

**ACADEMIC SENATE COUNCIL MEETING****APRIL 7, 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), Alan Haslam (Representative-at-large), 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:** None

**GUESTS:** Becky Opsata, Katy Agnost, Mary Gutierrez Dan Hagerty, Rick Robison, Kim Taugher, Toni, Fannin, Jason Mayfield

**1. APPROVAL OF AGENDA OF APRIL 7, 2020 AND MINUTES OF PREVIOUS MEETINGS.**

**It was MSC to approve the agenda for April 7, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Haslam, 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 February 25, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Haslam, 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**

John Matheson, part-time faculty, commented that he has been doing nothing but DVC work for the past three weeks. He said he loves teaching but he is not getting paid for all this extra work. He is also worried about the impact this will have on tax revenue and the district budget and wonders if there will be layoffs in the fall. He said it would be nice if the administration at least acknowledge that they heard us.

**3. COUNCIL COMMENT**

Freytag said regarding the impact on our budget, there is a lot we don't know at this time. He said some predictions are not good but our district is in relatively decent shape. He said one factor is there may be more retirements coming in over the next several months and some employees may request reduced hours.

Gerken said we are up for Accreditation renewal and there are prescribed ways we are supposed to deliver distance education. He asked if we will be held to those standards in light of all the adjustments, we have made to online instruction delivery. Kingsley said she just talked with ACCJC and they said they will not be looking at classes that went to online during this time. She said they have shifted somewhat and will not be too nitpicky. They just want to know we have set standards and are following them. The online classes they will be looking at are those that were online before the shutdown. Freytag added that the visiting team will conduct their assessment remotely. Gutierrez explained online classes are coded at the beginning of the semester. So the courses that were face to face and have gone remote will still be coded as face-to-face classes.

#### **4. ANNOUNCEMENTS**

Canada told Council the Museum of the African Diaspora (MOAD) is sponsoring Virtual Open Mic Nights during the shelter-in-place. All are welcome to attend, only those wishing to perform need to register. More information is available at <https://www.moadsf.org/calendar/>.

Patton told Council the faculty Lecture will be presented via Zoom and will be recorded and posted. The lecture will be presented on April 27 during the day and on the evening of April 29. Details and log in information will be out soon.

#### **5. APPOINTMENTS**

None.

#### **6. REMOTE INSTRUCTION AND SERVICES DURING COVID-19**

Denning said there are specific media needs for certain CTE programs including equipment that need to be provided to both faculty and students.

Kiely said he has received requests to stream feature length films. He said he has cut a deal to increase access because the demand is only going to increase. There is some cost but faculty often use it as part of their curriculum.

Schaffer said SRC had a division meeting and they are concerned with the deadline for completing training to teach remotely. It is a lot of extra work and it will be difficult for everyone to have it completed by the current deadline. She said also their science department is worried about having to scale back their summer schedule, job security, getting adequate training, and the quality of what we are offering. Gutierrez said faculty do not need to have completed the training for summer. They are talking about guidelines for the fall.  
-we are looking into the fall

Flores-Lowery said Kinesiology has the similar concerns especially for activity classes and equipment. They will hold off on some classes until the fall but a lot of instructors are still going to have to put them online and have to figure out how they will do that.

Moe said when we first went remote; he had a couple students he needed to track down. But since Spring Break, the number of students he is having to contact has increased. He said he needs to know if they are not participating and he drops them, is that going to show as a drop on their records. Gutierrez said they will get an EW.

Gerken said he agrees with the concerns of the SRC science department. He said they have been discussing the summer schedule but have not discussed the fall yet.

Kiely asked if there will be flexibility to roll over budgets to next year. Gutierrez said we are spending money on things that we did not plan and we are not spending money that we had planned on spending. She said we are getting some extra funds from the state for expenses such as purchasing extra laptops. But we don't know what the final budget will look like.

Canada said the Counseling 95, which is for incoming students, has been converted to online. She said a form has been developed for registration that is available to download online. She said the first section starts the following day, April 8. She said they are working to get all their counseling courses online. In addition, they are working on a webpage where students can access all student services.

Koblik asked if it is possible to work with private industry to help incoming students get the tools they need to go online in the fall.

Freytag reviewed with Council the guidelines that were laid out in an email from Gene Huff. He said there is a meeting scheduled this afternoon and he needs to report on the senate's standing on these guidelines. He said the guidelines in this email are mainly about staying with remote instruction for the rest of the semester, and keeping in line with K-12 schools' schedules. Council agreed to the recommendations.

Seefer told Council the Scholarship Awards event has been cancelled but the scholarships will still be awarded.

## **7. PLANNING FOR REMOTE INSTRUCTION DURING SU '20 AND FA'20**

Freytag said the scheduling committee has been discussing only offering online or remote courses during the summer term. The state has extended the timeline to have courses that are not coded as online have an addendum that would go through the curriculum approval process to be online. Gutierrez said the state has asked us to quickly develop guidelines for our online and remote courses. The addendum process will be expedited. She said we are calling it the Quick Conversion process. Departments will provide two examples of how instructors will assess student progress and outcomes via online delivery for the quick conversion process. She said we have until December 2020 to complete the process for all courses that were not previously online. She said the process will be communicated to the deans and department chairs at this time for summer courses. Then they will be notified later when to submit fall classes. She said the state has asked us to maintain coding on face-to-face classes. Goralka asked if this is temporary or, will those courses be able to stay remote or online. Gutierrez said this will be for summer and fall classes. After that they could be changed to online or remove the addendum.

Goralka asked if there is a possibility for later start face-to-face summer courses. Gutierrez said we have some in the schedule but we are holding off on opening them. She said they are looking at a traditional fall schedule and some of those courses may still want to go through the quick process. However, for now we are concentrating on what is immediately ahead.

## **8. ADJUNCT FACULTY EXPERIENCES DURING COVID-19**

Part-time faculty Senate reps Bruenn said she and Parkinson have been getting dozens of emails from part-time faculty saying that it is important their needs and concerns are heard. They submitted the following statement for endorsement by the Senate:

“To the part-time faculty at DVC, we, the members of the Academic Senate Council, express our gratitude and support. Our institution could not function without your work. We recognize that many of you are facing challenges that are unique to part-time faculty: splitting your efforts among multiple institutions, keeping track of rapidly changing guidelines across multiple districts, working even more hours than typical without more pay or more security. This is an especially challenging time financially, emotionally, and physically for our part-time faculty. We call on all faculty to check in with those most vulnerable in their areas, to lighten loads, to listen, and to help wherever possible. We, the Academic Senate Council, represent you and your

interests. We invite you share your perspectives by offering public comment during our meetings (which are available via Zoom), or by contacting Riva Bruenn and Susan Parkinson, the part-time representatives, to communicate your needs. We are your advocates”.

Parkinson said part-time faculty are feeling this current situation more keenly than full-time faculty. Many are teaching up to four classes at different colleges and are having to convert them to remote instructions and follow varying guidelines from different colleges.

Canada commented that she appreciates them bringing this issue forward but she feels badly that they have to do this.

Gonzales said part-timers can contact Parkinson and Bruenn with issues they have related to this but they are getting a large volume of emails and it would help if division representatives could also respond to part-time concerns within their divisions.

**It was MSC to endorse the statement in support of part-time faculty regarding the impacts on them in relation to the COVID-19 response. The following members all voted aye: Moe, Smiley-Ratchford, Haslam, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Parkinson, and Bruenn. No nays. No abstentions. Approved**

## **9. SLOS IN THE COVID-19 ERA**

Lindsay Lang and Mario Tejada, SLO Committee co-chairs said the committee appreciates the understanding and flexibility from the VPI, the Curriculum Committee and the ACCJC have shown.

Tejada said they do not have the access to effectively evaluate SLOs at this time. He said it would not be useful to just check boxes. He said the committee is recommending there are no penalties for not meeting the usual SLO deadlines for resource allocation eligibility. He said for now, faculty can look at an assignment or project for assessment, and they can do evaluations through Canvas. He said there is an ELumen transition going on. He said Lesley Agostino is working on an SLO map and she will be contacting people to help them with the process. He said a pilot process has already started with a couple faculty members.

Tejada said we have many ILOs that are not aligned with the class SLOs and that needs to be looked at. This will look good to accreditation that we are dealing with the situation and still moving forward with what we have to do. He said they felt it was important to get this process out right away and sent it out last week. Because they felt this was urgent, they did so before consulting with the senate. They are now asking for endorsement for this process.

**It was MSC to endorse the revised process for SLO evaluations to accommodate the limitations during the shutdown due to COVID-19. The following members all voted aye: Moe, Smiley-Ratchford, Haslam, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Parkinson, and Bruenn. No nays. No abstentions. Approved**

## **10. CLASSROOM TECHNOLOGY STANDARDS PROPOSAL**

Roper said he did an online demonstration the previous day on the new classroom technology set up but only a handful of people viewed it. He said the issue on needing a podium facing the classroom could be resolved. Kingsley commented that the system still needs some things to make it work easily and effectively for faculty. She said it works fairly well but the laptop is necessary to use the technology in the classroom. She said considering we are loaning laptops out, can there be some available for check out, especially part-time faculty. She said also, the setup is very low in height and users have either to sit or hunch over to use it. She asked if the tables could be like the desks for disabled student that can adjust in height, or maybe a different type of podium. And the document camera location makes it necessary for the instructor to face away from students to use it. She said the wireless keyboard and mouse are good but they should be kept in locked cabinets. Gonzales said he is teaching in LC 110 this semester and he agrees with Kingsley, and added that having to hunch over the desk is an ADA issue.

Seefer said a colleague has put together a good list of the benefits and drawbacks of the set up. She will send it out to Council.

Kiely said he would like to know how many faculty have actually provided feedback on the setup. He said he thinks we need much broader feedback and we are not at the classroom standard that we set yet.

Goralka said not many in his division have had time to check out the set up in LC 110 but they have said they are not comfortable with saying this is the new classroom standard for technology as it is currently set up for all classrooms. He said at this time they would like to see only the classrooms currently on the list to be converted.

Kingsley said there has to be a compromise with what we have talked about and what it needs for what our teaching will look like as we move forward.

Parkinson said she is concerned about the wireless components and how to make sure they stay in the classroom. What can they do if the wireless equipment is not there?

Freytag said there is a time factor on this. The College Council approved the funds for this last year. Now we need to order them and get them onto campus in time to get them set up for fall. He is not sure if the district would pull back funds if we don't use them this fiscal year.

Gonzales said he does not feel we are at the point with this where it will help improve the teaching process.

Roper asked Council if their concerns were with the technology or the furniture. He suggested that we could move forward on the technology and keep discussing the furniture.

Kingsley asked if there is flexibility to move the document camera within the setup. Roper said it is positioned against the wall to prevent the cables from being pulled out or causing a hazard. He said it could possibly be moved some but it depends on the length of the cables. They could get longer cables but the power cords are limited in length.

Kiely said he is not ready to move forward on either the technology part or the furniture. He is ok with starting some work on a smaller scale but hold off on doing all the classrooms on the list until all the issues have been addressed.

Freytag said if Council does not take action today, we will need a new timeline and go through the approval process as soon as possible. However, he said he is concerned if we rush it, we will not get the technology we want in the classrooms in the fall.

Mario Tejada said the Tech Committee had agreed with the size of the technology setup. But they are now getting questions about things they had not thought about. He agreed some of the classrooms on the list are not big enough to put the full setup in. He said we have to find a middle ground. He suggested the Senate could form a task force with the Tech Committee and decide on the first 15 classrooms to do now.

Freytag asked Roper if the vote to approve a proposal could be at the Senate meeting two weeks from now.

Gonzales emphasized that any faculty that can visit LC 110, should He said you need to physically be in the classroom to really see what is needed and how it works to give good feedback.

Canada stated that the furniture and the technology are inextricably linked

Freytag asked which council members would be willing to work with Roper on a task force to revise the proposal. Gonzales, Kingsley, and Kiely volunteered to work on a revised proposal.

## **11. PROGRAM REVIEW COMMITTEE**

Florence and Lindsay Kong told Council they made some changes to the PR templates that were in response to feedback and recommendations from involved groups. They reviewed the changes and revisions with Council. Kong asked Council for an endorsement to bring it back to the PR Committee when they meet this Friday.

**It was MSC to approve the proposed revisions to the Program Review Templates. The following members all voted aye: Moe, Smiley-Ratchford, Haslam, Koblik, Fisher, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gentry-Kolen, Denning, Flores-Lowery, Goralka, Parkinson, and Bruenn. No nays. No abstentions. Approved**

## **12. ACCREDITATION STANDARDS I, IV AND ANNUAL AND FISCAL REPORTS TO ACCJC**

Becky Opsata showed the link to Council on the DVC website for access to the latest draft of the reports for Accreditation Standards I, IV and the required Annual Fiscal Reports. She asked Council to please share them and take a look at them. She said she wants feedback on any aspect at this time from punctuation to content. Then the whole accreditation report will be compiled together in about 2 weeks when it will come back to the Senate for approval.

Opsata pointed out that on the DVC accreditation link; there are archives of accreditation reports available. It is an interesting history of the college.

Gonzales and Smiley-Ratchford said they will closely review Standard IV on governance for the Senate.

### **13. SUSTAINABILITY COMMITTEE'S RESOLUTION**

This item was postponed due to time constraints.

### **14. VPI REPORT**

Gutierrez thanked faculty for all that they are doing at this time to adjust to the shelter in place declaration. She said she knows it is not easy for everyone to move outside their comfort zones but she reminded them to think about what they are accomplishing and are learning and the positive things that will come out of all this work.

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

Freytag remind Council to forward him any concerns that are coming from their divisions at this time.

### **16. ADJOURNMENT**

There being no further business the meeting was adjourned at 4:45 p.m.

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*

