

**ACADEMIC SENATE COUNCIL MEETING****APRIL 28, 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 28, 2020 AND MINUTES OF PREVIOUS MEETINGS.**

**It was MSC to approve the agenda for April 28, 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, Bruenn. No nays. No abstentions. Approved**

**It was MSC to approve the minutes of March 24, 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, Bruenn. No nays. No abstentions. Approved**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Schaffer said she has heard that faculty and other groups like departments can post a 30 video message to graduates. She wants to know if there are any guidelines.

Gonzales said the English division has discussed adding a note to their syllabi about synchronous and asynchronous curriculum delivery methods and specific information about times for synchronous class meetings. He said it would be great if all departments did this, as it would help students to better plan their schedules. Schaffer said Kim Schenk's office sent out standard wording to the schedulers in the departments that could be used for synchronous classes.

**4. ANNOUNCEMENTS**

Canada announced that Lisa Smiley-Ratchford is the new Umoja coordinator.

Moe told Council that Percy Roper has asked him and Freytag to pull a group of faculty together to talk about technology in the classroom and how we can adapt in the fall.

Freytag said Mickey Huff presented his lecture on Monday and it went very well. Over 100 people logged on. The lecture was recorded and a link will be sent out. Huff will present his lecture again on Wednesday at 6pm. It will also be recorded.

Freytag told Council nominations were received for the positions of Corresponding Secretary and Representative-at-large. One nomination was submitted for each position. Therefore, the positions are uncontested and he asked Council if they think we need an election.

Patton explained that elections have been conducted online for a few years now and most of them were uncontested. She said the response has typically been very small. In the case of uncontested elections, voting is essentially an endorsement. Council agreed to go ahead with an election.

## **5. APPOINTMENTS**

### **Senior Dean of San Ramon Hiring Committee**

Renee Sporer - paper screening committee.

Carolyn Seefer - interview committee.

**It was MSC to approve the appointments listed above. 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, Bruenn. No nays. No abstentions. Approved.**

## **6. MAPPING TO ILOS**

Mario Tejada shared the Web SLOs 4.0 page. He explained when you log into your course; at the bottom of the screen are the five institute level SLO assessments. When you click on the question mark icon, you will see an expanded explanation on what is the institutional level outcome that was adopted.

Then you mark the assessment area if you feel, as the discipline expert, that the course provides a pathway or instruction or exposure or the student is getting one of these five things. He said in many courses you may be able to check all five if those are things that the student experiences while they're going through the class. It doesn't have to be identified in the outcomes area. The course topic does not have to be specific to the assessment areas selected. He said for example, in his MAC operating systems class, they do some activities that include using communication skills.

You can view an ILO summary report for the college. It includes information such as if a course has none of the assessment areas checked off. There are also breakouts of courses by modality.

Tejada said his department went through their courses quickly. He said to reach out to him if anyone has any questions and he can walk them through the process. He told Council to be sure to spread the word that the information is up and they can do their assessments.

Goralka asked if his department needs to do all their Title 5 updates this semester. Is this checked as part of the ILO assessment process? Tejada said it is not part of this process. He did remind Council that we have our accreditation visit in the fall so they should get them done before then.

## **7. SYNCHRONOUS AND ASYNCHRONOUS TEACHING**

Freytag said there is a forum at five o'clock today to share information and host a conversation about the definitions and differences of synchronous and asynchronous teaching.

Anne Kingsley introduced the new instructional technologist Crystal Button who will be working with their team. She then shared a handout on what they are working on at this time to aid the transition. She said they will go into detail about it at the forum.

Kingsley said this document is just a guide on making decisions around how you're going to design your course synchronously or asynchronously. She explained an important distinction about online, face-to-face and hybrid classes. She said if you are asking students to be on campus for even one day, the course will not be coded as online. But if there are no in person meetings then the class is counted as fully online, whether you're synchronous or asynchronous. So the partially online hybrid is reserved for requiring students to be present on campus.

These accommodations are for the students that are not able to come to campus or are coming to campus, but their schedules don't align and they need to take an online class. So the synchronous component is something they don't really promote because it dissolves that flexibility that we really promote for online teaching. We will still continue to promote and we believe in an asynchronous method, which allows the students to be able to keep up with the pacing of the course, but at their own time. She said they understand that in the fall many of our students may not have chosen fully online for their mode of learning. So, many faculty are considering a combination of synchronous and asynchronous learning. For example, one zoom session a week of class time. During this session, you could do some dialogue or a lecture in which you can answer questions or an activity online together to promote community building. This would in effect be a kind of instructor presence built into the course through those synchronous moments. And then maybe for the rest of the week you have asynchronous activities or discussions, and maybe a follow up video that you've curated or created.

Synchronous sessions can be the opportunity when students want an immediate answer to their questions. However, synchronous sessions provide less flexibility. So some students who are still balancing many things on their plate are going to struggle with some of the synchronous components or required components of the class.

Kingsley said as an instructor you could be operating between two modes. So it is important that you know what are the pedagogical best practices for synchronous sessions and pedagogical best practices for asynchronous sessions.

If you have synchronous sessions as part of your course, you will need to include the information in your scheduling notes. This is what Kim Schenk and others have been working on. You also need to let the students know they will need to have a computer that has audio and video capability. You could also recommend that they have reliable Wi-Fi access. If a student is in an asynchronous class and their internet goes out, they can wait and do their homework later or listen to the video later. But if there are in an synchronous session, obviously it's much harder to attend.

Kingsley said these are just some considerations. A big consideration in is if you're doing synchronous sessions you will have to have your media accessible. She said we have been saying this period is remote learning. But moving forward, we're not remote learning anymore. We're online teachers doing online learning.

Kingsley said she will send out the document she shared with this information.

## **8. COUNCIL CHECK IN REGARDING ONGOING REMOTE INSTRUCTION AND SERVICES**

Freytag said he would like to check in with Council members about how the transition is going in their divisions.

Gentry-Kolen said someone from her division reached out regarding a request about professional development for developing remote instruction and services. This person said she's looking for an intentional integration of math and science needs into the all-college day and provide college wide professional development offerings for these issues. She said the STEM classrooms electronic delivery needs are, generally speaking, beyond the traditional needs of for example, the humanities area. She said STEM faculty are feeling they have to self-teach for new methods of delivery. They feel that they their needs may have been unwittingly left unaddressed.

Goralka said his area is trying to get caught up and adapt. He said they are working in groups and they are pushing for all online in the fall. He said we have to be ready to be online no matter what. And there are some areas like horticulture, which is pretty much shut down at this time.

Gerken said there is definitely a need for training but he does not have any specific suggestions.

Freytag said if anybody hears about specific needs, you can send those directly to him or Kingsley or King.

He suggested that if you send anything, to copy the Council so we can keep track of the conversation and hear what's working or not working.

## **9. SCHEDULING AND PLANNING FOR AN ONLINE/HYBRID FALL 20 SEMESTER**

Freytag said in all likelihood we will not be fully face-to-face when the fall semester starts so we need to be prepared to continue offering as many classes as possible online.

Parkinson said something that's come up in conversations they've had among their small group of microbiology faculty, is the idea of maybe having students take home lab kits to do their labs there. But there's questions about liability issues and where does the liability lie if accidents were to happen or students don't know how to get rid of bacteria or things like that. She said this is something that needs to be clarified. Gerken said they have had similar discussions in his department. They have talked about putting their Chem 108 classes fully online and have the students do the labs at home, somehow. He said there are people in his department who are looking into things like vendors that sell lab kits. Alternatively, we could acquire supplies and distribute them to students. He said they have had conversations with their dean and they supported looking into it.

Freytag said it's his understanding that there's potential for some institutional support for purchasing those kits. They are also having conversations about how they could have face-to-face classes as conditions allow. He said the college is doing a lot of work right now to take a look at room square footage and planning for not only instructional spaces but also service spaces and how to safely, slowly reopen if we are able to do so.

Sam Needham said they had a math meeting on Friday and they voted to make all their classes 100% online. He said SRC Math is thinking of having face-to-face exams. He said he wants to know if it is possible to get some kind of assistance with academic integrity policing. He said we won't have Proctorio in the fall but they would like some kind of replacement for that. He said they did not want to use Proctorio in the spring, because the students were in catch up mode and some of them don't have the equipment that might be needed. But in the fall, we can put a note in the schedule about what they will need for online classes.

Freytag said there is more information for colleges on online instruction needs and what we will be requiring of our students. And there will be further support to help students get the access they need.

Parkinson asked, if we are not able to meet students on campus, could faculty teach from a classroom so they would have access to white boards, etc. She said she has heard that there will be access to campus facilities for labs. Gutierrez said we're certainly figuring out how we re-enter the campus and so that absolutely would be a consideration for us.

Daniel Kiely would like to know what the discussions are about classes being online but student services being open on campus. He said Library faculty and staff would like to be consulted about how they will offer their services. What is going to be considered safe for students and staff?

Gutierrez said in the consultation meeting today, there was a substantial list of items that would be discussed and what Kiely asked will be part of the conversations. She said the move to fall is really something that we have to take in stages. She said as we start to prepare, we need to look at what does it look like to move back onto campus and be thoughtful, careful and safe. So we're proceeding step by step.

Kingsley said she just reached out to Joanna Miller at the district and it looks like we do have to continue taking precautions through December. Kingsley said she has heard that specific subject areas have been asking for tablets. This would be particularly helpful for example if you are a math lecturer and need to do something on a whiteboard, a tablet with a stylus would enable you to much more easily write these things out. But it also works perfectly fine to just go into a classroom and use a whiteboard or put a whiteboard in your home.

Freytag thanked everyone for the work that they and their division faculty and classified and administrators are doing to get us moving. He said he hopes that we will have some more official agreements on guidelines and training in place on Friday.

But he thinks it's safe to continue on the plan that we discussed last week and also gathering the information for scheduling. This will position us as an institution, very well to be ready to make the course schedule available for registration as soon as possible.

## 10. PREPPING CAMPUS FACILITIES FOR PARTIAL RETURN

Freytag said the VP of Business Todd Hampton will be talking about some of the preparations that are taking place to get us ready for a fall reopening of some kind.

Hampton said currently we are trying to anticipate what will be needed to be done to reopen and what measures we need to take to prepare us for an eventual return to regular instructional methods. He cautioned that the situation is changing all the time so what he reports today may change. He said he is looking for some feedback and some additional ideas, as part of the ongoing conversations.

Hampton said as most probably already know, the stay at home order with the county has been extended to the end of May but we know eventually we will reopen. In the meantime, we are working to prepare as best as we can for an alternative campus environment. As we come back to campus, we are looking at how we can keep social distancing and other accommodations.

Hampton said he is setting up a meeting with the VP's of Business from LMC and CCC to share the measures each college is taking. He said there are also meetings being planned with facilities directors from Northern California colleges.

Hampton said we have already loaned out 200 computer units to students, and we have another 400 Chromebooks and 50 PC laptops, on order specifically just for loaning out primarily to students. If there are some left over there is a willingness help out our adjunct faculty as well.

Hampton said Director of Facilities Jim Buchanan has done a quick look through our existing classrooms and some of the other spaces as well. He has provided initial estimates of what the new capacities for these rooms would be following existing social distancing guidelines although, there is not an easy formula. So the numbers have been sent out and shared but they are very much preliminary.

Our lab classes are going to be heavily impacted by social distancing. For example, if you have a an eight foot lab table that would normally hold eight students, we are basically looking at putting two people per table and then skipping the next row. He has asked Buchanan to come up with a couple of plans. They are thinking of actually going in with tape measures and mark off six-foot intervals somehow. He said he has also asked Buchanan for a plan for providing sanitizing products for classrooms and other areas. As an example, maybe the last five minutes of class all the students would wipe down their desks and then the first five minutes of the next class the new students wipe their desk back off with something to dry because a disinfectant needs to sit on the surface for a few minutes to kill the virus. He said they are very open to other suggestions.

Hampton said last week Buchanan walked around the campus with one of our contractors to look at spaces to install temporary Plexiglas. He is waiting for quotes for that work.

Hampton said Percy Roper is working on how to make classrooms and conference rooms Zoom ready. Buchanan is reaching out to faculty in various areas to help determine the needs so he can design the appropriate solution.

Hampton said we do have some masks and some gloves on order. Unfortunately they are on back order but we are hoping we ordered them early enough to have in place when we start coming back to campus. They are also looking into reusable and washable facemasks but he knows there is much more to consider.

Rosy Mighetto said in previous academic institutions she has worked, when they have dealt with epidemics like stomach flu or strep throat when it was absolutely necessary to wipe down an infected area to prevent mass spreading, she has encountered instructors and students that were reluctant to have any contact with bleach or certain chemical products. She asked if there is some way to notify students that they will be expected to wipe down their work surfaces. We also need to consider the potential of a student maybe having an allergic reaction to a disinfecting product.

Freytag said in the microbiology labs this is already part of the daily class schedule of cleaning. Smiley-Ratchford noted that faculty should be surveyed as our plan comes together.

Goralka said in his building, it has a long interior hallway where students are passing each other and all the classrooms open to the hallway. He said it's going to be very difficult to get everyone in and out between class periods or just the flow of the building. He said maybe we could make the hallway one way.

Kiely asked if students will be able to opt out of on campus meetings. Gutierrez said that is part of the intention of having a widely online schedule to provide students who prefer to be meeting online can do that. She said we also realize that there may be extenuating circumstances that once a student has signed up for a class that's hybrid that may complicate their attendance. We are practicing flexibility in our planning.

Gonzales asked if we have any idea of how many of our students or employees have in fact tested positive for Covid 19. Lamb said at this point, we have no students or employees that have reported testing positive.

## **11. FUTURE BUDGET PROJECTIONS**

Hampton said the information he has on the budget is accurate at this moment, but like our future plans, things are changing all the time He shared the budget update that was presented to the Governing Board on the funds we are receiving under the CARES Act. It is broken into the amounts toward financial aid and institutional aid to each of the district colleges.

Lamb said LMC received their funds this morning but CCC and DVC have not yet. She said at Chancellor's cabinet they were informed on restrictions on the financial aid funds. Student must have applied for FAFSA. And the institutional funds can only be used for transitioning to online instruction. She said for now, the budget we gave to the state is basically a rollover budget. However, tax revenue is down but the tax deadline has been extended so we don't know the impact of that yet. We should have a better idea in September. She said also, there is a possibility that more stimulus funds could be approved. Also, the state has about \$16 billion in rainy day funds. But we will probably see a reduction in Cola increases because it is tied to oil prices.

Lamb said the California Community College system has some priorities for funding. They are advocating for more operational budget funds so at basically we would have a workforce budget. The funds would go toward state scheduled maintenance and maybe instructional equipment. She said we are also hoping the hold harmless will be extended. She said we are also hoping the state will release some of the rainy day funds as it can be used to prioritize Prop 98 funding guarantees. And we are hoping for a deferment of increases to our pension liabilities. She said also the District has a good amount in reserves. She said as of now we are estimating a 5-15% reduction in our budget so we need to prepare for that.

Hampton said one bit of good news is that our increase in benefits cost is lower than we expected. That money comes basically from our general fund and has to be invested in very conservative and low return areas. The funds we set aside for post-employment benefits is typically invested a little more aggressively and has a much higher return.

Lamb said she and Hampton will report back to the senate as they get more information.

## **12. QUICK CONVERSION PROCESS/TIMELINES FOR SUMMER AND FALL**

Kim Schenk told Council that in order to convert our courses to distance education for summer and fall we are required by the State Chancellor's office to follow our local process for the approval of our distance education courses and we worked out an expedited process to do that. The disciplines and departments for summer have been contacted. This involves 88 courses for summer. Instruction for submission of courses for expedited approval have been sent out. Departments just send us sample assignments that indicate the interaction between the student and student, or student and instructor, which is the minimum standard for distance education. To date they have received 14 back. There are about 37 more to be submitted. Those are due by this Wednesday. Schenk said they have already worked out the expedited process for the 88 summer online and hybrid courses. The submissions for summer classes is going well. They will go to the Curriculum

Committee in May for approval. They will be using the same process for fall classes to go online. She said there are 571 courses that could need approval to go online.

Freytag thanked Schenk for all the work she and her team are putting into this expedited process.

### **13. ISER FEEDBACK**

Freytag asked if anyone had any initial feedback on the full Accreditation Self-study report. He said this will come back to either the next meeting or the one after for a vote on endorsement.

Becky Opsata said the full report is on the DVC Accreditation website. She said if you go to the DVC homepage, scroll all the way to the bottom, click on accreditation and then in the left hand navigation panel, there's a link to ISO 2020 institutional self-evaluation report. She said ASDVC has already approved it. It is on the College Council agenda tomorrow for a first read.

Council had no feedback at this time.

### **14. TECHNOLOGY MASTER PLAN FEEDBACK**

Freytag asked Council if they have any feedback on the Technology Master Plan.

Kiely said under the goal to increase equity and access, the last bullet point says to implement classroom design standards IT must assure the implementation of the design standards as new buildings are constructed. He wants to make sure we include classrooms that are to be renovated. He said he also is wondering if there's somewhere in this document that we could address student privacy and who's responsible for ensuring student privacy and how, when we adopt a program for proctoring, that we're actually going through a process of making sure that student privacy isn't being compromised. Rick Robison said that is addressed in the committee charge. He said they have discussed this issue and could recommend a policy addressing it.

### **15. VPI REPORT**

Gutierrez said she would like to thank departments for all of the work they have been doing to prepare for fall in a manner that's very thoughtful in terms of instructional integrity, ensuring access to students and making sure that at the same time that we're continuing to provide instruction for our students in this term. We're also thinking about summer and about fall, it's a lot of balls to keep in the air, and she really appreciates the work. She said she also appreciates that we're putting in the effort to getting the fall schedule closer to what we believe we will be able to provide for students in August. She said she feels this is so much more productive to be doing that work now rather than scramble again in July or August. She also appreciates the work that is being done in terms of submitting the supplements to get face-to-face classes approved for distance learning. She said it raises the bar that DVC holds for itself and demonstrates the value that we place on our students and the quality of instruction they are receiving

Gutierrez said would also like to thank the Racial Justice Task Force. She said the email they sent out today is right on and important for us as we're thinking about equity and as we keep being thoughtful and considering what we're doing from every angle. She said she knows that people are working hard and leaning into that struggle and it's the right thing for us to be doing.

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

Freytag thanked everyone for the conversations and the deliberation that's happening both at this Council, as well as at our department and program levels as we work to figure out the best way to offer our courses in the fall. He said the conversations we have been having are not the ones we thought we would be having but the fact that we have been having these conversations over the last week positions us as a college and hopefully soon as a district to best serve our students. And, when we return to campus hopefully sometime in the fall to also be prepared to keep everybody safe and do the job that is so important for our instruction serving our students in our communities.

Freytag said he also wants to thank the Racial Justice Task force for all their work. He said even though it is not a Senate committee he would like to hear an update from them.

## **16. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*