

ACADEMIC SENATE COUNCIL MEETING**APRIL 21, 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), Lisa Smiley-Ratchford (Corresponding Secretary), Kris Koblik (Professional Development), Jane Fisher (Applied and Fine Arts), Anthony Gonzales (English), Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Sangha Niyogi (Social Sciences), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Heidi Gentry-Kolen (Math/Computer Science), Joann Denning (CE), Theresa Flores-Lowery (Kinesiology), Ray Goralka (Biology/Health Sciences) Susan Parkinson (Part-time Faculty), Riva Bruenn (Part-time Faculty),

ABSENT: Alan Haslam (Representative-at-Large)

GUESTS: Becky Opsata, Katy Agnost, Mary Gutierrez Dan Hagerty, Rick Robison, Percy Roper

1. APPROVAL OF AGENDA OF APRIL 21, 2020 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda for April 21, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Parkinson, and Bruenn. No nays. No abstentions. Approved

It was MSC to approve the minutes of March 10, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Parkinson, and Bruenn. No nays. No abstentions. Approved

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Moe said it's unlikely that when we start opening up the campus, there will still be people that want to attend remotely so we have to keep them in mind. Also, in order to continue practices with a safe distance between people, he does not think we have enough spaces to accommodate this easily.

Fisher said the CTE programs had a meeting and they talked about the possibility of students retaking a course. However, currently their programs do not allow that. But, there are many skills in their programs that cannot be taught online.

Gutierrez said that rule is being suspended and even students who have passed a course will be allowed to repeat it.

Canada said we need to have discussions now about how we will return to face-to-face teaching eventually.

Due to a few minutes of extra time on the agenda, Freytag asked Council for any comments about how it has been going for them and their divisions during this time.

Koblik said in the art department they are having a lot of feelings of uncertainty, especially in how to help students get the information and resources they need to continue their course work. She said they are thinking about creating topic courses in relation to our current situation (COVID-19 and Shelter-at-home conditions).

Seefer said she likes the idea to create topic courses. She said any instructor, even if it's not a topic course, could bring the current situation into their courses in many ways. She said it also helps students think more objectively about what they are learning and how it is applied in the real world.

4. ANNOUNCEMENTS

Seefer said she had previously announced that the Phi Beta Lambda state conference was cancelled due to coronavirus. It actually ended up being postponed and changed to a remote format. So, the conference took place the previous week and our students came home with 29 medals. Of those, 15 were for first and second place. Anyone that places first or second goes to the National competition in June. It will also be held remotely. Seefer said they also had an election for five state officer positions and three of our students were elected into those positions. Also a DVC student was selected as Miss PPL IDC for next academic year.

Patton told Council she has been working with Mickey Huff to present the faculty lecture via Zoom. The lecture will be presented on Monday, April 27, during the day and Wednesday, April 29, in the evening. Information including the log in will be sent out soon.

Freytag said we need two faculty for hiring of the Senior Dean of San Ramon. One for paper screening on May 15 and one for interviews on May 29. He said the Scholarship Committee needs new members from several areas.

Schaffer said Debbie Lee, who is an adjunct history instructor who teaches at both campuses, has been talking about the idea of doing some kind of oral history project on what we are going through now, and maybe show it in the DVC library. She said a lot of instructors at SRC are working on small projects related to the coronavirus.

Schaffer said at her division meetings, they were discussing the massive weight of the uncertainty that is on the shoulders of instructors, but particularly science instructors and part-time instructors with regard to the fall schedule. She said there is a sense among instructors at SRC that the sooner they know what we're going to be doing in the fall, the better. She also said it seems like from day to day and even hour to hour you can be on a high because of something you accomplished and then you realize something fell through your fingers and you're on a low. It's like a roller coaster and most people are just focused on getting through the next hour or day. So greater certainty with regard to fall might be really comforting and diminish some of the worry if they knew the big picture is being taken care of and they can focus on the now.

5. APPOINTMENTS

None

6. SUSTAINABILITY COMMITTEE RESOLUTION

David Hagerty said the Sustainability Committee has been focusing on greenhouse gases and car emissions impacts. He said in November, the committee met with several campus leaders. They did an exercise called "Back casting" in which you set a goal in the future, 10-15 years on, and then you try to work backwards from that goal towards the steps that will be necessary to achieve it. He said the group chose to focus specifically

on transportation, because they felt that is something the college has a great deal of discretion over. Some other issues are a little harder to address on the college level, but transit is one that we could certainly do a number of things, independent of the district. He said they set relatively ambitious goals, both in terms of greenhouse gas reduction and in terms of reducing the number of single occupancy vehicle trips being made to campus.

In the resolution, they set a goal to reduce single vehicle trips by 25% by 2025, and by 50% by 2030. He said along with that, they want to commit to a purchasing policy for new vehicles that are used by the college in which 30% of them would be low emission or zero emission by 2025 and 50% would be zero emission by 2030. He said this is both an environmental, and an equity issue in regards to the costs of driving and parking. Also, a number of students don't have cars or don't have access to reliable transportation. However, he said based on their research there are many, many people both enrolled in our college now and prospective students who live within 10 miles of campus who could use alternate modes of getting here, including the bus, walking, and bicycling.

Hagerty said the committee sees the resolution as a statement by the college that we think this is an important value and that we promote these different modes of transportation. They are not that going to force anyone out of their cars, but they really want to incentivize and encourage people to consider all those different possibilities.

Freytag thanked Hagerty for his work and presentation. He said he will put this on the next agenda as an action item.

7. DSS PROCTORING ONLINE FINAL EXAMS

David Hagerty said DSS has received a few requests so far from instructors to provide proctored exams via Zoom. He said most of the requests have been for extended time on Canvas, but some instructors are not using Canvas. He said they are trying to accommodate all requests but that they are going to have a limited capacity in that regard, particularly during the last week of the term. For example, they can't do 50 exams at the same time. So they are planning on how they can accommodate the requests for finals. He wants to make sure people are aware that the capacity is not going to be the same as it is typically for face-to-face proctoring. So he is encouraging faculty to think about trying to use Canvas or Proctorio as a method for proctored exams whenever possible. He said if instructors are using Zoom, they are essentially watching their students take the tests.

8. ONLINE TUTORING SERVICES

Katy Agnost gave kudos to all of the tutoring coordinators and especially the student tutors for their work to transitioning to online. She said at first they started doing a drop-off of paper tests for review. Then they got Netutor. Since spring break, all of our tutoring is online. So that means we transitioned all of our tutors to deliver tutoring in a different way. Most of the areas are tutoring using Zoom. In Zoom, they can hold a tutoring session and do breakout groups. However, they have not been seeing the numbers of students asking for tutoring since before the shutdown. She asked faculty to please let students know there is tutoring available. But they have seen a huge increase in the use of Net Tutor. She said last year between March and April they had 100 visits and this year for the same time period, they've had 600. So we know that our students need and are getting tutoring help. However, she said peer tutoring in the Academic Support Center is still really helpful. We're seeing students coming in this week, asking about registration and about instructors. And, because our peer tutors have taken many of those classes and know how to register, they can offer their insight. And that's an added value that our peer tutors offer.

Agnost said many students are hesitant to use Zoom but once they do, they find it fairly easy. She said students can share their screens and tutors can walk them through either a paper or a form.

Agnost said she has been working to update the Tutoring web page and it includes tutoring information for both San Ramon and Pleasant Hill. She has also been keeping their hours updated as they are changing as we transition. They can link to a Zoom session from the page as well. She said there will be a link in Canvas to Zoom soon.

Agnost emphasized that faculty talk to their students since they know that it is mainly faculty that get students into tutoring and, students may not know how easy it is to get the help. She said the students they are seeing now are predominantly the same students that they would see before. She said they worked so hard to get a new tutoring model running before the shutdown. They had 5000 visits, just to the Academic Support Center last semester. Now we're in shelter in place and the numbers are way down.

Agnost said in the future when we are back to a place where we've got on-campus support, the links for online tutoring would still be available and they would also offer the hours that we would have for students to come into the center.

Agnost said the submission of Starfish progress reports are up for student athletes, so that's one way we can get that population into tutoring if they need the help. And even though they are not competing this semester, they still have eligibility requirements going into the future that could have an impact on transfer, and also on next semester for their eligibility when sports resume. She asked Council to remind their divisions that Starfish progress reports are not only important to the athletes, but they are an indicator of the broader tutoring needs of students.

Seefer commented that Starfish is easy to use. She encourages faculty to leave comments when they do these progress reports. She said it is great when you personalize it for the student.

Freytag thanked Agnost for her work and presentation.

9. CLASSROOM TECHNOLOGY PURCHASES

Freytag reminded Council they previously had discussed in detail the proposal for technology purchases for updating classrooms. He said after that meeting, he met with Todd Hampton and discussed if the funds that were set aside for this purchase would be available next year if we were to delay approval of the plan.

Hampton said he has spoken with District and there is no guarantee the funds will be available next fiscal year. Hampton said he does not know if the district would take back the allocation if it is not spent. Freytag said for this reason, we will not fully revisit the conversation at today's meeting because what we learned was that both the equipment and the furniture need to be ordered and received by June 30. Some of the items can take up to 6 weeks to arrive. Freytag said a meeting has been scheduled on May 10 with Patrick Moe, Anne Kingsley, Mario Tejada, Daniel Kiely, Anthony Gonzalez, Todd Hampton, Mary Gutierrez, and Percy Roper and himself, to talk further about some of the concerns that have been raised during our last meeting as well as other feedback and then come to an agreement on the items that could then be ordered the following week.

Roper shared the purchase proposal with revisions that he made in response to feedback. He said he went back through the timeline of how the set-up in LC 110 evolved. Roper reviewed that on November 19 they knew that the impacted rooms would be vacant during Thanksgiving break and also during Winter break. He spoke with the Technology Committee about the installation plans and they approved so the work was started on November 22. He said over Winter Break, the Division Deans met in LC 110, he presented instructions for use of the new equipment, and the Deans provided positive feedback. He said they offered a couple workshops on the classroom setup during Flex but only a few faculty showed up. About a month later, he had Rick Robison, Emily Stone and Kat King check out the room and provide feedback. He then went back and worked to address their concerns. Roper said he then discussed the proposal with Council at three Senate meetings. Roper said he has also set up training for Zoom for instructors but again, only a few showed up. Since then there have been more trainings and online demonstrations are available. Roper said he is addressing the concerns about the wireless keyboard by switching to a cable keyboard and mouse to prevent them from disappearing. He said the concerns with the location and position of the monitor should be addressed with the new furniture they are ordering. He said there is still an issue he is working on that the instructor cannot turn off the projection of their screen. Roper said also they have put in HDMI cables so instructors can connect their personal computers. Roper said there are no DVD players in the set-up but faculty can download movies through UStream or UTube, and the library also has resources. And, there will be a USB port so instructors can connect a pointer or clicker.

Roper said he will be doing inventory in the impacted rooms and some of them just need additional speakers. He said they have decided to not go with their plan to move equipment from the BFL to the LA Building and put all new equipment in the BFL.

Gerken said he sees that a lot of the Physical Science rooms are on the list, but the chemistry rooms on the second floor cannot accommodate the furniture that is shown. Roper said he is aware of that and he may end up sending some of the equipment back. They will probably install cabinets for the equipment. He said there are many classrooms that will need a custom set-up.

Kiely said it feels like they are being asked for feedback on something that has already designed and moved forward. Why did Senate not have the opportunity to take a vote on it? Freytag said the challenge is that the College Council approved the purchase last spring, and Roper was tasked to move forward with bringing things together and making the purchases. He said this is not listed as an action item on the agenda but we could make a motion and vote on it at the next meeting. He said we have discussed the need to come up with technology standards for the future and a process to bring those plans through college governance.

10. GRADUATION UPDATE

Susan Lamb said everyone has heard by now that we have canceled the in person graduation. She does not anticipate, we will be fully “open” in the fall so we don’t want to postpone the event thinking we can gather a large group of people together by then. She said the District has been talking about alternate ways to have a graduation while following rules for social distancing. So initially, they were talking about an asynchronous online graduation. But, after talking to students, they said they want a part of the event to be synchronous. Lamb explained the asynchronous piece would have a faculty speaker that will be pre-recorded as well as some student speakers and possibly some well wishes from individual faculty and some department and campus groups such as Puma.

Lamb said that it is popular for students to decorate their hats so they are mailing them to the students. Since we can’t have students walk across a stage to get their diplomas, there will be a formal confirmation presented. Then students get to flip their tassels.

Lamb said they are still working out a lot of details. They are working with a software company to find the best platform to have such an event. They also would help get videos uploaded into the platform. Students would upload their own brief videos and the company would edit them together. It would be something the students could keep.

Lamb said the asynchronous part can be started soon and pieces could be released as a build up to the synchronous event.

Lamb told Council that she is aware there are students that are not happy about this and have started a petition. But they have been working with ASDVC and at this time, there are about 800 students that have said they would participate.

Lamb will keep the senate updated on the plans.

11. ISER

Becky Opsata shared the link to the final draft of the Accreditation self Study Report. She said each standard had been posted separately and she has now compiled them all into one document. She said they are still collecting some evidence and working on formatting. The introduction and college information is also now included in the document. She said editorial comments need to be in by the end of this week. She asked Council to share the document and let everyone know to get their comments in ASAP.

12. 1ST READ OF TECHNOLOGY MASTER PLAN

Rick Robison said they are in the final stretch of getting the Technology Master Plan done. He reviewed the major components of the report that include an introduction and an explanatory statement on the boundaries between district and college responsibilities. He said this was taken from a district document and pared down, but it still is very detailed. He said there is also a section on the college governance structure, the IT department and the Instructional Technology Committee including their mission statements. He said one of the goals of the plan is to align it with the Educational Master Plan. They also included a section that explains

what we mean by technology in general for the college. Robison said they included information on the technology we currently have available on campus. He said there are some items they have not yet inventoried. And they are still gathering the names of all the software that is commonly used on campus. The last introductory section includes information on metrics and assessment.

Robison gave an overview of the Goals and objectives in the plan. The goals include: Increase Equity and Access; Enhance DVC Student Experience in all four stages; Maximize impact of Instructional Technologies; Improve IT Operations and College Productivity; Maximize IT Security; and Increase Technology Trainings. Freytag said this is a first read and that it will come back on a future agenda for approval, but it needs to go to College Council before the end of the semester.

13. SCHEDULING AND PLANNING FOR FALL SEMESTER 2020

Freytag said the Scheduling Committee has made some decisions for an approach for the summer schedule. We do have our traditional face-to-face schedule in place for now. But the state wants us to have a plan in place for at least a partly online schedule.

Freytag said he participated in a Webinar yesterday presented by ASCCC on planning schedules in light of the social distancing rules. He said colleges have options on how and when to make these decisions. It is recommended we make these decisions before summer. This will help reduce some anxiety people are feeling. He said one thing we need to do is to assess which classes that have transitioned to online could be taken back to face-to-face if the rules are eased in the fall.

Gutierrez added that classes that are not easily converted to face-to-face could become hybrid courses. She said Todd Hampton's office has been working on an analysis of the classroom spaces on campus and how we can set them up to stay within the rules. She said deans from all three colleges have been having ongoing conversations and we are working to be prepared for whatever scenario we end up with. She said the registration dates for fall have been pushed out but departments need to be having these conversations now.

Gerken asked what the parameters are that we need to consider when planning for things like social distancing. Gutierrez said this is something that faculty should be discussing with their deans. She said where it is feasible they are leaving class maximums where they are.

Canada asked what conversations are taking place on student services and how they will be delivered.

Gutierrez said that is the second phase of discussions. She said they started the conversations in their meeting this morning but they are planning many more conversations about this. They are also looking at how athletic activities could take place, and when and how classified staff would come back to campus. Therefore, it is important for areas to have these discussions and bring up their questions and concerns so they can be addressed.

Gonzales said Fullerton College just announced their fall schedule will be fully online. Freytag said he has heard of some colleges that have cancelled their fall semester altogether, and there are other various models that colleges are using.

Bruenn said she wants to know what the impact will be on part-time instructors and their required hours. Freytag said the hours should be the same. Some modifications could be made such as splitting a lab time in half, some students would come to the first half, and the rest of the students would come during the second half. And there are other ways they are looking at to modify face-to-face portions of classes.

Anne Kingsley said she recommends all faculty do the training to teach online even if they don't plan to continue to do so when we open back up. She said there could be things that happen in the future that would necessitate going back to remote instruction. Also, the skill set can help faculty make better decisions even in face-to-face classes. She said a section for online training is scheduled in May and can take 100 faculty district-wide, and they are increasing the caps on trainings in June and July. Gutierrez said those that are teaching this summer and need training will get early registration.

Seefer asked if a hybrid class could be all asynchronous and have scheduled zoom meetings. Gutierrez said it could be an equity issue in regards to access. She said if a class has no face-to-face meetings it is considered an online class.

Freytag said it is important we make sure students understand the class format they are signing up for.

Gerken asked if faculty should let students know in their syllabus what equipment they will need to take an online or hybrid class. Gutierrez said it is the college's responsibility to communicate that to the students.

She said we are fortunate in our district that we have a high percentage of students that have personal devices. Gutierrez summarized that at this time, deans are working with their departments, district vice-presidents are meeting on April 27, and consultation is on the 28th. They hope to have finished their discussions and come up with recommendations by next Friday.

Freytag said Council will vote on the model at the next meeting.

Gutierrez told Council they are working on new deadlines to submit classes for the fall schedule.

14. VPI REPORT

There was no report.

15. AS PRESIDENT'S REPORT

Freytag reminded Council about the online voting for the Academic Senate Corresponding Secretary and the Representative-at-large positions will be open until May19.

16. ADJOURNMENT

There being no further business the meeting was adjourned at 5:01 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*