



Academic Affairs Committee
Co-Chairs: Paulette Hopkins and Dan Igou
Thursday, April 30, 2020, 2:30-4:00 p.m.
Zoom

Minutes

Approved: May 21, 2020

Present: Lou Ascione, Cheryl Barnard, Gina Bochicchio, Becca Bowers-Gentry, Dawn DiMarzo, Ben Gamboa, Nick Gehler, Darren Hall, Mary Hart, Paulette Hopkins, Dan Igou, Mary Kjartanson, Jesse Lopez, Andy Lowe, David Mehlhoff, Jordan Omens, Larry Pink, George Rahmoun (student), Mara Sanft, Namphol Sinkaset, Gail Warner, Kirk Webley, Dan Willkie, Joe Young

Absent: Francois Bereaud, Reggie Boyd, John Couture, Neal Erlandsen, Adrian Gonzales, Rich Halliday, Carmen Jay, Pablo Martin, Daniel Miramontez, Scott Moller, Tonia Teresh, Linda Woods

Guests: Kandice Brandt, Gene Choe, Monica Demcho, Marsha Gable, Eli Manalastas, Marie McMahon, Wheeler North, Wai-Ling, Rubic, Donnie Tran

I. Call to Order

The meeting was called to order by Co-Chair Dan Igou at 2:33 pm.

II. Approval of Agenda

MSC (Kjartanson/Omens) to approve the agenda as presented.

III. Approval of Minutes of April 6, 2020

MSC (Kjartanson/Ascione) to approve the minutes of April 16, 2020 as submitted.

IV. Subcommittee and Coordinator Reports

No reports were given at this meeting.

V. Old Business

A. Program Viability Review Process Recommendations Update

Dan Igou reported that the motion made at the last meeting regarding the Program Viability Review process was addressed at a recent Academic Senate meeting. However, the Senate wanted more details about length of suspension and timeline. He indicated the workgroup will be working on further clarification for the fall

semester. In the meantime, if new proposals need review before then, they will be brought to Academic Affairs on a case-by-case basis.

As lead for the workgroup, Mary Kjartanson mentioned that she reviewed components for accreditation and suggested that the workgroup compile strategies for fall. She will continue to gather information and materials before the next workgroup meeting.

B. Proposed College Governance Handbook: Enrollment Management Committee Recommendations

Igou reported the College Governance Committee postponed further vetting of the proposed College Governance Handbook to the fall semester. However, constituent groups are still able to submit feedback.

Discussion followed on the revised charter for the Enrollment Management Committee which included work done during the Collegiality in Action meetings, framework and context, and committee membership.

Comments were made about the role of the committee as it relates to schedule development, the membership status of the Articulation Officer, and student representative seats. All are welcome to provide further feedback to Igou who will compile so that final recommendations can be made at the next meeting.

C. Fall Scheduling

Paulette Hopkins indicated that there is still some uncertainty about fall semester during the current COVID situation. She opened the floor for a roundtable by the Chairs as to how they are approaching scheduling for the fall semester.

Of the Chairs who shared information, all are hoping for a return to campus for fall but are also working on contingency plans. Contingencies are including precautionary and safety measures for students, faculty, and staff, utilizing a mix of distance education and kinesthetic components, possible smaller student groups on campus, front-loading/redesigning course content, and brainstorming about short-term offerings. Hopkins mentioned that the District will publish a disclaimer in the fall schedule to incorporate a possible immediate change for course/service delivery.

Dr. Gable mentioned that advocacy at the executive levels is continuing and that plans should be in place should an emergency situation again present itself.

D. Grading Options: "I", "IP", "EW", and "P/NP"

Grading options have been communicated Districtwide, including students. A campus Q&A was held recently to review the options. However, concern was expressed about the extension of the Pass/No Pass (P/NP) option to students, possible future impact to them, and purview of grading policy.

Mara Sanft clarified that the State Chancellor's Office is allowing students to choose the P/NP option during the current COVID situation. Normally, this option would only

be available to them in the beginning of the term and only for certain courses. She recommended that students should seek out faculty or counselor advice.

Wheeler North mentioned this is an agenda item at the next Academic Senate meeting. It was suggested to wait on the outcome of this meeting.

E. Emergency Blanket Distance Ed (DE) Addendum

Hopkins reported that the Emergency Blanket DE Addendums are being compiled for submission to the State and the faculty are following through on the required curriculum approval process. The DE addendum will signify if the course is being processed for emergency or permanent DE approval.

Sanft indicated that the deadline for submission into CurricuNet is September 30, 2020. She also stated that Duane Short can assist with the proposals for curriculum approval or faculty may submit themselves.

Hopkins further stated a professional development plan needs to be included with the addendums. She has contacted Denise Maduli-Williams and Cheryl Reed to assist. Dan Igou and Dean Lou Ascione will also help facilitate. She asked for volunteers from this committee and will also ask for recommendations from the Academic Senate. Darren Hall indicated he would be interested.

VI. New Business

A. Proposed College Governance Handbook: Faculty (Contract) Hiring Committee Recommendations

Because time was running short, Igou asked the committee members to review the proposed Faculty Hiring Committee charter for discussion at the next meeting on May 7, 2020.

B. Distance Ed Committee Recommendation Regarding OEI

Igou gave an update on the CVC-OEI rubric and consortium. A resolution will be presented at the next Academic Senate meeting which indicates not joining the consortium and using the rubric as a guide for distance education.

C. SWP & Perkins Funding Process

Did not address for lack of time.

VII. Announcements

Department Chairs were reminded to complete the training the District is offering to approve/review student petitions through JIRA web-based platform.

VIII. Adjournment

MSC (Lowe/Bochicchio) to adjourn at 4:15 p.m.

Carol Sampaga
Vice President's Office of Instruction