

Academic Affairs Committee  
Co-Chairs: Paulette Hopkins and Dan Igou  
Thursday, April 16, 2020, 2:30-4:00 p.m.  
Zoom

Minutes

Approved: 4/30/2020

Present: Lou Ascione, Cheryl Barnard, Francois Bereaud, Gina Bochicchio, Rebecca Bowers-Gentry, Dawn DiMarzo, Benjamin Gamboa, Nick Gehler, Darren Hall, Mary Hart, Paulette Hopkins, Dan Igou, Carmen Jay, Nessa Julian, Mary Kjartanson, Jesse Lopez, Andy Lowe, Pablo Martin, Jesse Martinez (student), Jessica McCambly, David Mehlhoff, Daniel Miramontez, Scott Moller, Sonny Nguyen, Jordan Omens, Larry Pink, George Rahmoun, Mara Sanft, Namphol Sinkaset, Tonia Teresh, Gail Warner, Kirk Webley, Dan Willkie, Linda Woods, Joe Young

Absent: John Couture, Richard Halliday

Guests: Allen Andersen, Kandice Brandt, Monica Demcho, Marsha Gable, Denise Maduli-Williams, Eli Manalastas, Patti Manley, Francine McCorkell, Marie McMahan, Van Dao Minh Anh, Laura Murphy, Kevin Petti, Cheryl Reed, Wai-Ling Rubic, Becky Stephens, Xi Zhang

I. Call to Order

The meeting was called to order at 2:31 pm by Co-Chair Dan Igou.

II. Approval of Agenda

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

III. Approval of Minutes

MSC (Omens/Woods) to approve the minutes of March 5, 2020 as presented.

IV. Subcommittee and Coordinator Reports

A. Distance Education

Denise Maduli-Williams and Cheryl Reed expressed appreciation for faculty and leadership to transition quickly to online instruction and faculty helping each other. They reported that not only is professional development support continuing locally, Dave Giberson (district) is also offering on-going training.

Reed reported she will take feedback from this committee on the CVC-OEI rubric to the next Distance Education (DE) Committee meeting and will follow through with a resolution to the Academic Senate. ALL were asked to provide additional feedback to Reed before the April 23<sup>rd</sup> DE meeting.

B. Academic Standards

No report given.

C. Success in English, ELAC, and Math (SEEM)

Becky Stephens informed the committee that a request has been submitted to the Research division to analyze the data outcomes for the "X" classes. It is hoped that a Flex presentation can be given to the campus in the future. She also reminded everyone that AB 705 requirements for ELAC (English Language Acquisition) is to be implemented in the fall.

Stephens has been using Padlet for her online classes/students. She indicated arrangements have been made to use this tool for free during our current situation. She may be contacted if anyone would like to be added to the platform.

D. Honors

Carmen Jay reported that the annual Honors reception at The Prado is cancelled; however, the district is working on a video for Honors students. She also expressed appreciation to all faculty for helping Honors Contract students during this time. The Board report and newsletter are slated for May.

E. IPR/SLOAC

A presentation is later in the agenda.

F. Flex Coordinator

Allen Andersen indicated he will be sending the report of instructors who have Flex hours to complete. He also mentioned that with the current situation, instructors should be able to meet their obligation. He asked All to assist with closure within their departments.

G. Faculty Evaluations

No report given.

V. Old Business

A. IPR/SLOAC Timeline Update & Rubric

Patti Manley presented a revised timeline for Program Review submission. Given dynamics of the current semester, the IPR/SLOAC subcommittee discussed extending the deadline from April into the fall. Manley stated that the BRDS Committee deadlines will need to be factored in when they are available. Some

committee members expressed concern over quality of program review, current workload, and the August 14 deadline.

MSC (Kjartanson/Omens) to approve the revised Program Review timeline that IPR/SLOAC approved. (Nayes-3; Abstention-1)

Laura Murphy indicated that the Academic Senate meets Tuesday, and she can place this item on the agenda.

Manley also gave an update on the PREDD data. The PREDD data link will be posted within Taskstream for easy access. Suppressed course data will be sent to the deans for distribution. She also mentioned that Xi Zhang has developed a rubric for Program Review which will also be posted to Taskstream. It was clarified that the rubric is optional.

Also underway is a pilot, SLO Disaggregation Study. Participants are utilizing shared charts and data to review SLO's and assessment of the SLO. A few of the inquiries being analyzed are how SLO's are written, whether or not online and face-to-face modalities are being addressed, depth of equity, and improvement results. Currently, the target is department use.

Feedback on the activities of IPR/SLOAC can be forwarded to Patti Manley.

**B. Program Viability Review Process Update**

**1. Lifeguard Program**

Dan Igou gave a brief recap on the status of the Program Viability Review document. Discussion focused on historical context, streamlining process, and next steps. Kjartanson mentioned that the Lifeguard Program is undergoing a change which is nebulous under Program Viability Review. The Lifeguard Program is mostly in-service courses, has been offered for several years, and is being proposed to be moved out of the discipline of Fire Protection Technology (FIPT). Darren Hall further explained that during the last accreditation, it was mentioned the learning outcomes do not align with FIPT.

MSC (Kjartanson/Martin) to suspend the vetting of New Programs and Modification of Programs, and to leave the Program Discontinuance portion.

Igou requested this be placed on the Academic Senate agenda for Tuesday and subsequent CEC agenda. Kjartanson asked the workgroup members to stay online so that it can meet.

**C. Enrollment Management in COVID-19**

Did not address for lack of time.

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

Did not address for lack of time.

E. Proposed College Governance Handbook: Enrollment Management Committee

Did not address for lack of time.

VI. New Business

A. SWP & Perkins Funding Process

Did not address for lack of time.

B. Class Management Strategies per COVID-19 & Remote Instruction

Did not address for lack of time.

C. Support Services During Temporary Remote Instruction

1. Support Services
2. Student Services Division Update

Did not address for lack of time.

D. Summer/Fall Scheduling

Paulette Hopkins reshared information from the Chancellor's recent e-mail regarding FTES Targets for 2020-2021. She mentioned that schedule development is currently underway for fall and that adjustments are occurring and fluid in order to protect our regular terms and maintain mission for our students and community.

Discussion focused on protocol, variances in department communication and planning, impact of teaching online and equity, and the need for contingency plans because of COVID-19. Concern was expressed about the window of opportunity to diligently plan fall semester.

Because the meeting was in overtime, consensus was to schedule another meeting to further discussion before the May 8 deadline for schedule input.

E. Emergency Blanket Distance Ed Addendum

Paulette Hopkins presented highlights for the Distance Ed Addendum and pointed out that the curriculum approval process needs to be initiated for summer and fall course offerings for those which are not already Distance Ed approved. Deadlines to submit addendums to the State are May 20 for Summer, and July 1 for Fall.

She also stated that deans should be determining with their faculty the courses to be taught in the distance ed format and whether or not this method will only be in emergency/contingency situations.

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VII. Announcements  
None given.

VIII. Adjournment  
MSC (Martinez/Omens) to adjourn at 4:35 p.m.

*Carol Sampaga*  
*Vice President's Office of Instruction*