



ACADEMIC SENATE

Agenda for September 3rd, 2020, 3pm to 5pm, CCC ConferZoom (An email invitation will be sent out to the all subscribers list on CMC's email system. If you wish to attend please use Zoom meeting ID: 92895870617 or email jdesantis@cmccd.edu with questions. Please title your email subject line "Academic Senate request")

Any person who requires a modification or accommodation in order to participate in a meeting should direct such request to Bonnie Bilger, Chief Human Resources Officer/EEO Officer, at bbilger@cmccd.edu or (760) 366-5285 at least 48 hours before the meeting, if possible.

A. Confirmation of the Agenda: Empty agenda items spaces are intended to provide space for corrections to the agenda and emergency items.

B. Approval of the Minutes:

a. 8/21/2020 Minutes

C. Audience comments. *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three minutes for each person giving comments. Time for audience comments will also be provided as needed or requested during each agenda item.*

D. Consent Agenda: *The following items on the consent agenda will not be discussed. If any senator wishes to remove an item from the consent agenda, the motion should be made during agenda confirmation, item A above.*

a. Curriculum Minutes, Feb. 2020

E. Discussion/Action Items:

a. Hiring Committees for Human Resources (standing item):

- i. We will eventually need representatives for the permanent VP/CIO hiring committee
- ii. Other hiring committee staffing needed:

CMC Academic Senate 10 +1 Title 5 responsibilities delineated in CMC Board Policy

Academic and Professional matters refer to the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;

- 6) District and College governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and

Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

- b. Update Committees – continued. Last meeting committees were tasked with reviewing their membership.
- c. Curriculum item - Curriculum Committee positions with request for one rep from Health Sciences for Curriculum Committee as per Curric ByLaws
- d. Develop a common statement that all faculty could use to alert students of what to do if servers go down, there are network outages, or power outages. Consider adding something to our syllabus template for online and hybrid classes.
- e. Curricular items for Fire Technology degree and certificate updates tabled last meeting and are on hold at the request of the Curriculum Committee
- f. Guided Pathways status update and work scheduled for this year.

F. Information/Discussion:

- a. Curriculum item –
- b. Faculty Identification cards - Continued
- c. Faculty voluntary peer mentoring – Continued
- d. Dual enrollment classes with MUSD and online training equivalency or absence of equivalency.
- e. Best practices and equity - discuss whether faculty should be requiring/not requiring student cameras on during synchronous zoom sessions.

G. Committee Reports: (Please inform DeSantis and Avila of corrections.)

a. Senate Committees

- i. **Curriculum** - Avila, Berger, Brakebill, Chlebig, Christensen, Gibbons, Hernandez, **Llort**, Maclaughlin, Martin, Monypeny, Connor, Norton, Page, Pieper, Steines (Curriculum Program Assistant Shannon Frechette).
- ii. **Library** – **Monypeny**, Baird, Friedt, Parkin, Siciliano, Basu.
- iii. **Professional Standards and Ethics** – **Christensen**, Baird, Itnyre, Walker.
- iv. **Educational Technology** - Anderson, **Berger**, Holley, Monypeny, Parkin, Powell,
- v. **Cultural Education Enhancement** – Baird, Martin, Monypeny.
- vi. **FLEX** - **Maclaughlin**, Friedt, Holley, Velasquez, Brakebill.

- vii. **Minimum Qualifications and Equivalency - Velasquez**, Avila, Chlebig, DeSantis, Friedt, Haig, Llort, Parkin, Powell, Tyne, Walker, Basu, Delaney, Brakebill.
- viii. **Academic Integrity - Danza, Walker**, Parkin.
- ix. **Hospitality (ad hoc)** – Drozd, Hernandez, Parkin, Itnyre.
- x. **Transfer Center Advisory Committee - Nafziger**, Mackert, Velasquez.
- xi. **MAVSAC- O'Donnell**, Avila, Chlebig, DeGuzman, Mackert, Nafziger, Anderson.
- xii. **Brown Bag Teaching- Danza**, Friedt, Gibbons, Holley, Martin, Page.

b. District Committees:

- i. **Academic Calendar** - Chlebig (alternate Connor).
- ii. **Student Success Planning Committee** -Avila, Baird, Christensen, Gibbons, Haig, Holley, Nafziger, Powell, Siciliano, Velasquez, (Anderson, Abell).
- iii. **Budget Advisory** - Velasquez (alternate Parkin).
- iv. **Equal Employment Opportunity** - Avila (alternate Parkin).
- v. **Graduation** - Avila, Velasquez.
- vi. **Scholarship** - Baird, Chlebig, Llort, Monypeny, Nafziger, Allen
- vii. **Desert Studies** - Baird, **Delaney**, Powell, Steines, Tyne, Basu, Bridenbecker.
- viii. **Technology** – Anderson, Berger (alternate Parkin), Monypeny.
- ix. **Employee Development Fund**-Velasquez.
- x. **Professional Development** - Maclaughlin (alternate).
- xi. **CTE** - Brakebill, Chlebig, DeGuzman, Drozd, Friedt, Haig, Mackert, Martin, Page, Powell, Steines, Tyne.
- xii. **Salary Advancement** - Connor, Llort.
- xiii. **Foundation Board** - (alternate Haig).
- xiv. **Marketing Committee** - Nafziger.
- xv. **Institutional Effectiveness** - Berger, DeSantis, Gibbons, Christensen.
- xvi. **Facilities** - Friedt.

H. Reports

a. Senate

- i. **Officers (President, VP, Secretary, State Senate Rep., Edu. Tech, Curriculum, PSE, Part Time faculty Rep.)**
 - ii. **SLOA Coordinators**
 - iii. **Senators**
 - b. **Associated Students**
 - c. **Administration**
 - d. **Board of Trustees**
-
- I. **Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)**



ACADEMIC SENATE

Minutes for August 21st, 2020, 9am to 11am, CCC ConferZoom

Present (bold denotes those not in attendance): **ALLEN, CATHY**; ANDERSON, JENNIFER; AVILA, KRYSTAL; BAIRD, ELLEN; BASU, ANAMIKA; BERGER, BRAD; BRAKEBILL, JIM; BRIDENBECKER, BRUCE; CHLEBIK, KATRINA; CHRISTENSEN, LEE ANN; CONNOR, KYLEE; **DANZA, MIKE**; **DE GUZMAN, LORENZA**; **DELANEY, PAUL**; DESANTIS, JOE; DROZD, JEFF; **FRIEDT, PAUL**; GIBBONS, HEIDI; HAIG, JEFF; HOLLEY, JOHN; ITNYRE, CATHY; LLORT, YADIRA; **MACKERT, KAREY**; MACLAUGHLIN, COLIN; MARTIN, KIMBERLEY; MONYPENY, DEREK; NAFZIGER, CASSANDRA; NORTON, DAVID; **PAGE, DAWN**; PARKIN, STEVE; PIEPER, DEAN; POWELL, JIM; SCHIEL, MELYNIE; SICILIANO, ANTHONY; STEINES, HEIDI; **TYNE, SHEILA**; VELASQUEZ, VICTORIA; **WALKER, MICHEL**

Part Time Rep: GILMORE, HEATHER

Others in attendance: JANE ABELL, JENN O'DONNELL, MICHAEL REESE, SANDY SMITH, DR. OTTEN SHANNON FRECHETTE, JENNIFER DIELEMAN, ED WILL, LLEILA SMITH, MICHAEL MORROW, JAMES SABEL, RENEE GURLEY, TRACY RICKMAN

- A. Confirmation of the Agenda:** Empty agenda items spaces are intended to provide space for corrections to the agenda and emergency items. **M/S/U Chlebk, Connor.** Move up the Administrative report to the beginning to allow for Dr. Otten to speak at the beginning. Add Emergency Items K & L.
- B. Approval of the Minutes:**
- a. 5/21/2020 Minutes **M/S/U Chlebk/Gilmore**
- C. Audience comments.** *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three minutes for each person giving comments. Time for audience comments will also be provided as needed or requested during each agenda item.*
- D. Consent Agenda:** *The following items on the consent agenda will not be discussed. If any senator wishes to remove an item from the consent agenda, the motion should be made during agenda confirmation, item A above.*
- a.
- E. Discussion/Action Items:**

CMC Academic Senate 10 +1 Title 5 responsibilities delineated in CMC Board Policy

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- 2) Degree and certificate requirements;
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- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;

- 6) District and College governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and

Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

- a. Summer Actions – Use of Senate powers for hiring committees – emailed to all faculty for multiple weeks before approving. (P/T counselor ACCESS, Administrative Assistant I, Dean of Instruction, Educational Support Specialist, EMT PT Faculty, Financial Aid Specialist, General Counselor, Military Affiliated and Veteran Services, Receptionist, Student Support, RN- Med/Surg FT Faculty. **M/S/U Chlebik/Brakebill**)
- b. Hiring Committees for Human Resources (standing item):
 - i. We will eventually need representatives for the permanent CIO hire
 - ii. General Counselor- Veterans- *Jennifer Anderson* **M/S/U- Connor/Gilmore**
- c. Night and weekend availability of campus support services. Recommend that the district prioritize supporting Professor Monypeny and ensure staffing.
 - i. Chlebik- taught over the summer that required the software, we lost students due to not having access to hardware and software. Regularly in the semester the library is open until 8pm and all-day Saturday. Could we get some evening hours and maybe half the day Saturday? This is posing a problem as MUSD is requiring their students to be on at specific times and our students may not be able to access the device as needed. Monypeny- The decision was made by myself and Jane because we are having some staffing issues and that we have been open all Summer semester and we just haven't seen many students coming in much at all. The move to lecture classes not being on campus, most students are not coming in. I am attempting to decrease exposure. On listservs we are one of the only libraries open. We are willing to open more if needed. If there is feedback that has been written from students, I would love to see that as I am not getting any of that feedback. Bridenbecker- I am only getting the notice from the student when they are dropping. Baird- Could we get a survey to the students asking what the students needs are for library usage? DeSantis- We can check with Alma. Llort- Survey within our Canvas courses-we may get more feedback this way. Chlebik- Blanket notification went out to all the students, would a survey via the email be the best way to get responses? Abell- I can work with Alma to get a survey like this sent out. She did one in March so we could adjust and send again. Baird- I support a uniformed survey so we can all see the information. Powell-link on our Canvas shells. Chlebik- If you could let us know when the link is ready, and we can let our students know. Powell- Have students that have computers and internet access but don't have the proper software or their computers can't handle it. Abell- This is only for the Fall while all our classes are online. This does not mean we will not make changes in the future. All tutoring is also remote this term. We will use the library to hand out laptops as needed. Schiel- What about the students who work during the day and need the services at night? Monypeny- We are offering scanning of reserved textbooks (majority of what students come in for) on request. All other services are remote, and we will accommodate the requests as soon as possible. Just want to reiterate that virtual no other CC libraries are open for services. Chlebik- does this violate copyright? DeSantis- there are limits.

Gibbons- LRC hours will remain the same virtually. Throughout the week some of the tutors will be physically on campus and if there are drop-ins, they will be able to safely tutor outside. Pieper-Library hours are established through a process and the reduction of hours should be the same process. Schiel- We have been very creative in offering virtual services, it might be possible for the library to be open virtually at night as well. This may be the middle ground even if we don't address the computer usage issue. We want our students to know that we have the services they need when they need them. DeSantis- I agree we have to be careful with the physical presence, I like that people can call in and email in as needed. If we don't have enough people, we should talk about hiring someone, but we should have an evening presence so that when students are doing their midnight writing they still have access. I can speak with Jane and Derrick and bring this back to the September 3rd Meeting.

- d. Update Committee memberships including the Senate's representative on the Foundation's Board.
 - i. See Memberships updates below. **M/S/U Llort/Itnyre** Table the rest for next meeting to clear up membership and descriptions along with identified chairs and schedules if possible.
 - ii. DeSantis-We started a document that showed what the Committee membership was and description of the committee, we should finish this.
- e. Call to Action –
 - i. Form a committee to help draft a resolution. Potentially invite other campus groups to participate on this committee or designate chairs of this committee to serve on a district committee of the same nature if needed.
 - 1. Reese- Hoping for a joint resolution from all constituency groups.
DeSantis- we can form our own committee and add other groups or have a district committee. Focus seems to be a District Committee. Schiel- this is a very 10+1 faculty are on the front lines I believe we should take a lead role. I would love to see a large participation of senators apart of this committee. DeSantis- I do think faculty should be very vocal in this. I am asking if it should be a senate lead or district lead committee. Chlebik- senate committees are generally FT voting members. DeSantis- we could decide to allow others to join in. We could create the first draft and then add as we have others join. Schiel- Motion to create a Call to Action Senate committee to:
1. Establish a permanent committee
2. Look for the best ways to engage PT faculty
3. Look for ways to invite the rest of the campus. **M/S/U-Schiel/Baird**
 - 2. DeSantis- Staffing the Committee- Martin, Gibbons, Nafziger, Velasquez, Baird, Avila, Gilmore, Schiel, Dieleman. Schiel will initiate first meeting.
 - ii. Ask the Curriculum Committee to take discuss how an equity minded curriculum audit could be implemented.

1. DeSantis- we will wait until after the 9/3 meeting since we just created the other committee. Llort- Already have this on our 9/24 meeting
- f. Curriculum item - Fire Technology A.S. degree update – Tabled until 9/3/20 M/S/U Schiel, Chlebig
- g. Curriculum item - Fire Technology Certificate of Achievement update. Tabled until 9/3/20 M/S/U Schiel, Chlebig
- h. Curriculum item - One rep from Health Sciences for Curriculum Committee as per Curriculum Bylaws (previous nominee declined) already talked about
- i. Curriculum item Curriculum minutes from Feb. 27, 2020 – **Tabled** Joe will send it out to everyone and approve on 9/3/20 meeting **M/S/U- Chlebig/Berger**
- j. Schedule study session with the Board of Trustees to review our resolution to achieve 100% Student Success. Discuss how to define and measure 100% student success.
 - i. DeSantis- Ask for a Joint Session for October 29th 3-5pm M/S/U Schiel/Connor
- k. Emergency Item-time sensitive-Discuss process CMC will follow for CARES funds
 - i. Velasquez- This is like the Student Referral form, if you have any request dealing with COVID for student resources, you will submit this form and then BAC will approve and/or deny. The form will go back to Meredith or Jared. Send it in ASAP. Meredith said these forms will go fast. Abell- The form will go to Jared then reviewed at BAC. There are request coming in from every different direction, so this was the way to streamline the process. Schiel- What if there is something that is needed immediately? Velasquez- we decided if it were an emergency request then we would email out the request before the next meeting. Baird- Is this for students or staff as well? Velasquez- For anything that is needed. Bridenbecker-if it is for PPE contact Kevin he is distributing. Schiel- Should we have other departments that are affected listed on the form? Berger- I believe these are the funds for students who would need these funds for online homework systems. How would a student go about getting reimbursement for this expenditure? Velasquez- we did not discuss how this would work if the student or instructor would pay and get reimbursed. Abell- Meredith emailed Jeff the process. Schiel- we had a pending questions if the district could purchase these and the faculty would hand out to the students. Abell- The next BAC meeting is 9/9 and we will look at those requests but anything that is happening right now Meredith is working with those faculty. Velasquez- I agree that we should add Melynie's request. Motion to endorse the form with Changes with the understanding that there will be immediate needs M/S/U Bridenbecker/Gilmore
- l. Emergency Item- Updating and discussing COVID precautions
 - i. Martin- I believe this was answered in previous conversations. Bridenbecker: Mostly Arts, Automotive and Sciences are those that will be meeting face to face. Martin- I was concerned if the doors were going to be unlocked to ensure only instructors are letting the students in so that the room stays sanitized. Schiel- I agree that the doors should be unlocked when the instructor is present. This will affect the part time faculty who do not have keys. I think it would be

- best that those who are teaching on campus be issued keys for this term.
- Bridenbecker- Maintenance staff have given us sanitizing equipment.
- ii. Motion- All those who are teaching this term be issued keys and the rooms stay locked until the instructor is present for risk mitigation M/S/U
Bridenbecker/Martin
 - iii. Martin- Door stoppers so that they are not being touched. Reese-Meredith and I are working on a script to provide to the faculty. Schiel- I did have a conversation with Kevin regarding faculty going into the classrooms to record lectures and there will be a process for this as well so that the room can be sanitized. Bridenbecker- contact Kevin directly Reese- Submit a facilities use form so this will be an alert. Schiel- I think we should ask the association to discuss working conditions and submitting a simple reservation Parkin- M&O should know exactly when people are in the labs. DeSantis- those that are already scheduled will not have to reserve but those that want to use a room will need to reserve. Morrow- I've always contacted security to lock and unlock the room. Berger- We haven't talked about the classroom/library computers. Are the proper materials available? Bridenbecker- M&O will be cleaning all the high touch pieces. All equipment will be cleaned by the instructors. Students will be given wipes to wipe in and out. Berger- this should be a concern. Bridenbecker- there are gloves available. Martin- gloves should be given to students in the library. DeSantis- this an ongoing discussions so please continue to contact supervisors.

F. Information/Discussion:

- a. Curriculum item – Curriculum Bylaws (updated and already approved).
- b. CTRAC-Curriculum Calendar for AY 2020-2021 (already approved). Llort- just included as a reminder
- c. Call to Action – covered this earlier by creating the committee
 - i. Discuss potential challenges for equity unique to online instruction during Covid.
 - ii. Begin other equity positive planning and discussions.
- d. Faculty Identification cards - Continued from Spring 2020
 - i. Gilmore- have been emailing about this as far as I know last it was a College Council. I briefly spoke to Dr. Reese about formatting. DeSantis- There is a machine to make IDs but do not have the extra materials, faculty could contact Student Services. O'Donnell- there is potential to complete this Schiel- Are we going to be required to have IDs DeSantis- this was a safety and security concern. Gilmore- there was some discussion about it looking different for Full Time and Part Time. DeSantis- my understanding is if you would like an ID you can contact Student Services and get an ID. There are potential conflicts we can discuss in the future about the requirement. But in the short term if a faculty member wants an ID, they could receive them. Berger- I personally think every faculty member should at least have one. It would be nice to have options for designs. I don't think we need it every day, but I do think we should have them.

Abell- The current system is set up as vertical or horizontal. I believe it costs extra for additional templates. We can't change them as of right now. It might be best that it comes from HR. An ID machine could be purchased & have a template created. Berger- I am discussion the artwork. We want the ID to look nice. Parkin- It would be nice to add the door key into it. Abell- right now we can provide one with your name but for future we could discuss more. DeSantis- will continue this conversation on 9/3/20

- e. Faculty voluntary peer mentoring – Continued from Spring 2020- Tabled for next meeting
- f. How do best support students and faculty when experiencing power or internet outages during synchronous interactions. Discuss potential syllabus language and what to do.
 - i. DeSantis- We should discuss language about how to deal with power outage on our syllabus template. As of now it could be individualized. Llort- Could CMC be notified when there is an internet outage by the companies like Spectrum.
- g. Dual enrollment classes with MUSD and online training equivalency or absence of equivalency.
 - i. DeSantis-MUSD has been training this week and last week. I have asked for more detail on how they are meeting our Quals. Schiel- the senate should be aware that we had an odd dilemma there was some courses that had missed instructional hours and there had to be adjustments. We didn't allow them to just take a grade, we made them complete hours or take an EW. Reese- Amy told me all MUSD are required to participate in 11 days of online instruction and Canvas training and each week they will have additional training opportunities. Schiel-I would like to know what the outcomes are so we can see if it is similar to the training of what we already have. Reese- I will send out what I have. DeSantis- It would be nice to have a copy of the training that was given. Reese- I will ask for that
- h. HOWL update-
 - i. Monypeny -2020 addition "The Best of" is basically done. We don't have the funds to print the physical copies so it will live online and will share that hopefully next month. Greg Gilbert wrote a retrospective. I have also made the decision that I cannot move forward as the editor. I would appreciate ideas for fundraisers so that we could print physical copies. DeSantis- as far as fundraising support contact Sandy. We will also need to talk about a Howl editor at some point. I will talk with Michael and Jane about putting out a request. Monypeny- there was some money and that went to Melissa for her design work. Baird- is this effect immediately? Monypeny- It is but willing to work with those who come on board. My understanding is as soon as the issue is published I would be stepping away at that point.
- i. Rescheduled 2019-2020 graduation: opportunity to be reminded of the date and those interested in supporting Graduation ceremonies may be interested in the Graduation Committee.

- i. O'Donnell- Most of the work for Graduation for the Committee is done online, we decided we would do an in person ceremony December 12th but we will have to discuss if that is still an option.
- j. College reports from all staff day. Also will Review Board of Trustee and College Council meetings from summer. Board meeting agendas are available at the CMC website. College Council Agendas will be forwarded by email and shared at the meeting.
 - i. DeSantis- please let me know if you have any student showcases you would like to be apart.

G. Committee Reports: (Please inform DeSantis and Avila of corrections.)

a. Senate Committees

- i. **Curriculum** – Anderson, Avila, Berger, Brakebill, Chlebig, Christensen, Gibbons, Llord, Maclaughlin, Martin, Monypeny, Bridenbecker, Norton, Page, Pieper, Steines, Velasquez, (Curriculum Program Assistant Shannon Frechette, CIO, Student Rep). Schiel
- ii. **Library** – Monypeny, Baird, Friedt, Parkin, Basu.
- iii. **Professional Standards and Ethics** – Christensen, Baird, Itnyre, Walker.
- iv. **Educational Technology** - Anderson, Berger, Connor, Holley, Monypeny, Parkin, Powell, Siciliano
- v. **Cultural Education Enhancement** – Baird, Martin, Monypeny.
- vi. **FLEX - Maclaughlin**, Friedt, Holley, Velasquez, Brakebill.
- vii. **Minimum Qualifications and Equivalency** - Velasquez, Avila, Chlebig, DeSantis, Friedt, Haig, Llord, Parkin, Powell, Tyne, Walker, Basu, Delaney, Brakebill.
- viii. **Academic Integrity** - Danza, Walker, Parkin. Have this committee on the agenda for 9/3 since Danza and Walker are out this term.
- ix. **Hospitality (ad hoc)** – Drozd, Hernandez, Parkin, Itnyre.
- x. **Transfer Center Advisory Committee** - Nafziger, Mackert, Velasquez.
- xi. **MAVSAC**- O'Donnell, Avila, Chlebig, DeGuzman, Mackert, Nafziger, Anderson.
- xii. **Brown Bag Teaching**- Danza, Friedt, Gibbons, Holley, Martin, Page.

b. District Committees:

- i. **Academic Calendar** - Chlebig (alternate Connor).
- ii. **Student Success Planning Committee** -Avila, Baird, Christensen, Gibbons, Haig, Holley, Nafziger, Powell, Siciliano, Velasquez, (Anderson, Abell).
- iii. **Budget Advisory** - Velasquez (alternate Parkin).
- iv. **Equal Employment Opportunity** - Avila (alternate Parkin).
- v. **Graduation** - Avila, Velasquez.
- vi. **Scholarship** - Baird, Chlebig, Llord, Monypeny, Nafziger, Allen
- vii. **Desert Studies** - Baird, Delaney, Powell, Steines, Tyne, Basu.
- viii. **Technology** – Anderson, Berger (alternate Parkin), Monypeny.
- ix. **Employee Development Fund**-Velasquez.

- x. **Professional Development** - Maclaughlin (alternate).
- xi. **CTE** - Brakebill, Chlebik, DeGuzman, Drozd, Friedt, Haig, Mackert, Martin, Page, Powell, Steines, Tyne.
- xii. **Salary Advancement** - Connor, Llort.
- xiii. **Foundation Board** - Schiel (alternate Powell, Brakebill) **M/S/U-Berger/Connor**
- xiv. **Marketing Committee** -
- xv. **Institutional Effectiveness** - Berger, DeSantis, Gibbons, Christensen.
- xvi. **Facilities** - Friedt.

H. Reports

a. Senate

i. Officers:

1. **President:** Actions taken over the summer. In terms of Dean of Instruction Hiring committee, Bonnie will be bringing the Administrative hiring process through this year
2. **VP**
3. **Secretary**
4. **State Senate Rep.**
5. **Edu. Tech,**
6. **Curriculum,**
7. **PSE**
8. **Part Time faculty Rep.**

- ii. **SLOA Coordinators:** Berger- Anybody who has to do a PLO are due today turn in at plosubmission@cmccd.edu SLO reports are due 9/8 any questions contact your SLOAC

iii. Senators

- b. **Associated Students:** Leila Smith- Jeff Drozd is our advisor this year. We will start having our meetings on Mondays. We completed elections in Canvas. We have 4 senators and could use more. Every elected position is filled.

c. Administration

- i. Dr. Otten- Start off by saying Thank You for all the hard work you are doing on behalf of our students. Amazing work is happening, and the students do appreciate it. COVID only allows us to have laboratories on campus. The assigned times have been notated and M&O is aware to ensure cleaning is happening. COVID training will be happening for all but those teaching labs will get it first. If you have not met Michael Reese, please stop by and meet him. The instructional Dean is underway, the name will be changed to Dean of Arts and Sciences to reflect the workload. Welcome to the most unique academic year we have ever seen.
 1. Bridenbecker- All PPE is in the middle room contact him if needed.
- ii. Sandy- Thank you Dean for putting up with me over the last 8 years and look forward to Melynie

- iii. Jenn O'Donnell- commend the Counselors and staff of Student Services for all their hard work over this time and on behalf of Student Services I want to wish the faculty a safe and healthy semester
- iv. Abell- I want to commend everyone for all the amazing things you have done to be flexible and work in the best interest of students.

d. Board of Trustees

- i. **Gilbert- Gratitude to everyone, thank you Steve Parkin for the guest speaker at flex, our challenges play to our strengths.**

- I. Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)**

Adjourn: M/S/U- Chlebig/ltnyre



COPPER MOUNTAIN COLLEGE
ACADEMIC SENATE
SUBCOMMITTEE
CURRICULUM COMMITTEE
MINUTES

Date: Feb. 27, 2020
Time: 3:00 PM
LOCATION: Room 119
CHAIR: Yadira Llorc
CURRICULUM PROGRAM ASSISTANT: Shannon Frechette

Please note: Course Outlines and Program documentation for approval are all in currlQūnet. (Please log on to currlQūnet to view the courses. Quick instructions are at the bottom of this agenda):

Y. Llorc began meeting at 3:07 p.m. with quorum.

- I. **AGENDA:** Unanimously approved
- II. **MINUTES:**
 - a. September 26, 2019
 - b. October 24, 2019
Per KAvila course names/numbers corrections were made to the Liberal Studies program information on Page 5 that were recorded incorrectly.
 - c. November 14, 2019
 - d. January 23, 2020

The Committee unanimously approved the above minutes, with the changes made as noted.

III. **COURSE OUTLINE FOR APPROVAL:**

A. **New Course Outlines Approved:** None at this time.

B. **Course Amendment Course Outlines Approved:**

1. CD 044 *Child Health, Safety, and Nutrition* (K. Martin)
Effective date: Fall 2021
Substantive: Student Learning Outcomes, Specific Objectives, Lecture Content, Methods of evaluation, Proposed for distance education, DE contact types.
Non-Substantive: Discipline, Description, Effective date, Removed advisory CD 010, Added advisory ENG 051, Requisite comment, Methods of instruction, Assignments, Textbooks.

The Committee unanimously recommended moving CD 044 forward for approval at Academic Senate.

2. GEOG 002 *Cultural Geography* (D. Pieper)
Effective date: Fall 2021
Substantive: Student Learning Outcomes, Specific objectives, Lecture content, Methods of instruction, Distance education proposed 02/07/20.

Non-Substantive: Discipline, Description, Effective date, Remove ENG 051 Advisory, Add ENG 003A advisory, Requisite comment, Assignments, Textbooks, DE contact types added, Request articulation officer submit for C-ID 02/07/20

The Committee unanimously recommended moving GEOG 002 forward for approval at Academic Senate.

3. MATH 002C *Ordinary Differential Equations* (Berger)
Effective date: Fall 2021
Substantive: Student Learning Outcomes, Specific objectives, Lecture content, Methods of instruction, Methods of evaluation,
Non-Substantive: Discipline, Effective date, Textbooks, Learning materials.

The Committee unanimously recommended moving MATH 002C forward for approval at Academic Senate.

4. PSY 010 *Introduction to Marriage & Family* (Connor)
Effective date: Fall 2021
Substantive: Student Learning Outcomes, Removed Prerequisite – ENG 051, Specific objectives, Lecture content, Methods of instruction, Methods of evaluation, Distance education proposed 02/07/20.
Non-Substantive: Discipline, Description, Effective date, Added Advisory – SOC 001, Assignments, Textbooks, DE contact types, Request Articulation officer submit for **IGETC** 02/07/20, Request articulation officer submit for C-ID SOCI 130 02/07/20.

KAvila asked if SOC 010 would be included with this approval and it was clarified by YLlort and SFrechette that SOC 010 would be ready to be presented at the next Curriculum meeting.

The Committee unanimously recommended moving PSY 010 forward for approval at Academic Senate.

IV. **DEACTIVATIONS:** None at this time.

V. **CONCEPT APPROVAL REQUESTS:**

- A. MATH 410 – a non-credit support course for MATH 010 and MATH 040 combined (Berger)

BBerger clarified that this course is an attempt by the math department to improve enrollment in the support courses such as Math 041, which has had low enrollment. Changes proposed with this new course in order to make support courses more accessible and meet student need include: adding a noncredit course, including support for students who are taking Math 010 because many of the skills students need for Math 040 and 010 are the same, open entry open exit may help students who realize after the add date that they need extra help.

A formal recommendation was made from the group to allow B. Berger to proceed in creating this COR.

- B. Development of a transfer degree for Cyber Security (Powell)

JPowell explained that CSUSB has a program in Cybersecurity that is very popular. He would like to develop a degree designed to transfer into that BA program. COD has done so and he would like to remain competitive. Looking at CODs CORs show we have a good start. Wants to explore the idea further, doing more research and speaking with CSUSB.

A formal recommendation was made from the group to allow J. Powell to proceed in creating this COR.

C. Python Programming class (Powell)

JPowell stated that according to COD, Python is required for the cyber security transfer program there so it's worth considering if CMC is considering a similar program. Separate from that, Python is becoming an industry standard in many industries and he believes students would want to take it. It is beginning to appear as requirement for jobs. It could be used as an introductory course to C++, possibly following VB as a prereq. Python is open source which has both drawbacks and benefits.

A formal recommendation was made from the group to allow J. Powell to proceed in creating this COR.

VI. **ACTION ITEMS:**

A. Updated PHIL 2 year cycle.

KAvila wanted confirmation that PHIL 008 is not on the course cycle, but is also not deactivated. Per DPieper, we are not deactivating PHIL 008 yet, though it has been discussed. YLlort recommends deactivating the course.

The Committee unanimously recommended moving this item forward to Academic Senate.

B. Updated Spanish & ASL 2 year cycle.

YLlort updated course titles for ASL to reflect the current CORs, and altered both Spring semesters to include ASL 001, 002, and 004. Updated years to current on the course cycle.

The Committee unanimously recommended moving this item forward to Academic Senate.

C. Updated Computer Science 2 year rotation.

Per JPowell, he would like to remove CS 001 (A++) from Spring due to having other courses that can be taken in Spring that fit better with the preferred sequence of courses for the degree. Course is not in as high demand as in previous years because there are now more alternatives.

The Committee unanimously recommended moving this item forward to Academic Senate.

VII. **INFORMATIONAL/DISCUSSION**

- A. Chancellor's Office program revisions – a reminder that updated TMC templates are required every five years.
- B. Curriculum ByLaws (draft from Nov 14 2019)
Further clarification on quorum, voting members, and where CIO/management fit into the approval process for inclusion in the next draft
- C. CTRAC-Curriculum Calendar for AY 2020-2021 (2nd draft)
- D. MATH 045 (Algebra for Statistics) – modification of this existing course into a non-credit support course for statistics MATH 014.
It was recommended that this issue, along with the possible MATH 410 mentioned earlier, be discussed in Senate and/or an ad hoc committee created to further explore how to support math students effectively.
- E. Articulation report
- F. Planned Flex activity with Course Leaf.
It was recommended by the committee that YLlort bring the discussion of changing course management systems to Academic Senate
- G. Curriculum Institute to be held in Riverside, July 9-11, 2020. Registration is currently open.
- H. D.E. requests or modifications to an active or existing COR.
Are these modifications to come through along with other course amendments, or should they be considered separately?

FUTURE CURRICULUM COMMITTEE MEETING DATES:

- 12 March 2020
- 23 April 2020
- 14 May 2020



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting: Sept 3, 2020

Requested by: Curriculum Committee

Subject: Complete Fall 2020 Curric membership per ByLaws listing

Type of Consideration: Action

Desired Outcome: Action.

Background: Positions that need to be filled or identified are highlighted below.

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Article II - Membership

Elected positions – voting members:

- Three faculty, one from each division, appointed by the Academic Senate.
 - 1 Brad Berger (Math)
 - 2 Jim Brakebill (CTE)
 - 3 Jennifer Anderson
- One faculty member from the Health Sciences department appointed by the Academic Senate.

1 (name provided) (pending agreement; & need to identify their teaching schedule. Needs to be filled, Nominee declined in writing.
- One faculty member from pre-collegiate credit or non-credit appointed by Academic Senate.
 - 1 Heidi Gibbons
- One Counseling faculty member appointed by the Academic Senate.
 - 1 Victoria Velásquez accepted for this.
- Three faculty at large, appointed by the Academic Senate.
 - 1 Cassandra Nafziger
 - 2 Kim Martin
 - 3 Colin MacLaughlin
- Curriculum Chair
 - 1 Yadira Llort

Appointments by Position – voting members:

- Articulation Officer **Krystal Avila**
- Division chairs (3 chairs); **Katrina Chlebig, Dean Pieper, Bruce Bridenbecker**
- Coordinator of Health Sciences **Dawn Page**

- Librarian **Derek Monypeny**
- Designated Student Learning Outcomes Coordinator **LeeAnn Christensen**
- Academic Senate President **Joe DeSantis**

Non-Voting Members:

- Curriculum Program Assistant: **Shannon Frechette**
- Chief Instructional Officer or designee **(TBD)**
- Student representative appointed by ASCMC. **(TBD)**

