ORANGE COAST COLLEGE

Academic Senate Meeting | 10/20/20 | 11:30 am - 12:30 pm | Zoom Meeting

Academic Senator Attendance			
Jessica A. Alabi, *at-Large*	Present	**Lee Gordon,** *at-Large, Vice President*	Present
Carol Barnes, *Counseling*	Present	**Marilyn Kennedy,** *Lit & Lang, PDI Chair, Secretary*	Present
Jamie Blair, *at-Large*	Present	**Jodie Legaspi,** *Athletics & Kinesiology*	Present
Tyler Boogar, *Math & Sciences*	Present	**Doug Lloyd,** *at-Large, Parliamentarian*	Present
Sean Connor, *at-Large*	Present	**Leland Means,** *Visual & Performing Arts*	Present
Eric Cuellar, *at-Large*	Present	**Jeanne Neil,** *Business & Computing*	Absent
Tina De Shano, *Consumer & Health Sciences*	Present	**Charles Otwell,** *Curriculum*	Present
Jodi Della Marna, *Library*	Present	**Max Pena,** *at-Large*	Present
Matt Denney, *Technology*	Present	**Clyde Phillips,** *at-Large*	Present
Rendell Drew, *at-Large*	Present	**Loren Sachs,** at-Large, President	Present
Cyndee Ely, *Part-Time Faculty*	Present	**Jordan Stanton,** *Social & Behavioral Sciences*	Present
Diogba G'bye, *Part-Time Faculty*	Absent	**Stella Tsai,** *SGOCC Representative*	Present

Guests (Optional & Voluntary Sign-In): Arabian Morgan, Anna Hanlon, Jaki Kamphuis, and Renee DeLong.

1. Preliminary Matters

A. **Call to Order:** President Loren Sachs called the meeting to order at 11:30 A.M.

B. **Approval of the Minutes – October 13, 2020: Motion 1: Senator Kennedy moved to** approve the October 13, 2020 minutes with minor changes; motion seconded; motion approved: Ayes **19**, Nays: **0**, Abstentions: **1** [*See voting chart at the end of these minutes*]

C. **Opportunity for Public Comment:** None.

D. **For the Good of the Order Announcement:**

Senator Phillips: Shared a flyer about an Umoja event, the first of a series of Indaba discussions with the Honorable Judge Karen L. Robinson, Thursday, October 28, 12:30-1:45 p.m. The registration link is on the <u>flyer</u>. The discussion will be focused on race, equity, and social justice in the judicial system. Bobby McDonald will also be part of the online conference and will focus on how the business community and educational institutions can play a more significant role on the campus.

2. Consent Agenda

Motion 2: Senator Means moved to approve the 2020-2021 Academic Petition Council names; motion seconded; motion approved unanimously: Candy Pettus, Eileen Tom, Lynne Cottrell, Caryn Plum, Debbie Raskin, and Rachel Duhamel

Motion 3: Senator Barnes moved to approve the faculty selection criteria for the President's Task Force in Equity and Inclusion; motion seconded; motion approved unanimously:

- Have you attended anti-racist/equity minded professional development in the past five (5) years?

- Are you engaged in leadership roles and committee membership on campus or in the community?
- Do you practice equity minded or inclusive teaching strategies?
- Are you willing to work through conflict or have crucial conversations respectfully?
- Are you willing to contribute to the purpose and goals of the taskforce by bringing action items in a timely fashion to Academic Senate for input and discussion?

3. Officer, Senator, & Committee Reports

A. President's Report – Loren Sachs:

District Consultation Council: Each campus will be responsible for providing a topic for a monthly discussion around the reopening, reentering, and reestablishing of the full presence on campus, allowing the District to work on those issues.

Facilities: Met last week and will update later.

Chancellor's Memo, Zoom Meetings, and Online Requirements: The memo discussed the issues of requiring students to have their video cameras on during synchronous zoom class meetings and also captioning lectures and meetings. Online Coordinator Jamie Rossiter will be working with the Online Advisory board to see what some of the ramifications are and will bring that to the Senate in the future. A senator asked about students who do not wish to have their videos on due to where they live [some are homeless]. President Sachs said that is a large part of this directive to be mindful of the students' rights and that is one of the things that getting the Online Advisory Board involved to create some language would be helpful. One of the conditions of this letter is that we create policy around it, which is not anything different than a lot of us are already doing and t is very much a student-centered component, recognizing issues with connectivity, circumstance, homeless students, etc. We will work through our processes and devote time to that because it is going to be a conversation.

Academic Rank: The survey is up, so encourage faculty members who qualify for an advancement in rank. They can visit the website or email Beatriz Rodriguez to obtain the link. Typically, when a professor or an instructor gains tenure, there is a letter that goes to them saying they have acquired tenure and they now qualified to change academic rank. It looks like at the end of last year those letters might not have gone out. If there is a faculty member who got tenure this year and they never heard about being promoted to assistant professor, they are currently working on rectifying that.

Guided Pathways Curricular Coordinator: There is a coordinator position available for Guided Pathways on the Curricular Pathways component. The application is out for interested applicants.

B. District Board Policies and Administrative Procedures Subcommittee (BPAP) Report – Marilyn Kennedy:

Senator Kennedy submitted a formal written report [see the appendix at the end of these minutes] but updated the Senate on the changes on the AP 7120C Faculty Hiring Policy that are awaiting approval by management, as the hiring policy has to be *jointly* approved by both the Senate and management (proposed changes in red):

Changes for clarification in language for the Search Committee: "The College President or designee will review the makeup of Search Committees. If the College President or designee does not approve a Search Committee for lack of diverse backgrounds and/or experiences, the College President or designee will

collaborate with the Academic Senate and the College President and the Academic Senate may adjust the Search Committee."

Forwarding Final Candidates: Although we have some departments (Computer Science, some CTE ones, and maybe others) that have repeatedly had small applicant pools of qualified candidates and have found it impossible to forward a minimum of three qualified final candidates, the District knows this is a problem for some groups but does not wish to change the language for all departments in the District, so this language has been added: "The Search Committee will select a minimum of three candidates. If the Committee does not select three candidates to move forward in the recruitments process, they must consult with the College President or designee."

Selection Committee: The District is still pushing for the College President to be able to add more than one VP (one VP has always been allowed); however, they did agree to mitigate that administrative imbalance by adding two other discipline faculty from the Search Committee to rebalance the Selection Committee in terms of the prior 75% administration/25% faculty ratio (the Search Committee is 75% faculty/25% administration ratio). They also dropped the language for the College President to add other faculty or administrators to the selection.

C. **Guided Pathways Reporting – Guided Pathways Onboarding Coordinator Jessica Alabi:**

GP Coordinator Alabi reported that there is a new Guided Pathways Student Ambassador who reviewed the California Community Colleges that have Guided Pathways, Pathways and Careers, on their websites. She looked at those to see which ones might benefit OCC as to being student friendly, easy to navigate, and would help students find career and academic pathways. The first one was Bakersfield because it has the program mapper, then City College of San Francisco, American River, Riverside, etc. They already have a list that they will be presenting at the Taskforce meeting on Wednesday. They are also having students look at other college websites for their career and academic pathways in order to see what is useful for students. OCC already has the Career and Academic Pathways for onboarding purposes, but they are trying to see what would be most useful for students and trying to predict how they would navigate a pathway, a career, plus predict what classes they should take in each semester in order to best complete their degrees or transfer. The student ambassador has been very helpful.

The onboarding design team has decided to move forward with putting together program proposals and funding proposals for Dual Enrollment, outreach, orientation, and the noncredit bridge to credit areas. Those are the four areas where they are going to concentrate and move forward on. They also focused on early intervention during onboarding but because they are in the fourth year, they decided to leave all intervention for the intervention design team, even though that is a very important area for early intervention during onboarding.

D. **District Diversity, Equity, and Inclusion Taskforce Survey Report – Anna Hanlon:**

Representative Hanlon reported that she was asked to sit on this task force whose job it is to select a survey instrument. It is parallel to what Dr. Suarez is doing in terms of OCC and they are trying to create a District task force to identify actions to move the colleges forward in terms of diversity, equity, and inclusion. The District is also undertaking a plan

and they are starting with a survey. Their plan will be to deploy it in the spring to everyone at all three campuses. They were given two survey options: One was the HEDS (Higher Education Data Sharing consortiums survey) and this is the one that was ultimately selected. The other choice was the PACE survey, which is what they have done in the past. The HEDS survey was selected because it has both an employee and a student companion survey. That is helpful to look at perceptions or experiences across the two constituencies.

They have called a follow-up meeting for next week. Also, there is the option of additional questions and she requested that the Senate administrative assistant send out the survey for review and additional questions. If there are any additional items that need to be asked, she can take those items to the meeting next week on October 27. This is a work is in progress but is not meant to undermine anything that colleges are doing, but rather to augment it.

4. Unfinished Business

A. **Comprehensive Evaluation and Program Review – IE Coordinators Kelly Holt & Anna Hanlon:**

IE Coordinator Kelly Holt stated that this discussion is a continuation from last week's report where they talked about augmentation to the comprehensive evaluation plan that has been approved already by the Senate and to move ahead using a new method, the Delphi method, which was detailed last week as first qualitative gathering, then consensus building, and finally a wrap-up meeting. The important aspect of this is that they make sure that the folks involved in the survey process have been involved heavily in program review, comprehensive program review, and the other aspects in the past.

They are requesting two endorsements: (1) To use this modified Delphi method to gather the data and (2) that the faculty coordinators Anna Hanlon and Kelly Holt may go ahead and reach out to folks who have participated in order to solicit participation in the survey process.

Motion 4: Senator DeShano moved to endorse the Delphi method to collect data; motion seconded; motion approved unanimously.

Motion 5: Senator DeShano moved to endorse that Coordinators Anna Hanlon and Kelly Holt may reach out to the appropriate faculty and solicit their participation in the Delphi method for the comprehensive program review evaluation; motion seconded; motion approved unanimously.

B. **Multicultural Center Coordinator Position – Senator Rendell Drew: Senator Drew** experienced technical difficulties. He asked to table this agenda item for next week's meeting.

C. **Equity and Inclusion Resolution – Senator Eric Cuellar**: Senator Cuellar reported that the subcommittee of the Equity and Inclusion Resolution will meet and discuss this week. They will be able to report more information next week.

D. **ASCCC Inclusivity Statement – Senator Jessica Alabi:**

Senator Alabi stated that this resolution was adopted by the Board of Governors and the ASCCC and wanted to introduce it to our Senate. Perhaps one of the reasons why

senators are having difficulty with the diversity hiring resolution is that there is no diversity, equity, and inclusion statement. If this inclusivity statement is adopted, it would serve as a guiding document that came from the state Academic Senate and was already adopted. If adopted, the senate would be better situated. Senator Alabi was the contact on this statement at the Fall 2019 Plenary and it was adopted and at that time when she was a member of the Equity, Diversity, and Action Committee at the state level.

President Sachs encouraged senators to take this back and read it.

Senator Alabi asked about the process for making a motion and what type. **President Sachs** referred to Parliamentarian Lloyd.

> **Parliamentarian Lloyd:** Stated that according to *Robert's Rules* it is fine to make a motion and have it seconded. This Senate works under tight timelines and it is on the agenda. Sometimes it is a good idea to let everybody bring it to their constituents, so they can get some feedback and bring it back. Sometimes the senate does not fully complete the discussion on an item at one meeting. They may bring it back to a second or third meeting, but there are no restrictions as to when a motion can be made.

Motion 6: Senator Alabi moved to adopt the ASCCC's inclusivity statement for OCC's Academic Senate; motion seconded.

President Sachs: Based on what Parliamentarian Lloyd has suggested, the senate will let everybody take this back to constituencies for some review and feedback, and then it can be put back on the agenda next week for further discussion and potential vote.

Senator Alabi: Stated that she believes that is appropriate as it is a dense document.

Parliamentarian Lloyd: Clarified that he did not know if time was up on the topic, but it is okay to have discussion if there is time left. He did not mean to try to push everybody to straight to bring it to their divisions. He was not keeping track of how much time was left on this topic.

Senator 1: The statement has been on the agenda for at least two weeks and has been printed out for senators to take back to constituents. She requested clarity on the terms of adoption, as she thought that it was originally for the Senate President to vote on it at the upcoming Senate Plenary.

President Sachs: No, it was at last year's plenary.

Senator Alabi: The motion is for OCC Academic Senate to adopt this as its own inclusively statement just as the ASCCC adopted it as its inclusive diversity statement at plenary in fall 2019.

Senator 1: Thank you.

5. New Business

A. **Faculty Selection for Starfish Implementation – GP Coordinator Charles Otwell & Steve Tamanaha**:
Charles Otwell: The Guided Pathways Task Force has been asked to recommend faculty for the Starfish implementation team. One of the faculty will come from Counseling and the other will be a more at-large faculty position. This would be a paid position. Faculty are needed to help with the rollout and testing and with the promotion of Starfish once it is implemented. The Task Force would like to have Senate endorsement of this position.

Steve Tamanaha: It is a liaison position to help do the implementation of Starfish, a student support management system for interfacing between students and faculty. There are a lot of built-in mechanisms in the software that would help faculty communicate with students and better support them and that is why they want to have faculty representation on the implementation team, especially from the instructional side. As Curriculum Chair Otwell mentioned, there is a counseling component that Dean De Long and her team have selected already. However, they also want to make sure that they get the instructional point of view. It is partially an early alert system, but there are other components to that allow faculty to help students better succeed in their coursework:

> **General Description:** As a member of the Starfish Implementation Team, the Faculty Liaison's role is to advise the team about faculty needs and viewpoints. The Starfish Faculty Liaison will be a "power user" and champion of the software on campus, helping to promote its adoption and use. This liaison position will provide faculty leadership as part of a work with cross-functional group implementing the Starfish software program.
>
> **Key Job Duties will include:**
>
> 1. Attend all implementation meetings
>
> 2. Vet planning and decisions made by the Implementation Work Team through the appropriate faculty bodies to keep the project inclusive and transparent (Guided Pathways, Academic Senate, etc.)
>
> 3. Provide faculty support and participate in Starfish training
>
> 4. Advise on online and remote resources for faculty
>
> 5. Work with the other initiatives for outreach and implementation for proper coordinated efforts
>
> 6. Participate in Starfish implementation assessment and review
>
> **Eligibility and Selection:** Determined by the Academic Senate. This assignment is anticipated to end May 28, 2021. Normal duty days will be Monday through Friday, with 4 hours per week for program related activities. Flexibility will be allowed for working at home, off-campus, and other personal or professional obligations. If this assignment were to exceed one year, then it shall be agreed upon by all parties with updated dates and if needed, updated compensation.
>
> **Compensation:** Non-instructional hourly rate

The position itself is more of a liaison with a stipend of four hours a week during the regular semesters. The key duties are listed on the document presented on the screen. Mainly, they want to make sure that they get input from the faculty in every step of the way of implementation. It would be like the go-to person on the faculty side and be a subject area expert at one point on the Starfish software. Everything is scheduled for one year, but it might take two years, whatever the implementation length will be so implementing for one year, and maybe support to make sure that they are going in for another year.

> **Senator 2:** Wanted to be sure that the Senate will be fully involved in this because at one point they were told that they would have to opt out of certain features instead of opting in. Possibly an instructor would not want to be part of the early alert because if they have their own process already. Once it is designed she would like to be sure that the committee realizes that they would like it brought

to the Senate so they can look at certain things that they may want to ask that they do not have to opt out of but rather opt into. Faculty may not be aware that somebody is looking at their grade book and contacting students that have dropped or are in trouble when faculty already have a system to do that on their own. Faculty do not want the high-anxiety students having to hear from higher above which makes them even more anxious.

Curriculum Chair Otwell: Item number 2 under job duties, part of the duty of this faculty liaison would be to bring matters to the Senate.

Dean De Long: Kelly Kilby was invited to the Senate from the Starfish company back in May. It is a situation where it emanates from the faculty member. It is not like somebody is going to be coming into your class or your students and trying to do anything without your approval. The faculty member would be the one doing the approval; that is one of the reasons why they are coming to Academic Senate. They are asking to partner with the faculty members. They are looking for two liaisons, one is an instructional liaison from the academic disciplines and the other one is a counseling faculty liaison, which they approved already, Jessica Martin. She is the retention counselor because they need somebody involved in retention and intervention. They now need the academic faculty member in the disciplines. The purpose is not to go into any of classes and do any research; they are waiting to ask as faculty members to let them know how to help students.

Senator 3: Is happy to see that they are incorporating the faculty perspective. From a part-time faculty member's perspective, it would be wonderful if there is any way that they could take a few moments from this group or with this person and have them coordinate with some part-timers. When you start adding more things that part-timers have to do it can become too cumbersome; it might be a good to get a part- timer's perspective.

Senator 1: She likes the Faculty Liaison position but recommended that the word "the" follow the word "vet" in Item 2 for clarity of purpose.

President Sachs: Asked senators to take this to their constituents and get feedback. It will be back on the agenda next week for endorsement.

6. Adjournment of the Regular Meeting

President Sachs adjourned the meeting at 12:17 P.M.

7. Approval of the Minutes: October 27, 2020

MINUTES: First draft written by Beatriz Rodriguez, Administrative Assistant to the Senates. Revision of first draft and Senate-approved drafts written by Senate Secretary, Marilyn Kennedy, who also distributes the final Senate-approved version to the Chancellor, Board of Trustees members and secretary, union presidents, GWC and Coastline Academic Senate presidents, OCC College President and faculty as per OCC Senate bylaws.

Voting Tallies Chart

Motion 1 Minutes 10/13/20	Motions 2 & 3 Consent Agenda	Motions 4 & 5 Delphi Method & Faculty Reach Out by IE Coordinators for Comprehensive Evaluation & Program Review	Senate Membership
Aye	Aye	Aye	Alabi, Jessica A.: Senator-at-Large (2020-2023)
Aye	Aye	Aye	Barnes, Carol: Counseling (2018-2021)
Aye	Aye	Aye	Blair, Jamie: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Boogar, Tyler: Math and Sciences (2020-2023)
Aye	Aye	Aye	Connor, Sean: Senator-at-Large (2020-2023)
Aye	Aye	Aye	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Della Marna, Jodi: Library & Learning Support (2020-2023)
Aye	Aye	Aye	Denney, Matt: Technology Senator (2020-2023)
Aye	Aye	Aye	De Shano, Tina: Consumer Health Sciences (2020-2023)
Aye	Aye	Aye	Drew, Rendell: Senator-at-Large (2020-2023)
Abstain	Aye	Aye	Ely, Cyndee: Part-Time Senator (2020-2021)
Absent	Absent	Absent	G'bye, Diogba: Part-Time Senator (2020-2021)
Aye	Aye	Aye	Gordon, Lee: Vice President, Senator-at-Large (2019-2022)
Aye	Aye	Aye	Kennedy, Marilyn: Literature and Languages (2019-2022)
Aye	Aye	Aye	Legaspi, Jodie: Athletics and Kinesiology (2020-2023)
Aye	Aye	Aye	Lloyd, Doug: Senator-at-Large (2020-2023)
Aye	Aye	Aye	Means, Leland: Visual and Performing Arts (2018-2021)
Absent	Absent	Absent	Neil, Jeanne: Business and Computing (2019-2022)
--	--	--	Otwell, Charles: Curriculum Chair (Non-Voting)
Aye	Aye	Aye	Pena, Max: Senator-at-Large (2019-2022)
Aye	Aye	Aye	Phillips, Clyde: Senator-at-Large (2020-2021)
Aye	Aye	Aye	Sachs, Loren: Senator-at-Large (2019-2022)
Aye	Aye	Aye	Stanton, Jordan: Soc and Beh Sciences (2019-2022)

Appendix

District Consultation Council Board Policy and Administrative Procedure (BPAP) Subcommittee Report

Submitted by Marilyn Kennedy to OCC Academic Senate on October 20, 2020

BP 4100 Graduation Requirements for Degrees and Certificates: Clarifying that the GPA is based on the *cumulative* GPA.

AP 3410: Adding language from BP 3900 (Speech: Time, Place, and Manner) as a reference and clarification of constitutionally-protected free speech and expression rights.

1. **Changes for clarification in language for the Search Committee:** "The College President or designee will review the makeup of Search Committees. If the College President or designee does not approve a Search Committee for lack of diverse backgrounds and/or experiences, the College President or designee will collaborate with the Academic Senate and the College President and the Academic Senate may adjust the Search Committee."

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