedule their classes in the spring – either stay online, or hybrid or F2F. She said she has planned hands-on labs for her hybrid classes but she never knows who is going to show up in the classroom since we have changed those standards. She wants to know how to incentivize students to show up but also to support those that can't because of illness or some other reason.

Smiley-Ratchford would like to hear advice from those that have already returned to all F2F as faculty are working on their spring schedules.

Schaffer said SRC has formed an informal workgroup for faculty who are teaching in person to share experiences, best practices and advice. One thing they are wondering is if they will continue to be able to hold office hours online as more faculty come back to campus.

Harrison wonders how the energy on campus will change when the vaccine is mandated. She said she has been teaching F2F and holding person office hours and she realized after the last year and half, how much energy it takes to meet in person with students.

Denning said her area has been having periodic meetings to discuss these things and included their adjuncts.

Gerken said classes in his area usually fill up during pre-registration but this semester is a little soft. He is wondering why some students are not coming back to campus or dropping classes. Is it because of Covid restrictions? Are they too much? Are they not enough? Freytag said there is a survey going out soon to reach out to students who have dropped classes this term or have not returned to take classes this term.

12. SENATE GOALS FOR '21-'22

Freytag said in the interest of time, the goals will come back. He asked Council to look at the 20-21 goals and think about if they are still applicable to this academic year? Are there things that are missing that we would like to focus our attention on this academic year? We have an opportunity to use those goals to guide our conversations.

[DVC Academic Senate Goals 20-21](#)

13. ACADEMIC SENATE PRESIDENT'S REPORT

This discussion was postponed because of time constraints.

[Proposed: AP 1029 Reasonable Accommodation \(Disabilities\)](#)

14. ADJOURNMENT

There being no further business the meeting was adjourned at 4:31p.m.

*Respectfully submitted,
Ann Langelier-Patton*