Academic Senate Minutes April 6, 2020

Meeting called to order (virtually) at 2:02 p.m.

Roll call

Isaac Escoto (present)
Eric Kuehnl (present)
Robert Cormia (present)
Carolyn Holcroft (absent)
Kathryn Maurer (present)
Amber LaPiana (present)
Maria Dominguez (present)
MaryAnn Sunseri (present)
Mary Thomas (present)
Kate Jordahl (present)
Kristy Lisle (present)
Tracee Cunningham (present)
Voltaire Villanueva (present)
Rachelle Campbell (present)
Sara Cooper (present)
Matthew Litrus (present)
David Marasco (present)
Mimi Rae Overton (present)
Donna Frankel (present)
Don MacNeil (present)
Rita O'Loughlin (absent)
Robert Hartwell (present)
David McCormick (present)
Leonardo Blas (absent)

Guests - John Fox (BSS)

Adoption of the agenda by consensus

Consent Calendar additions

DRC dean search, added Dokesha Meacham (CNSL)

Community and Communication group needs a Faculty Trichair Laura Gamaz (LIBR)

District Budget Committee – Sara Cooper (BHS)

Consent calendar was adopted by consensus

Minutes for the March 16th were approved by consensus

Committee needs:

District budget advisory committee (1 or 2 faculty) Sara Cooper later volunteered to serve (added to consent calendar above)

Main topics:

- Senate elections
- COVID-19 Check-in
- Prioritization of topics for spring quarter
- CourseLeaf module one postponement

Senate elections:

P/T faculty seat - Donna Frankel (candidate)
Senate secretary treasurer - Robert Cormia (candidate)
Academic Senate president - Kathryn Mauer (candidate)

Since none of the positions were contested, the elections were by acclamation of the Senate executive body. All three candidates were elected for two-year terms. Regarding the election for spring, David Marasco advocated for amending the Senate constitution, to give full voting rights for part-time faculty. David Marasco and Donna Frankel volunteered to help with the constitution election processes.

COVID-19 check in:

In times of uncertainty, we often revert to subconscious bias, let's be mindful in how we interact, and foster an equity mindset. We have flex week professional development going on, workshops by faculty, classified, and administrative. Isaac suggested that faculty prioritize digital textbooks, as the logistics of getting paper textbooks (physical copy) to students is extremely challenging. Orders for physical textbooks usually skyrocket at the start of the quarter, the bookstore simply cannot provide that volume of service. A comment that many of us are feeling anxious about teaching (all) online, even with the Professional Development week, and amazing support from the college.

There's been lots of discussion about pass/no pass grades, as some colleges have considered moving to completely all pass/no pass grades for students. Isaac noted that not allowing for letter grades could negative impact many students. Though universities are working to accommodate challenges students are going through due to COVID-19, admission to impacted campuses/majors is still up to individual campuses/majors, and we cannot assume all Pass/No Pass would not negative impact all transfer students.

Some items could be prioritized for discussion in the future, such as pass-no pass. Many of our courses allow for students to choose a pass/no pass grade, though some courses are designated as letter grade only. Kathryn commented that grading students amidst the disruption of COVID-19 has been a challenge for many faculty, and maybe pass/no pass would make things easier. If other colleges and universities are doing it (moving to pass/no pass), and four year schools are more open to it, that could change how we are thinking about it. A comment that even if some (four year) colleges become more accepting of pass no-pass, it could still be disadvantageous for students. Isaac clarified that in our current process, even when students elect a pass/no pass grade for their class, instructors still need to submit letter grades. Admissions and Records changes letter grades to pass/no pass, if the student chose that type of grading. Kristy offered that many four-year colleges have offered students P/NP to ease their stress.

Something to be mindful of is how this calendar year may unfold, we could be back to teaching in person in fall, only to have to change back to teaching in a virtual environment (COVID-19).

Textbook (physical versus digital), grades, excused withdrawal are important current issues. If a student decides to do an excused withdrawal, the student simply asks for an EW, and then it's automatic. The instructor doesn't need to redo the grade.

Kathryn commented that there is concern for our colleagues who have never taught online at all, or only sparingly, and that it can be overwhelming, even with the great flex week we have going on. Mention of our faculty mentorship program. Kristy mentioned the faculty online coordinators (Allison Meezan and Sarah Williams) are there to support faculty.

Sara Cooper mentioned regular division office hours, hosted by STEM dean Ram Subramaniam, that have been very supportive for our faculty. Isaac offered that maybe other divisions consider a similar model of communication/discussion. Other faculty agreed that having a consistent place to go to discuss division/department specific concerns, would be really helpful.

Kristy still hasn't gotten the 1320 budget for next year, and the budget could get pushed back later. Isaac reminded the group that we don't have a faculty voice on the District budget advisory committee. Meetings are usually the 3rd Tuesday of the month from 1:30 to 3 p.m., but he didn't know if that has changed. It's important we have faculty involved at the district level regarding budget discussions, so that we're in the loop. Sara Cooper volunteered to serve on the District Budget committee. Thank you, Sara!

David Marasco asked Kristy what the College budget would like if our international students can't come here next year. Kristy replied that international student enrollment constitutes about 7 million dollars each year. We've only lost a few international students this quarter, but we could lose more, and that would adversely affect our budget.

Question regarding if an instructor isn't requiring synchronous meetings, could they change the designation on the schedule. There was further discussion about F2F and DE (distance education). Kristy mentioned the technical difficulty in managing all of the details and ramifications of the class designations. Something to consider; class designations need to be changed manually, and we have a limited amount of personnel that are available for this.

Rachel Campbell mentioned that the State of California said that our allied health students are considered essential, and there is a plan in place to get Radiologic Students back in the classroom. Foothill admin is advocating on behalf of the students.

Prioritization of topics for spring quarter:

Isaac asked the body to help prioritize meeting items, as there are many items that need our attention, but only so many meetings in the quarter.

We have six meetings scheduled for the quarter, one of which is usually a joint meeting with our senate counterparts at De Anza, so that we could discuss Spring Plenary resolutions. Since Plenary was canceled, and since there is so much to discuss at each campus, we may not meet together with our colleagues at De Anza. Future meeting topics to be prioritized for spring quarter are outlined below:

- Should we delay adoption of the first CourseLeaf curriculum module?
- Class scheduling (especially in fall). We need to have a discussion about scheduling, what happens if we get an all clear to return to campus, but then have to shelter in place again?
- Textbooks - how do we support lowering costs for students re: learning materials/textbooks, OER and zero cost textbooks
- Distance Education approval processes as related to the summer/fall and potentially beyond (CCC to help us with this.
- What if curriculum issues come up in the summer that need faculty guidance/feedback? Should the senate summer cabinet act as CCC over the summer as well? Should we open the senate summer cabinet to CCC volunteers as well?
- Grades (P/NP, EW, W, etc)
- Campus decision making processes
- Updating the Senate Constitution
- Program discontinuation
- Enrollment updates
- Senate finances

- Senate scholarships
- Student government / early registration

Isaac opened up discussion about which of the above items we should prioritize for discussion at spring senate meetings.

Sara Cooper mentioned that leadership, decision making, and faculty inclusion has been great, amongst the fast paced COVID-19 campus response, however we need to continue big picture campus decision making discussions once the dust settles regarding coronavirus related changes. It's understandable that decisions sometimes need to be made on the fly, with as much input as possible, in emergency times. However, there will come a time where we are no longer in emergency mode, and we need to shift focus back to decision making processes in non-emergency times.

Kathryn and Kate commented that we don't want to lose track about online course quality. Comment that if we have to make decisions about enrollment and enrollment management for the fall, having an enrollment "team" with faculty in place to address these issues could be helpfull. If not a new team/group, then how do we involve faculty in enrollment management work, in a more intentional manner (as opposed to now, it's kind of on the fly). We are especially concerned about approval of a course for distance education (course quality, modality of instruction). Isaac commented that there is a lot of state wide faculty discussion regarding distance education approval big picture (beyond just this quarter/semester). There is talk (not on our campus, but on different listservs) about a push to approve more courses as DE, beyond just the current COVID-19 reality. COOL and CCC to continue discussions about DE, virtual instruction, and how best to handle possible future instructional challenges due to shelter in place.

Kristy mentioned that Proctorio and Turnitin are not being supported by the State, and we'll pay for this for the next academic year, but it's going to be difficult to cover this cost going forward (especially if the economy creates a more difficult budget situation). We need to have faculty involvement in the search for alternative (and possibly cheaper?) options to Proctorio and/or Turnitin, prior to the beginning of Spring Quarter 2021. We need to do research and have discussions this type of technology need, well ahead of when the contract for the 20/21 school year runs out.

What is the structure for faculty participation during emergency planning? We're still going to have governance meetings. The senate officers are involved in conversations with Kristy as needed, however as the transition to a virtual campus becomes less of a scramble (compared to the last few weeks), we'll work on moving discussions less from "as needed/on the fly" basis, to discussions well ahead of decisions needing to be made.

The Senate formally voted to postpone the implementation of the first module of CourseLeaf to no earlier than Summer 2020.

Class scheduling discussion. David Marasco suggested that we have this discussion in another place, where the Senate participates, working with administrative colleagues.

Start with a task force and work towards a more formal structure. Kristy said what she would like is help in making immediate decisions. Kristy needs advocacy and help at the District level, and has asked FA for help in the past. The College Curriculum Committee (CCC) already exists, and Kathryn suggested that Eric Kuehnl from the CCC can give input to Kristy. Issues of scheduling, online virtual, synchronous, are consistent with the CCC charter.

Kristy - the Proctorio replacement is probably a 12 month project, and would most likely need RFPs. It took 11-12 months for the College to get CourseLeaf, it could take as long for Proctorio.

The senate has been asked by the Advisory Council in the past, to look into how best to help lower student cost as related to textbooks. Textbooks - digital textbooks. Textbooks cost a lot to for students. David Marasco suggested this topic should be at multiple levels, division meetings, departments, needs to be spread across campus, and can be attacked at multiple places. Isaac posed the question, what type of help do we need, as faculty, to help explore the very complex textbook topic, with the ultimate goal of lowering student cost. At least for the near future, the more students choose an e-text or if faculty use OER, the less of a challenge it would be for students to get books if we would need to shelter in place again (potentially in the fall/winter).

Summer cabinet - if something comes up in the summer, how do we handle it?

The faculty prioritization process task force will meet this quarter.

Update the Senate Constitution - David Marasco, Donna Frankel, and Robert Cormia are all part of this effort

For the good of the order: Robert Cormia thanked the senate executive (body) for their faith and confidence electing him for another two years, and thanked Kathryn Mauer for stepping up to Academic Senate president, and to Donna Frankel for renewing her commitment and tireless efforts advocating for part-time faculty. Kathryn also thanked the body for their confidence in her in stepping into the role of senate president.

The meeting adjourned at 4:02 p.m.

Next meeting is Monday April 13, 2020 2-4 p.m. Zoom