

ACADEMIC SENATE COUNCIL MEETING
AUGUST 19, 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), Anthony Gonzales (English), Bridgitte Schaffer (SRC), Yvonne Canada (Counseling), Sangha Niyogi (Social Sciences), Craig Gerken (Physical Sciences), Carolyn Seefer (Business), Daniel Kiely (Library), Concha Gomez (Math/Computer Science), Joann Denning (CE), Rick Millington (Kinesiology), Ray Goralka (Biology/Health Sciences), Alan Haslam (Representative-at-Large)

ABSENT: Jane Fisher (Applied and Fine Arts)

GUESTS: Mary Gutierrez, Susan Lamb, Becky Opsata, Rick Robison, Anne Kingsley, Kat King, Beth Hauscarriague, Gabriel Harven

1. APPROVAL OF AGENDA OF AUGUST 19, 2020 AND MINUTES OF PREVIOUS MEETINGS.

It was MSC to approve the agenda for August 19, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gomez, Denning, Millington, Goralka, and Haslam No nays. No abstentions. Approved

It was MSC to approve the minutes of April 28, 2020. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gomez, Denning, Millington, Goralka, and Haslam. No nays. No abstentions. Approved

2. PUBLIC COMMENT

None

3. COUNCIL COMMENT

Seefer said add authorization codes cannot be used until classes begin. She asked if this policy could be discussed as it puts students at a disadvantage. She said they probably have not bought their textbooks or materials yet. Canada said that is something we need to check in with Carrie Million about that. Goralka said his understanding is that if the class has a wait list, those people need to be added first. Freytag said Beth Hauscarriague will be at this meeting in a bit and we should ask her about it. Koblik said one solution is that you can temporarily increase class caps through the Instruction office. Seefer said she is concerned that would take away from low-enrolled sections.

Kiely commented that he is having a tough time mentally during this shutdown and he knows that everyone else including students are experiencing stress at this time. He asked that everyone keep that in mind and be sensitive to others feelings and situations.

4. ANNOUNCEMENTS

Kiely said there are big changes they are making in the library as they transition to online and contactless resources. You can now reserve resources through email. They are also scanning chapters of textbooks. He said because of copyrights, they are limited to two chapters at a time. He will send out list of the textbooks that they have full access to. He said they are not using some publishers anymore because they charge too much.

Canada said Counseling is working remotely. They have drop-in online sessions from 8-5 this week and next. The Eservices webpage has been updated

Freytag said we need to appoint a faculty member to the Faculty Service Area (FSA) Committee appointment. They usually meet once or twice a year to review and consider requests.

Niyogi said AB 1416 was just passed. The bill requires one course of ethnic studies to graduate CSU's. There is a meeting Monday scheduled to discuss to see how we can align social justice ethnic studies and our newly revitalized journalism program. So if any of you are interested in participating in the conversation they welcome all input.

Niyogi announced that the Racial Justice Task Force has two new co-chairs and members. Albert Ponce from Political Science, and Lisa Ang from English. They welcome questions and, let them know if you want to join in any way.

Freytag said that both of our adjunct faculty Council representatives have moved on to other positions, so we need to have an election for one of those positions, and appoint another adjunct faculty to the second position. He said we want to get those positions in place as soon as possible. Freytag asked Council to encourage anyone in their areas that may be interested. The election information will go out soon.

Freytag said we need to appoint a faculty member to a District level faculty task group to examine our current hiring practices of classified, management and faculty. They will make recommendations to the District EEOAC for best practices as they consider a new plan. Please let him know if anybody is interested in serving on this task force.

5. APPOINTMENTS

SLO Co-Chair

Nicole White

San Ramon Senior Dean

Craig Gerken

Carolyn ?

It was MSC to approve the appointments listed above. The following members all voted aye: Moe, Smiley-Ratchford, Koblik, Gonzales, Schaffer, Canada, Niyogi, Gerken, Seefer, Kiely, Gomez, Denning, Millington, Goralka, and Haslam. No nays. No abstentions. Approved.

6. COUNCIL MEMBER INTRODUCTIONS

Council members and guests introduced themselves.

7. REVIEW OF 10+1 AND ROBERT'S RULES OF ORDER

This item was postponed due to time constraints.

8. ELECTRONIC CENSUS ROSTER PREVIEW

Beth Hauscarriague introduced the new registrar, Gabe Harven. He started one week before the shutdown. Harven shared the online census roster. He explained that when you enter your section number it pulls in all your assigned sections. He said to be aware there is a delay when loading. It has an automated email reply when you submit. Hauscarriague said at this time A&R staff will then manually go in and drop the students identified.

Harven then reviewed with Council the Active Enrollment section of the census roster. He said they will be sending out emails on your census date to let you know when the form is available. He said there is a training this Thursday that will be recorded and made available. He said at the training they will also review some other forms such as grade change and other routine online forms.

Freytag asked Hauscarriague about the issue with add authorizations that Seefer brought up during Council Comments. Hauscarriague said it is a functionality of the system. However, she can certainly look into that further to see if we have any flexibility. She said she believes registration dates are built into Colleague and it runs on those dates and looks for those dates and once the first class meets it triggers the add authorizations to work.

9. DE RECOMMENDATIONS AND NEW ZOOM CLASSROOM INTEGRATION

Kat King shared a document that she put together with others with references to online teaching tools. She told Council that now instead of seeing conference Zoom and Canvas, it has been rebranded and updated and it is now called Tech Connect Zoom. She said there are instructions to access it in our DVC instructors guide to Zoom. It is for those who were using conference Zoom in Canvas and this is an improved integration into Canvas. In the guide are some text instructions, also a couple of video tutorials. This information has gone out in an email. There is also a training on this Thursday. King said they also have some first week recommendations.

Kingsley told Council to be sure to share this information with their divisions. It also links to other resources that can help them.

King gave an overview of what types of information are included in the document. They include promotions or activities that are taking place on campus, orientation scenarios and student support materials. She pointed out there are sections that focus on equity work as well as accessibility work with links to all the activities that are taking place across the college. King said there is also a link to a semester long checklist, and there is a whole series of optional homepage templates that our graphic design students have helped us create.

King said they also have redesigned their web page. She said now when you click Canvas from their homepage it takes you to a new leaf formatted online education on the Canvas landing page. They made these changes so the page is more student facing. They have included Canvas student guides and frequently asked questions. In addition, there are links to the new student training badges. There are links to search online classes. They are re-working to promote our online degrees and certificates. There are tech support links and they are hoping to help students prepare for online learning with some learning training guides. They have included links to those that faculty can copy and paste onto their Canvas shell.

King said Counseling also has most services online and there are links to those services as well as for tutoring.

Kingsley explained that there are two student training badges that they can earn through online training modules.

One badge is for Canvas training. So far, about 1000 students have gone through it. When students have gone through this training, the technology will become secondary and they can focus on the class content. She said several instructors have provided videos. She said that every instructor teaches very differently and one of the things we want students to walk away with is that the online space is very diverse and that they are going to get different experiences with different classes.

They have included what kind of technology students need. There is a link to our technology loan request form as well as other opportunities and resources for connecting to Wi Fi, basic computer skills, time management, and calendaring netiquette. They have provided some example letters that students can write to their instructors, because sometimes students struggle to communicate their needs. She said the training is self-paced and most students complete the training in about 40 minutes. When they complete it, they can download the badge. They are looking at how it can be put on their student profile.

King said for instructors there is an optional online course setup template that instructors can import from Commons if they would like to. There are a couple of sample assignments for how instructors might encourage students to get their badges. They can give students one extra credit point for getting their badge. Kingsley said the second badge is for online success. Kingsley said they also have started one-on-one trainings.

Kingsley said they are working on language about camera optional classes. We do not have a clear policy as a college about if you can require a student to turn on their camera. There are many reasons, including the protection of student privacy as well as a whole list of equity issues. They do have many ideas for how to encourage participation.

Freytag thanked Kingsley and King and their team for all the work they have put into this. He stressed to Council to make sure faculty in their divisions know that all this information is available and it is important that they communicate this information to their students.

10. BP 4014- DISTANCE AND CORRESPONDENCE EDUCATION

Freytag said there are some minor edits to BP 4014 that were proposed at the District Governance Council. What the changes do align the policy with how we are currently offering classes. For example, the addendum to the course outline is something that needs to be in our policy to allow all of our courses to be processed at the state level and considered. He said if Council is ok with the changes it will move forward.

11. CCC CHANCELLOR'S OFFICE'S CALL TO ACTION

This item was postponed due to time constraints.

12. CCCCD GOVERNING BOARD RESOLUTION TO ENDORSE COMMUNITY AND PUBLIC SAFETY ENGAGEMENT IN SOCIAL JUSTICE REFORM

This item was postponed due to time constraints.

13. ACADEMIC SENATE OF CCC RESOLUTION ON CULTURAL, SYSTEMIC AND INSTITUTIONALIZED RACISM

This item was postponed due to time constraints.

14. AS PRESIDENT'S REPORT

Freytag said due to time constraints, he is postponing several agenda items. He asked Council to please read the documents for those items as they will come back.

- And Mary alluded to this earlier. This is going to be my last announcement. But DV sees enrollments are strong, believe it or not.
- 02:11:40They're, they're very slightly up from this time last year. That is not the case for other colleges, which are down double digits, but we are doing fine. And that is that is good news for us both for this semester and and for spring.

Freytag referred to the State Chancellor's call to action in regards to our Administration of Justice programs. He said these conversations have started. He said he has reached out to Matt Morrissey, from our AJ program and he said our curriculum is already aligned with the Chancellor's guidelines. Freytag said to let him know if anyone wants to be part of the conversations.

Freytag said the next scheduled meeting is September 8 but he may call a special meeting sooner.

15. ADJOURNMENT

There being no further business the meeting was adjourned at 2:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

