SCC Academic Senate Business Meeting Minutes – FINAL (Approved 2020-10-06)

September 29, 2020, 1:30-3:00 pm, ConferZoom

Senators Present	**Senators Absent**
Aguilera, Leonor	
Castellanos, Ralph	
Chavez, Ricardo	**ASG Representative**
Crabill, Phil	Li, Nathan
Cummins, Shawn	
Danova, Veselka	**Guests**
Dela-Cusack, Lisa	Chatterfield, Taliah
Gates, Alana	Hoffman, Beth
Gonzalez, Sara	Martin, Linda
Govea, Melissa	Martino, Danny
Graham, Song	Perry, Janis
Henry, Amanda	Saucedo-Daniel, Jorge
James, Scott	Smith, Mark
Johnson, Kim	Wagner, Joyce
Kramer, Jessica	
Murphy, Ryan	**SCC-AS Executive Board Present**
Oase, Daniel	Rutan, Craig, President
Salcido, Andrew	Taylor, Mike, Vice President
Umali Kopp, Christine	Scott, Randy, Secretary/Treasurer
Valdos, Yanina	Evett, Corinna, CIC Chair
VanDyke-Kao, Rita	

I. **Welcome**

Santiago Canyon College Academic Senate (SCC-AS) President Craig Rutan called the meeting to order at 1:31 pm on Tuesday, September 29, 2020.

II. **Public Comments**

Senator Graham stated the faculty recognition committee has decided to postpone the Hayward award for 2020-21; the committee will resume the usual award pattern, alternating years with the Stanback-Stroud award, post COVID-19.

Senator James described the implementation of the Canvas Application Programming Interface (API). The API will allow students to see all their enrollments in California Community Colleges on their Canvas dashboard.

III. **Approval of the Minutes**

15 September 2020 approved (moved by Valdos, seconded by Gates.)

IV. SCC-AS Executive Board Reports

SCC-AS President Rutan

SCC-AS President Rutan provided an update on the RSCCD budget; at this time there is a $2.8 million deficit. The District will seek to cover that deficit with savings from the supplementary retirement program.

President Rutan also reported on the most recent Board of Trustees meeting. Plans for return-to-work (RTW) are of primary interest to several board members. Some trustees would like to see a more rapid return to on-campus, face-to-face instruction and the resumption of public, face-to-face board meetings.

The Board of Trustees has established an Institutional Effectiveness Committee. Current concerns to be addressed at the district level are plans to close equity gaps and plans to address the declining student enrollment at both campuses.

Following President Rutan's report, a general discussion was held among the SCC-AS about issues and concerns with RTW plans, particularly about timing for Fall 2020 and Spring 2021.

SCC-AS Vice President Taylor

No report.

SCC-AS Secretary/Treasurer Scott

SCC-AS S/T Scott reviewed the SAC-AS meeting of 22 September 2020. The proposed SAC-AS faculty hiring prioritization documents refer to a "2nd Minimum Qualification" but SAC-AS President Shahbazian stated that this will not be a change to ether the minimum qualifications or associated hiring equivalencies.

CIC Chair Evett

CIC Chair Evett reported on the recent Enrollment Management Committee (EMC) discussions of class cancellation guiding principles.

In addition, CIC Chair Evett thanked the faculty for their outstanding work in submitting Distance Education Addendums, and thanked Senator James for his work helping to review these new DEAs.

The CIC has an ongoing discussion of Credit for Prior Learning (CPL), and the various CIC representatives will be asking the faculty for input on CPL. Also in CIC, there is an

ongoing discussion about class capacities.

CIC Chair Evett described a positive and productive working relationship with SAC CIC Chair Brian Sos.

V. ASG Report

Newly elected ASG VP Nathan Li delivered the ASG report.

ASG has begun online polling of various advocacy topics, including student return to campus, health care concerns, and increasing the number of young voters. Polling shows that most students would prefer to return to on campus, face-to-face instruction, but there is a significant proportion who are also concerned about repeated changes in instruction modalities, and appropriate steps being taken to insure a clean, safe campus environment.

[National Voter Education Week](#) will be held October 5-9, 2020.

VI. Summary Reports

Summary reports from the Technology, Distance Education, Student Conduct, and Professional Development Committees are attached to the agenda for the September 29, 2020 SCC-AS business meeting and included as an attachment to these minutes.

VII. Action Items

Second Reading

A. **Resolution F2020.03 – Santiago Canyon College Academic Senate Priorities for the 2020-2021 Academic Year**

Moved by Gates, second by Danova.

Approved unanimously with no abstentions.

First Reading

A. **Resolution F2020.0.04 – Endorsement of the Revised 7 September 2020 "SCC Equity Statement."**

Moved by Evett, second by Gates.

No further discussion.

B. Resolution F2020.05 – Adoption for the Standard Syllabus Statement for Face-to-Face Instruction During the COVID-19 Pandemic

Moved by Gates, second by Taylor.

The Senate participated in a lively discussion of the components of the resolution. Questions were raised about student actions arising from the appearance of any COVID-19 symptoms. The following were all discussed: If students are required to get a clearance from a physician before returning to campus, how will they be cleared, how will the physician's assessment be paid for if a student does not have resources, and who will collate and store the information without jeopardizing the students' confidentiality rights?

VIII. Discussion Items

A. Priorities for Face to Face Instruction

A document addressing concerns about returning to face-to-face classes at SAC was shared (attached to the agenda and these minutes.)

Discussion focused on "Voluntary faculty participation and no pressure on faculty" and possible conflicting messages from the District and administration.

Additional discussion centered on the plans to implement a classroom cleaning protocol—how often cleaning would happen and who would do the cleaning between classes were primary concerns.

Senator James suggested sharing the document with Disabled Student Programs and Services for their input on how to best ease student under their auspices back to an on-campus routine.

B. Remote Blended

A short discussion was held about the Remote Blended (RB) modality.

Senator James described RB, hybrid, and correspondence courses and detailed the important differences between RB or hybrid and correspondence courses. Senator James expressed his view that with the current description of RB at SCC, slipping into the correspondence mode is very simple but has wide-ranging ramifications to student scheduling, apportionment, and proper classification from the federal government.

Senator James suggests requiring full online teaching certification for teaching hybrid classes, and elimination of the term "Remote Blended." Senator James indicated that the assignments completed for the Remote Instruction Certification (RIC) would count towards the completion of the Online Teaching Certification (OTC), reducing the total number of hours that faculty would need to dedicate to complete the training.

Meeting adjourned, 3:15 pm. (Moved by Gates, second by Evett.)
Submitted by Randy Scott, SCC-AS Secretary/Treasurer

<u>**Summary Reports**</u>

Committee: Technology Committee
Meeting date: September 15, 2020

Discussion items:
1. Review Mission/Membership/Responsibilities (see action)
2. Tech Plan
3. Remote Teaching Updates
4. Add Authorization and Self-Service updates and considerations
5. Preferred Name automation

Actions proposed:
1. Please see the attached Mission/Membership/Responsibilities. This is the October 2019 update from the committee. The Collegial Governance Handbook still has the old one. Please update.
2. Technology Plan will be reviewed this week. Barring any objections, it will be sent to the Senate for review next Thursday, September 24th.
3. The Technology Committee officially asked ITS to automate the student preferred name process with Canvas. This has been requested for many years and we haven't had any movement with repeated requests to ITS. The Technology Committee would suggest that the Senate also make a formal request to have this automation prioritized.

Events Planned: None

Resources needed/acquired/allocated: None

Committee: Distance Education Committee
Meeting date: September 14, 2020

Discussion items:
1. Review Mission, Membership, Responsibilities
2. Add Authorizations
3. Self-Service
4. Remote Teaching
5. Accessibility Team

Actions proposed:
1. The Distance Education Committee recommends that the Senate advocate to require an online teaching certification to teach in the Remote Blended modality beginning in the Spring, 2021 (including Intercession). This change will align our current policies to the Remote Blended modality.

Events Planned: None

Resources needed/acquired/allocated: None

Committee: Student Conduct
Date: September 17, 2020

Discussion items:
1. Collegial governance handbook
2. Trainings requested/identified in the survey deployed last spring

Duties met:
1. Performed annual review of collegial governance handbook description
2. Elected faculty co-chair

Actions proposed:
1. Drafted a resolution with proposed changes to collegial governance handbook
2. Creation of a "student best conduct practices in a remote environment"

Events Planned:
1. Trainings across many topics, platforms, dates, and times TBD

Resources needed/acquired/allocated:
1. Will seek out resources to create training modules

Committee: Professional Development Committee
Date: September 22, 2020

Discussion items:
1. Spring 2021 Professional Development Week is expected to be online
2. Review of Professional Development Calendar timeline
3. Discussion of self-care and Cornerstone offerings for Classified Staff

Duties met:
1. We have updated the Professional Development Calendar timeline.
2. We are beginning plans for an online Flex Week—hopefully including self-care sessions (e.g. yoga, meditation, avoiding Zoom burnout).

Actions proposed: None

Events Planned: None

Resources needed/acquired/allocated: None

Santiago Canyon College

Standard Syllabus Statement for Face to Face Instruction During COVID-19 Pandemic

FALL 2020

The nature of the current pandemic requires awareness of everyone who is physically present in a college classroom or laboratory. In order to achieve the learning objectives of this course, it is necessary to conduct a number of activities on campus while observing full safety protocols. Students will attend these required on-campus class sessions in small groups as assigned by the instructor and must observe all safety and health precautions at all times while on campus.

Prior to Arrival

Each student must conduct self-symptom monitoring. You must be free of ANY symptoms potentially related to COVID-19. At this time, these symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever – Greater than 100 degrees
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

If you have any symptoms:

1. You are required to contact a physician or visit a COVID-19 testing facility for assessment of symptoms before you will be able to return to campus.
2. You should self-isolate until cleared by your doctor prior to returning to any on-campus class sessions.
3. Inform your instructor and do NOT attend any on-campus class sessions.

During Class

The following hygiene protocols must be observed at all times:

1. Maintain a minimum 6 ft distance from all others.
2. Wear a face mask, covering your nose and mouth at all times. You may be required to wear other personal protective equipment during specific class sessions.
3. Regularly wash hands for 20 seconds with warm water and soap.
4. Cover all coughs and sneezes.
5. Avoid touching your eyes, mouth and nose.

You will be provided "Sanitizing Procedures" for each on-campus class session, and all students will be required to complete their part.

Important Note:

All students must understand their instructor may deny them access to the classroom or laboratory in order to preserve the health and safety of other students and staff. If you are asked to go home due to symptoms or for not following other safety rules, please leave the campus **immediately**. Any questions or concerns can be addressed in follow-up communication with your instructor. A non-compliant student will be escorted off campus by Campus Safety Officers.

During this pandemic, students may be denied entrance to the campus, classroom, and/or laboratory, or students may miss class due to quarantine. If you are experiencing COVID-19 symptoms or are awaiting COVID-19 test results, please contact your instructor about alternative assignments to permit you to continue in the course.

There is always the possibility that the class will be required to move away from any on-campus class sessions and to become fully remote. Please be aware of this possibility and expect changes to assignments if the course is required to move to remote instruction.

Santiago Canyon College has implemented modified procedures and deadlines for requesting an excused withdrawal (EW) or for requesting that a class be taken using the Pass/No Pass option. These options are available until December 18, 2020. More information can be found at Admissions and Records: https://www.sccollege.edu/StudentServices/Admissions/Pages/default.aspx

Supported by SCC Academic Senate (July 2020)

Considerations for F2F Classes (from SAC)

- Promote options for small f2f classes outside or in large lecture halls with social distancing
- Up to ~450 LHE campus total inside depending on scheduling and instructor availability
- Continue to offer appointments in Academic Computing Center etc
- Work group with faculty representation with experience teaching outdoors to develop and update protocols
- Voluntary faculty participation and no pressure on faculty who determine their classes won't be able to benefit from a socially distanced f2f class or have personal health concerns
- Department input on offering f2f courses regardless of whether individual faculty want to teach it (decide which course are f2f)
- Strict adherence to PPE availability and cleaning protocols by campus maintenance staff (Chairs and desks cleaned between classes, social distancing)
- Resources to implement f2f classes, especially staff for cleaning and PPE. Quantify staff-hours needed and ensure adequate staffing willing to work on-campus.
- Address environmental factors such as heat and air quality
- Microphones and PA system with support available as needed