

**ACADEMIC SENATE COUNCIL MEETING  
MARCH 10, 2020  
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), Patrick Moe (Vice President), Ray Goralka (Biology/ Health Sciences), Alan Haslam (Representative-at-large, Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Joann Denning (CE), Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty), Anthony Gonzales (English), Kris Koblik (Professional Development), Theresa Flores-Lowery (Kinesiology)

**ABSENT:** Lisa Smiley-Ratchford (Corresponding Secretary), Jane Fisher (Applied and Fine Arts), Heidi Gentry-Kolen (Math/Computer Science),

**GUESTS:** Susan Lamb, Mary Gutierrez, Anne Kingsley, Kat King, Rick Robison, Sam Needham, Despina Prapavessi

**1. APPROVAL OF AGENDA OF MARCH 10, 2020 AND MINUTES OF FEBRUARY 11, 2020.**

**It was MSC to approve the agenda of March 10, 2020, as amended. The following members all voted aye: Moe, Goralka, Haslam, Koblik, Gonzales, Schaffer, Canada, Gerken, Seefer, Kiely, Denning, Flores-Lowery, Parkinson, Gonzales, Flores-Lowery, and Bruenn. No nays. No abstentions. Approved.**

**It was MSC to approve the minutes of February 11, 2020. The following members all voted aye: Goralka, Haslam, Koblik, Gonzales, Schaffer, Canada, Gerken, Seefer, Kiely, Denning, Flores-Lowery, Parkinson, Gonzales, Flores-Lowery, and Bruenn. No nays. Moe and Koblik abstained. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

None.

**4. ANNOUNCEMENTS**

Koblik said Friday Flex Day is this Friday. She said there have been some cancelled workshops but others have been added, including training for online teaching tools. She will send out an email with the full schedule.

Moe said due to COVID-19 the California State Speech and Debate Championships have been cancelled.

Seefer said the Phi Beta Lamda State Leadership Conference has been cancelled due to COVID-19.

Lamb said they are in the process of determining whether to stream the upcoming women's basketball state playoffs game this Friday because only the teams and event staff are allowed to be there

Flores-Lowery said the women's basketball team is 25- going into the playoffs this week. The men's basketball team finished their season 19-11.

The baseball team plays this Thursday at Sacramento City and play them again Friday at home. They are currently at 7-13.

The softball team plays today at home vs Modesto. They play Friday and Saturday at Santa Rosa. They are currently 10-11-1.

The track team is going to an invitational on Friday at Modesto.

## **5. APPOINTMENTS**

None.

## **6. 16-WEEK CALENDAR**

Moe reminded Council at the last meeting they discussed forming a work group to come up with questions for RPEC on what data we need and how to have further discussions about the 16-week calendar. Freytag said we need to decide what level of data we want to see – course, subject or program. Gerken said he thought that is what the work group is going to do. Koblik said different programs may have different data needs and we should ask them. Freytag said division representatives on Council should talk to their divisions about their needs for these discussions.

Gonzales said the end goal of the conversation is whether 16 weeks with no finals week has a positive or negative impact on students. He said he thinks we are going to find out all kinds of things for different programs and classes. He does not know how we would make a decision based on that.

Gerken pointed out that we actually made two changes. We went to 16-weeks and no finals week.

Niyogi said while we are having these discussions, an interim goal is to figure out best strategies to adapt to the 16 weeks. Based on data we could develop targeted strategies.

Freytag said he has four faculty who will come together for the work group. Let him know if anyone else wants to participate.

Goralka said there are so many variables. Are we comparing two years before and two years after? Freytag said we have 3 semesters of data on the 16-week calendar that we have started to pull and they have pulled data from 4 semesters before the change. However, we will have to analyze the comparisons and see if we have adequate data.

## **7. INSTRUCTIONAL CONTINUITY PLAN**

Anne Kinsley and Kat King presented an Instructional Continuity Plan they put together as well as a Communication Plan for students and information for students on their responsibilities during emergency campus disruptions.

The plan recommends that faculty use Zoom or Canvas to put their classes online

They said within the plan they address face-to-face, hybrid and online classes. They reviewed the steps outlined for each of the class delivery modes. The plan also includes a list of technology resources and tools

with lots of links to where faculty and students can get technology support. They said Deans and department chairs can help by encouraging faculty to: 1) get training on Canvas and ConferZoom early, 2) have a plan to work with faculty who may face challenges moving their curriculum content online, 3) upon an emergency closure they should host an emergency department meeting via ConferZoom and, 4) have a plan for a substitute to step in if an instructor falls ill or is unable to continue instruction.

The plan will go out via email as well as posted on our website.

The communication plan for students includes examples of messaging for students for both classes that are online, have no specific course meeting time and are conducted through pre-recorded lectures and other online activities via Canvas modules, and classes that will meet online during their regularly scheduled class time. The third document addresses student responsibilities during an emergency closure such as checking their email, preparing to use Zoom, staying in contact with their instructor for any accommodations they might need, and knowing how to access NetTutor.

Council discussed whether to tell students who cannot get online access to drop the class.

Seefer suggested that maybe the best advice for a student who can't get online is to drop the class. Canada said we should make sure we do all we can to help them continue. She said it would be a double whammy if they could not get online and then can't finish the class. However, there are resources through DSS for accommodations that should be available to all students during and campus shutdown.

Kat King said all this information will be on the website and there will be a place to post questions that come up.

Freytag thanked Kingsley and King for all their work on this. He cautioned that we should not call it a closure as that's not accurate and can cause confusion.

Goralka said the situation is causing a lot of anxiety among students and they should be given information about counseling.

Koblik said faculty should get information on how to change their syllabi and what to communicate to students. Canada suggested we come up with language that everyone can include on their syllabi.

Canada said Counseling has some counselors who have been participating in a pilot for online counseling, Cranium Café. She said they would maybe do another training to have more counselors participating. She said they are also doing counseling sessions over the phone and through Zoom. In addition, they are updating their website and will have a tile on Insite. Financial aid and other student services are also offering Zoom appointments.

Koblik said we need to get information to faculty on how to change their syllabus and communicate the changes to students. Canada said we should come up with language that everyone can use in their syllabus

Gonzales said he asked his students how many have not taken an online class. About half said they have not and it would make them nervous. Kingsley said the video component of online instruction helps quell some anxiety for students.

Kiely said the Library staff are meeting this afternoon to work on making reference resources available through chat. In addition, he said many of the desktops don't have cameras so they will try to make laptops available.

Sam Needham asked if we could change the number of hours for the online tutoring. Rick Robison said they are looking at getting more hours.

## 8. FACTS AND MYTHS ABOUT COVID-19

This item was postponed due to time constraints.

## 9. INSTRUCTIONAL STRATEGIES FOR COVID-19

Freytag said the senate has been asked to come up with some guidelines to recommend for instructional strategies moving forward in dealing with the virus. Lamb said an email from the District will go out the following morning on college guidelines and aligning them with the district's guidelines.

There will be Individual accommodations made for students and employees depending on their current situations.

Seefer commented that her face-to-face class is not that big but they still are relatively close together in the classroom. She added that she knows of some colleges that are urging their students to not travel.

Kingsley said she got about five emails from students that said they are sick. She asked what is she supposed to tell students who say they have a tickle in their throat.

Flores-Lowery said she is having interns wipe down equipment in the kinesiology area but said that's not really a good use of their time.

Lamb said they are having the custodial staff do extra cleaning and taking increased precautions such as adding hand sanitizer dispensers.

Moe said UC Berkeley model has a model for strategies that he thinks is the best one he's seen. He briefly shared the UC Berkeley CORVID -19 webpage.

Gerken commented that he can put his lectures online but does not see how he can put his labs online. He said he has never given an online test and that makes him nervous.

Denning said council members should talk with their areas about individual courses and how they can adapt and what support they need. She said wherever possible classes should go online.

Kingsley asked what to say to students who don't want to come on campus for whatever reason.

Seefer said she could see the nervousness in her students today. She said it's not that they just want to get out of class. She said there are also vulnerable faculty that are nervous, too.

Lamb said individual accommodations can be made but these are personnel issues.

Bruenn said she also teaches at Laney and there are only three sections of the course she teaches. So she and the other two instructors are filming each other doing experiments to upload for students.

She said also her students at CCC said they do not want classes cancelled.

Denning said all faculty should have a plan to modify their courses for at least two weeks.

Lamb said the options that are being discussed are to just mitigate the risks, or go to a two-week shutdown then plan for longer as a contingency.

Freytag reminded Council we do have Spring break coming up which gives us a week to work on decisions, guidelines and adjustments.

Goralka emphasized at this time the plan is to slow down exposure.

Lamb reminded Council that she does not have the authority to tell the Curriculum Committee to just make an instructor an online instructor because it is a contractual agreement.

Moe said he sees our choices as either the Berkeley model or the SF City College model which is all online.

Kiely said faculty need to know as soon as possible, what the plan is so they can start adapting their classes to online or other accommodations.

Goralka said we need to make sure staff is available to support faculty moving online.

Canada said there are not a lot of no shows for counseling appointments but they still have a lot of open appointment times.

Parkinson said she has a lecture class she can put online that ends at 9:25 and a face-to-face lab that starts at 9:35. She asked how that is going to work for students.

Freytag said we need to determine the amount of time faculty need to convert to online. He said classes should be suspended during that time for them to do the work. He said one college moved up their spring break to give them time.

Bruenn said she would like to have guidelines on how to make individual accommodations.

Denning told Council Robison sent out a brief survey today to identify online faculty who can be resources for those that are just starting online.

**It was MSC to endorse a risk mitigation plan that differentiates between lecture based and lab/performance based courses in terms of moving instruction to a distance modality. The following members all voted aye: Moe, Goralka, Haslam, Koblik, Gonzales, Schaffer, Canada, Gerken, Seefer, Kiely, Denning, Flores-Lowery, Parkinson, Gonzales, Flores-Lowery, and Bruenn. No nays. No abstentions. Approved.**

**A friendly amendment was made and accepted to add activity classes to the motion.**

**It was MSC to approve of the work that Anne and Kat shared and it become disseminated with all resources and the work of counseling. The following members all voted aye: Moe, Goralka, Haslam, Koblik, Gonzales, Schaffer, Canada, Gerken, Seefer, Kiely, Denning, Flores-Lowery, Parkinson, Gonzales, Flores-Lowery, and Bruenn. No nays. No abstentions. Approved.**

**It was MSC to develop policy recommendations to faculty for individual accommodations. The following members all voted aye: Moe, Goralka, Haslam, Koblik, Gonzales, Schaffer, Canada, Gerken, Seefer, Kiely, Denning, Flores-Lowery, Parkinson, Gonzales, Flores-Lowery, and Bruenn. No nays. No abstentions. Approved.**

## **10. ASCCC DISCIPLINES LIST**

This item was postponed

## **11. VPI REPORT**

This item was postponed

## **12. AS PRESIDENT'S REPORT**

This item was postponed

## **13. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*