

## SBVC Academic Senate

### Meeting Minutes

April 1, 2020

[Zoom link](#), 3:00 – 4:30 P.M.

Topic	Discussion	Action
<b>1. Call to Order and Roll Call</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 3:07 p.m. by C. Huston [President]</li> <li>• Roll call via Zoom registration [see <a href="#">Academic Senate Documents</a>]</li> </ul>	
<b>2. Public Comments</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>3. Senate President's Report</b> C. Huston	<ul style="list-style-type: none"> <li>• Just want to say that our campus community has really risen to the challenge of moving the majority of our classes online in a very short amount of time.</li> <li>• And I want to be sure and recognize of the work of R. Hamdy and D. Burns-Peters and M. Worsley, who have worked so hard to rise to this challenge of providing basic Canvas and Zoom training to get all classes online in just under two weeks, and all the ongoing training and support they're continuing to provide. I also want to mention some of the people who have worked as lab rats, so I know B. Tasaka, D. Trewhella, and L. Hinkle have been there helping out in the labs. I even did a shift or two. M. and J. Notarangelo did a pop-up lab in the library one day for faculty that needed some assistance. We should be sure to keep in mind, to thank R. Lares who's been online via Zoom to answer our questions, I think you know 24/7 for the last two weeks. TESS has really been working hard to try to get us up and running as well.</li> <li>• Many of our faculty never imagined having to teach online. Many of our classes don't work well with online delivery. We're all working very hard to find a balance between the needs of our students and the campus, and still work within all the constraints we're getting from local, state, and national governing bodies. These orders and guidelines change daily. We've had to make last-minute changes several times. We have to remember to be patient, creative, and kind.</li> <li>• Zoom etiquette             <ul style="list-style-type: none"> <li>○ Chat feature for questions</li> <li>○ Raise hands</li> <li>○ Only vote if you're a senator</li> </ul> </li> <li>• The State Chancellor's Office <a href="http://ccco.edu">ccco.edu</a> has a coronavirus page, and they have communications to colleges. You can find some really good information, especially here in the executive orders and guidance.</li> <li>• ASCCC has a lot of information, but I want you to go all the way to the bottom to self-care. Make sure you're taking care of yourselves. It's been really stressful. They cancelled all their conferences between now and the end of May, so they also put together a program of professional development training that started today. It goes by</li> </ul>	

Topic	Discussion	Action
3. Senate President's Report, continued	discipline.	
4. Committee Reports	<p>a. <b>Ed. Policy</b> [B. Tasaka]</p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p>b. <b>Personnel Policy</b> [J. Notarangelo]</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>c. <b>Student Services</b> [A. Aguilar-Kitibutr]</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>d. <b>CTE</b> [J. Milligan]</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>e. <b>EEO</b> [R. Hamdy]</p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p>f. <b>Professional Development</b> [R. Hamdy]</p> <ul style="list-style-type: none"> <li>• Please bear with my emails. Read them.</li> <li>• Flex day is happening still. You can still have your students working online, it just means we aren't meeting that day. <ul style="list-style-type: none"> <li>○ We have a library session, as well as Office 365 and Adobe Cloud. Accreditation from noon to 1:30 p.m.</li> </ul> </li> <li>• We're in the virtual rooms four days a week. Email me if you need anything.</li> </ul> <p>g. <b>Elections</b> [D. Burns-Peters]</p> <ul style="list-style-type: none"> <li>• Still need to happen. Senator elections need to happen. I haven't heard anything differently about Outstanding Professor. I'll get it out by end of day tomorrow.</li> </ul> <p>h. <b>Curriculum</b> [M. Copeland]</p> <ul style="list-style-type: none"> <li>• The Curriculum Committee already had a tech review meeting and full committee meeting, both via Zoom. I did send an email to all faculty to let you know we're still reviewing curriculum.</li> <li>• Faculty are more interested in moving to distance education. You still need to go through the process of having your course approved.</li> </ul> <p>i. <b>Program Review</b> [C. Jones]</p> <ul style="list-style-type: none"> <li>• All the efficacies came in except for maybe three of them. The team has already sent in some team reports.</li> <li>• May 8<sup>th</sup> will be the last meeting of the year.</li> </ul> <p>j. <b>Accreditation and Outcomes</b> [C. Huston]</p> <ul style="list-style-type: none"> <li>• We had a special meeting yesterday to look at the timeline. We won't be able to use the final draft for the Flex Day forum workshop, but we'll use the existing draft and gathering feedback.</li> <li>• J. Smith and I have been in conversation with our Vice President liaison from ACCJC. She was checking in on us. Our visit as of now is still scheduled for October 12<sup>th</sup>, but that could change we really don't know.</li> </ul>	

Topic	Discussion	Action
<b>4. Committee Reports</b> , continued	<ul style="list-style-type: none"> <li>• We can still make our current timeline if we change the College Council meeting and if we can get a final draft done in the next 16 days. There are two timeline possibilities. The committee felt that they wanted as much time as possible to adapt to possible changes before our visit. We may have a virtual visit.             <ul style="list-style-type: none"> <li>○ We wanted to bring this to the Senate for a final decision. We talked about a second read at Senate on August 12. It's not a regular Senate meeting, but it's an Inservice day. We wanted to know if it was okay to have a special meeting this day. How does the Senate feel about a new timeline?</li> <li>○ There was a consensus in favor of the special meeting; all who responded using the participant tool in Zoom were in favor. No formal motion was needed.</li> </ul> </li> <li>• I also talked to K. Wurtz this morning. He'll work with his groups as well. We're also roping in J. Gilbert for the District perspective.</li> </ul>	
<b>5. Additional Reports</b>	<p><b>a. SBCCD-CTA</b> [K. Lawler]</p> <ul style="list-style-type: none"> <li>• Negotiation team has been working really hard the past few weeks. They exchanged proposals and signed MOUs with the District.</li> <li>• On the Union website this Friday there should be documents on negotiations. If you want more detail this Friday, you can look it up on the website.</li> </ul> <p><b>b. District Assembly</b> [C. Huston]</p> <ul style="list-style-type: none"> <li>• We will continue to meet online. Our next meeting is Tuesday.</li> <li>• We have two faculty vacancies coming up. I'm pleased to say B. Tasaka already applied to be one of them. We need two total.             <ul style="list-style-type: none"> <li>○ B. Tasaka: It was due last week. I do know there were at least two applicants.</li> </ul> </li> </ul> <p><b>c. Guided Pathways</b> [T. Simpson]</p> <ul style="list-style-type: none"> <li>• We'll have our first Zoom meeting this coming Tuesday.</li> <li>• We sent forward to Board for counselors to work on the mapping. This is going to be our third week of working on that. The production looks really good and those counselors are working really hard to make sure it's done before the end of the semester.</li> </ul>	
<b>6. SBVC President's Report</b> D. Rodriguez	<ul style="list-style-type: none"> <li>• No report.</li> </ul>	
<b>7. Consent Agenda</b>	<p><b>a. Minutes</b></p> <ul style="list-style-type: none"> <li>• 3/4/20             <ul style="list-style-type: none"> <li>○ <b>Motion 1</b></li> </ul> </li> </ul>	<p><b>Motion 1: Move to approve the consent agenda.</b> 1<sup>st</sup>: 2<sup>nd</sup>: <b>Discussion: None</b></p>

Topic	Discussion	Action
7. Consent Agenda, continued		<b>Approved:</b> Unanimously <b>Abstentions:</b> Motion passes
8. Action Agenda	<p><b>a. Executive Team Reports and Q&amp;A</b> [D. Rodriguez, D. Humble, S. Thayer, S. Stark, L. Brunson]</p> <ul style="list-style-type: none"> <li>• <b>D. Rodriguez:</b> I'm just going to give you a little bit of an update about the virus and the counts that the county and state are reporting. As of this morning the county has 183 cases and 6 deaths, and the state has just over 8500 cases and 183 deaths. To give you an idea of how quickly the virus is spreading, yesterday the count in California went from 149 deaths to 183, from 7400 cases to over 8500 cases. Unfortunately it's moving really fast in our state and county. Locally, in San Bernardino there are 7, in Rialto there are also 7, and in Colton there is 1. That's in our service area. In Crafton's service area, Yucaipa has 53 cases. I'm sure many of you have been watching the news and saw the report from the nursing home there. There's 10 reported confirmed cases in Redlands.</li> <li>• I really want to thank everybody for all that they're doing, all their efforts they're putting forward during this time, expressing your concerns to myself and the Executive Team. We really do appreciate your comments, emails, and concerns. That's how we learn about things we may have overlooked. As C. Huston mentioned, things are happening so fast. A big thank you to the DE team and all the others who really helped our faculty, classified professionals, and managers get all the technology they need to move forward.</li> <li>• We are in the process of ordering laptops for students who don't have access. We haven't announced this to students yet, because we want to have them on-hand first. Please hold off in announcing that to students. We have a good number of laptops that are already out to Promise students and special population students. We're thinking we'll have about 4,000 Chromebooks in the hands of our students, which I think will make a huge difference for them.</li> <li>• I want to thank the administrative service team. They've been essentially scrubbing the campus down. They've done a phenomenal job. If you see them, please give them your thanks. And maintenance and grounds is getting so much work done; work that they may not have been able to get done during the regular school year.</li> <li>• There have been rumors going around about furloughs and workforce reduction. That has not been discussed in any of the senior management meetings on campus or at the District or otherwise. So again, absolutely no conversation about workforce reduction or furloughs. We're pretty optimistic at this point that we'll be able to come back to whatever our new normal is in the fall term. I'm hopeful that we can be back to face-to-face, but I appreciate all of you who are working on your classes.</li> <li>• <b>D. Humble:</b> I can't say anything without thanking faculty for all they've done and are doing to get our classes up and running online. I know President Rodriguez already mentioned our DE faculty leads and R. Hamdy, but</li> <li>• I have to thank you again. You're doing an excellent job and working countless hours. Also the faculty</li> </ul>	

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<p><b>8. Action Agenda,</b> continued</p>	<p>mentors. You have so much patience. Thank you.</p> <ul style="list-style-type: none"> <li>• As you know, most of our classes have been moved online. For some of those hard to convert courses, we are working with those on a course-by-course basis. We've worked with Allied Health and other licensed areas to increase our virtual labs and the percentage of what students need to do face-to-face. We're in the process of graduating our fourth semester nursing students so they can go out and help the community. We've suspended a handful of courses that have really intensive lab components. Those students have the IP grade (in progress). We'll coordinate with faculty and student schedules to reconvene as soon as possible.</li> <li>• I want to thank faculty chairs and deans for the work they've done on the schedule. We're hoping to have the schedule for summer and fall up and published on Friday. We're working so students understand that it's likely their classes will be online. You won't see all the changes from the departments in the published schedule, but we're hoping to have it done by April 13.</li> <li>• We've been working with R. Hrdlicka and his team to get faculty and staff the technology they need in order to maintain continuity of instruction.</li> <li>• <b>S. Thayer:</b> I'd like to reiterate what D. Humble mentioned about the great work that's been happening and everyone really rallying around this new normal. In student services, we are in the process of converting all of our services online. We're closed to the public, but our students can access us remotely or virtually. If you've been on the webpage lately, the landing page, you'll see it lands on our services – counseling, admissions and records, financial aid, etc. There's contact information for students to get in touch with those specific areas to get their questions answered. Student services staff has received laptops as well and is working remotely, for the most part we have work happening behind the scenes. R. Hrdlicka's team has done a great job getting us well-equipped.</li> <li>• Our counselors are currently being trained on Cranium Café which is an online counseling platform. It will allow students to enter the site by "knocking on a door," to set up appointments with counselors. I've been through some of the training, it's very student-friendly and it will allow us to provide continuity of service to students, specifically in counseling. In the meantime, we still have online counseling where students can access their counselors. We anticipate our counselors being ready to meet with students.</li> <li>• The online assessment is in testing right now. We're looking to have that finalized in the next week so students can do the guided self-placement online as well as the orientation so students can enter the college remotely.</li> <li>• The bookstore was open this week for students starting short-term classes. They were also offering free shipping to students if they contacted the bookstore.</li> <li>• We're continuing to work through our mental health counseling for students. We're in constant contact and in talks about having a version of that. There's some additional software needed for that. So we're getting that process in place as soon and as quickly as possible.</li> </ul>	

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<p><b>8. Action Agenda,</b> continued</p>	<ul style="list-style-type: none"> <li>• On the library, they have limited hours for students who need internet access. The food pantry is open the same days, Tuesday and Wednesday. We are trying to minimize the amount of students on campus while maximizing the resources for them. We want to make sure we have food available for them.</li> <li>• I know a question came up about messaging students. We're getting ready to send a message to them to let them know their options. As you know the State Chancellor suspended regulations regarding withdrawals for students. We're working with Crafton and the district, so we have a unified message. Encourage students to stay enrolled. Encourage them to try the online environment. Be flexible and have empathy. We'll work with all students. We want our communication to be clear, concise, and accurate.</li> <li>• <b>L. Brunson:</b> We are working very hard to support our students and our faculty through all the changes. Yesterday, an email went out to all faculty and all DSPS students (almost 1000) around some of the operating procedures that have changed as a result of the online conversion. Students are now going to be sending us an email if they have accommodations. One frequent question is, are students accommodations going to change for the online format? No. Whatever accommodations were on their current RAZAs will stay in place. Hopefully they have been giving those to instructors. In terms of some procedures we had in the past in terms of forms instructors had to complete, we're eliminating that now. We're trying to get away from paper and track it on a spreadsheet.</li> <li>• The Help Desk is also there to support instructors and faculty through the high-tech center. It will be open on Tuesdays and Wednesdays from 9 – 3:30.</li> <li>• We're getting requests for copies of accommodations. We're doing that in our office. We want to make it easier for our faculty, staff, and students. I know there's a lot of anxiety. We want to encourage them so they know that they can do this.</li> <li>• The DSPS portion of the campus website has been completely revamped. We want people to have up-to-the-minute information. All of those things are currently on the website as well.</li> <li>• <b>Questions/Comments:</b> <ul style="list-style-type: none"> <li>○ C. Huston: I'll read questions about hiring together. "I heard there was a hiring freeze, does that prevent me from hiring new tutors?" "Can we plan on having adjuncts, tutors, and SI in the fall or summer?" "Can faculty work outside their discipline or workload I this emergency situation, for instance, instructional faculty assisting with tutoring or DSPS?"</li> <li>○ D. Rodriguez: Some of those are contract issues with CTA in regards to workload. Faculty working as tutors in other areas would be a question perhaps we can submit to HR to see what other options we have, but I think it's a great idea. As far as a hiring freeze, as of right now, yes. HR asked us to hold off on some of our hiring committees because it's difficult. They don't believe we have the mechanisms in place yet to do a full hiring search with interviews and so on via Zoom or other technology. I believe they're working on it, but right now, yes, there's a freeze. We would probably have to get confirmation on tutors, but my standpoint is if it's going to help students be successful during this time I'm and advocate for it.</li> </ul> </li> </ul>	

Topic	Discussion	Action
<p><b>8. Action Agenda,</b> continued</p>	<p>I would say if we need adjuncts, yes. As of today, I don't see why we wouldn't need them. Earlier this week the District sent out a video to all students with myself, Dr. Horan, and J. Torres. Over the weekend, I also sent them an email message encouraging them to stay and find the resources they need. I'm hoping the message from all of us is to stay enrolled.</p> <ul style="list-style-type: none"> <li>• C. Huston: I think questions about layoffs were answered earlier. I have a couple to do with grading given the CCCO office's guidance on pass/no pass or in progress. Are we going to be using those? Is it optional? Will faculty be forced or forbidden to use them? Are we giving F's or EW's?</li> <li>• D. Humble: We're currently working on communication with Crafton so we're consistent on grading policies. As I mentioned earlier the IP grade is assigned by admissions and records. For those classes where students were suspended, students were already awarded and IP. It won't show up to faculty, it's done administratively. With regard to the pass/no pass, we're getting updates and guidance from the Chancellor's office that we'll follow. How we operationalize it locally is something we're currently discussing.</li> <li>• S. Thayer: The memo is giving us guidance. Currently we have a form for students who want to use the pass/no pass process. We've been guided by the Chancellor's office to be flexible and understanding. We want students to be aware of possible implications with transfer and the pass/no pass. We want students to be clear on that choice, although the UC and CSUs are also aware of this emergency situation.</li> <li>• C. Huston: That information, especially on pass/no pass will go out to faculty and students so faculty know what students are being told?</li> <li>• D. Humble: Yes.</li> <li>• C. Huston: Are we having faculty plan classes, assuming they may be able to switch back to face-to-face for summer or just online? Science labs function much better face-to-face, are we telling faculty to plan to be flexible? From what my chair said it sounded like we are only planning online in summer. Chemistry feels like 100% online labs are not acceptable for CHEM 150 or higher. I want to request that Chemistry be allowed to have micro-communities meet for labs.</li> <li>• D. Humble: Our motto is we're being flexible right now. We know there is a high possibility we're online for the remainder of the summer and possibly beyond. We're asking faculty to plan on being online and if we are able to come back face-to-face we can plan that as we come closer. Right now we're planning to be 100% online. We know there are some classes where online is not possible. Thank you for making that switch now to finish the semester. We're looking at what classes can we offer.</li> <li>• C. Huston: When will we know if the Academic Success Centers, Library, and Student Services are open as they are now for summer or if they'll be regular hours?</li> <li>• D. Humble: That will be determined as we go along and as we get guidance from the District and Chancellor's office.</li> <li>• C. Huston: Can we please have communications for students sent out to the faculty as well so that they're</li> </ul>	

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<p><b>8. Action Agenda,</b> continued</p>	<p>aware of what students are being told? As an example, communication about laptops were sent out but faculty are unaware of what is being said. Just to increase communication overall regarding what students are being directed to do, etc. That kind of ties back to will we know what students are being told about grades at the same time that they know?</p> <ul style="list-style-type: none"> <li>• D. Rodriguez: Just for clarification, the students have not been notified officially about laptops. We don't want to send out information to the students before we know for sure about the Chromebooks, as we said earlier.</li> <li>• C. Huston: Can the college afford all the FTES loss from being online through summer?</li> <li>• D. Rodriguez: We're hopeful that there isn't any FTES loss. To answer the question, we think we can support loss, but until we see the numbers it's hard to answer.</li> <li>• D. Humble: We're going to continue to add courses for students as it makes sense. We're going to continue to add access as it makes sense. This means adding sections. We're going to grow and while we may not be able to do all courses, we'll continue to provide access for students.</li> <li>• C. Huston: Can we have a dedicated Help Desk number for students? Students are stating that they aren't getting the help they need. We might need to take this to TESS.</li> <li>• R. Hamdy: They do have dedicated student help, but they're still backed up. Those faculty calls were going to just a couple people, but your tier one calls were moved to the Canvas help desk line. So if it's Canvas related, you're talking to Canvas folks, not our people. If it's other technology-related issues, they can email it to the Valley folks. They're quick to respond as well.</li> <li>• C. Huston: Can this help desk information be highlighted a bit more for students on the main page?</li> <li>• R. Hamdy: That's probably a P. Bratulin question.</li> <li>• C. Huston: Faculty are starting to feel overwhelmed with communication email from so many sources. Any thoughts about a centralized page for faculty communication from all levels?</li> <li>• R. Hamdy: Sorry about that. The DE faculty leads have a really nice page where they keep a lot of the information going out. I apologize, but we want to get you information as soon as we hear it too.</li> <li>• D. Rodriguez: There's a fine balance. I know sometimes myself and other administrators are told we communicate too much or too little. I hope that too much communication is better than too little.</li> <li>• C. Huston: Why were late start classes not given the additional week to make up the time?</li> <li>• D. Humble: One thing is we want to minimize confusion for students as much as possible. When you look at course end dates in the system, it has not changed for any courses in the system. We're hoping faculty can adjust course content accordingly. The course end date for full-term classes did go to the end of finals week.</li> <li>• C. Huston: Faculty need to be reminded that if they're requiring attendance in a synchronous format, it needs to be at the regularly scheduled time.</li> <li>• D. Humble: We encourage faculty to be as flexible as possible. We have had student communication that</li> </ul>	



Topic	Discussion	Action
<p><b>8. Action Agenda,</b> continued</p>	<p>working from home is not as easy for some students. I ask that faculty continue to be flexible when they do require students to log on at a particular time. Be flexible to those who cannot.</p> <ul style="list-style-type: none"> <li>• D. Burns-Peters: I want to clarify that comments. We've been encouraging faculty to record their videos if they want and post them for students to refer to at a later time for that flexibility. This was a particular situation that was reported and it sounds like it's happened more than once already where faculty are trying to maintain the continuity of the schedule. For example, if they were Monday/Wednesday at 9:00, they're holding their live sessions on Monday/Wednesday at 9:00. It's understandable, but you have another instructor with class at 11 who decides to now schedule at 9 instead. Maybe we can have conversations about that down the road.</li> <li>• D. Humble: I think we need to put out that message that they need to stick with their regular class time and not alter that.</li> <li>• C. Huston: What's the college policy for taking attendance in online classes? Synchronous teaching is very difficult and the research is primarily negative.</li> <li>• D. Humble: For positive attendance, you can record it as-is, as it happened. The other option is to provide the records up-to-date and allowing colleges to estimate for each student and report it accordingly. Regarding attendance for online classes, it's embedded in the course itself. We have regular and effective contact with students. It's making sure students are regularly logging in. Attendance and participation are all online right now and you'll have to gauge that as you go.</li> <li>• C. Huston: Who gets to teach online in the summer since it's not an emergency situation? Should we go back to only those who are trained? Can you give us some feedback? It's an agenda item for us.</li> <li>• D. Humble: Right now we're in a state of emergency. We're being instructed to maintain continuity of instruction for our students. For summer we have a little bit of choice of what we offer, even though the schedules have been submitted. Nothing's published yet, and so right now faculty chairs and deans are working with their departments to reorganize and we have distributed lists of faculty who have been DE trained. We're trying as much as possible to assign courses to those faculty who have been DE trained knowing that the right of assignment still falls with the manager, but we're really making every concerted effort to make sure that those teaching over the summer are trained and or have experience and are deemed to do so.</li> <li>• C. Huston: I'm sure there are plans for training over the summer as well.</li> <li>• D. Burns-Peters: M. Worsley and I have plans for training over the summer. We also have a level 0 training for those who need training in the basic functions of Canvas. We'll get it out as soon as we can.</li> <li>• D. Humble: To address J. Lamore's question, while it may feel like we're losing a week of instruction, faculty are encouraged to reorganize course content as needed. J. Sullivan's comment, recording can help, but I do not advise to count that as an absence. Our students are going through an enormous amount of challenges right now. You can gauge their engagement and participation in other ways. It may</li> </ul>	

Topic	Discussion	Action
<p><b>8. Action Agenda,</b> continued</p>	<p>not be possible for them to attend a synchronous class.</p> <ul style="list-style-type: none"> <li>• R. Hamdy: Some people are leaving comments about our students being emotional and us supporting them.</li> <li>• C. Huston: I want to thank our Executive team and L. Brunson for answering our questions</li> </ul> <p><b>b. Summer Session</b> [D. Burns-Peters, M. Worsley]</p> <ul style="list-style-type: none"> <li>• D. Burns-Peters: This was based on a discussion at Senate Exec. I know it was a shared concern. We know very clearly that the right of assignment is with the deans. We're clear that we're encouraging assignment based on training or a skill set. I want to make it clear that we do have faculty who have a skill set who can teach online who have not gone through our training. I think the concern that was discussed was even going through summer, we're still in an emergency. As we hear talks about going into fall, we want to be sure that there's a strong consideration by those doing the assignment on the quality of the course. I don't know how we make that happen, but being on the side of training, there are quite a few faculty who are, while they're doing what they have to do now, I'm not sure what the justice is for students.</li> <li>• R. Hamdy: Basically the motion we're looking for is because the summer schedule has not been published, and I know that some adjuncts may have been offered classes already, I'm not sure, we're asking since there is an opportunity because the schedule hasn't been published, that those offering the classes look at the DE trained list that's gone out and be aware of that instructor's skills. We've seen a wide range of skills as you can imagine. We don't want to just continue in a haphazard manner. We want to make a strong recommendation that those who make the decisions in the summer do it with a mindful approach. <ul style="list-style-type: none"> <li>○ <b>Motion 2</b></li> </ul> </li> </ul>	<p><b>Motion 2:</b> Move that those making decisions on the future schedules be mindful of those who went through the DE training or who have a particular skill set.</p> <p>1<sup>st</sup>: B. Tasaka 2<sup>nd</sup>: T. Allen</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• J. Lamore: There should be more opportunities for training, it seems unduly harsh and some departments will be screwed because they don't have enough faculty with the training.</li> <li>• R. Hamdy: There will be more in the summer. It's not a harsh yes that you have the training. We know it's not perfect, but it's creating quality assurance.</li> <li>• M. Worsley: At least until this blanket DE addendum is covering all courses completely online, we're in triage mode.</li> </ul>

Topic	Discussion	Action
<p>8. Action Agenda, continued</p>		<p>If you can get your faculty signed up, that would be great. We're still in emergency mode until things get back to normal.</p> <ul style="list-style-type: none"> <li>• J. Notarangelo: I would like it to be writ pretty open so that we are mindful.</li> <li>• C. Huston: I'll add that I talked to ACCJC about this right away and we're getting a buy on this, so they aren't included in the sampling of online courses they look at. In the future we want to be sure that there's substantive contact in case those classes are looked at.</li> <li>• T. Allen: Back when I did my DE training, about 5 years ago, does that count?</li> <li>• R. Hamdy: It's new, we haven't grandfathered people</li> <li>• in. In the case of your department, it's just being mindful of who</li> </ul>

Topic	Discussion	Action
<p>8. Action Agenda, continued</p>		<p>went through the most recent training.</p> <ul style="list-style-type: none"> <li>• D. Burns-Peters: You're the perfect example.</li> <li>• J. Sullivan: Are those who have been teaching web-enhanced going to be qualified to teach solely online? What about part-time faculty who went through training at other colleges?</li> <li>• R. Hamdy: Send your training to the DE leads. What do you mean by web-enhanced?</li> <li>• J. Sullivan: We meet at a certain time, but we use Canvas.</li> <li>• D. Burns-Peters: This training is focused on best practices, Title 5 requirements, 508 compliance, not how to use Canvas.</li> <li>• M. Valdez: I was concerned with DE people because our faculty need to be licensed. We've traditionally used</li> </ul>

Topic	Discussion	Action
8. Action Agenda, continued	<p>c. CCCCO Office Executive Orders and Guidance [C. Huston]</p> <ul style="list-style-type: none"> <li>• This is here to take a quick look at the guidance from the CCCCO office to see if there's anything we want to establish as a policy at SBVC. We've got transitioning, grading policies, getting prepared for summer and fall in an online format.</li> <li>• If you haven't looked at the resources, you should.</li> </ul>	<p>nursing faculty and I'm not sure if they're trained. I think I was set at ease with the conversation we just had.</p> <p><b>Opposed:</b> A. Castro, V. Alvarez</p> <p><b>Motion passes 19 – 3</b></p>
9. Public Comments on Non-Agenda Items	<ul style="list-style-type: none"> <li>• L. Cuny: Since we're all staying home tonight on KVCR at 10:00, my students first episode of their sketch comedy show Loco Valley will be on. Written, produced, edited, acted by SBVC students. <ul style="list-style-type: none"> <li>○ D. Burns-Peters: Is there an option to watch outside of KVCR?</li> <li>○ L. Cuny: I just emailed to see if there's something else available. If I see anything I'll email out.</li> </ul> </li> <li>• C. Huston: M. Lawler, yes there is proctoring software available. <ul style="list-style-type: none"> <li>○ R. Hamdy: The DE leads are doing a webinar on the proctoring software on Friday.</li> </ul> </li> <li>• C. Huston: S. Stark, do you have any updates for us?</li> <li>• J. Lamore: Is there any procedure in place if faculty need to come on campus for anything? <ul style="list-style-type: none"> <li>○ D. Humble: Right now, work with your dean. If you need documents scanned, we have classified staff who can do that. You can come to campus for a short amount of time if it's scheduled and if you practice social distancing.</li> </ul> </li> </ul>	
10. Announcements	<ul style="list-style-type: none"> <li>• J. Sullivan: We pushed our CTA elections back. Encourage your faculty to vote. It will all be handled on the SBCCDTA website.</li> </ul>	
11. Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned at 4:51 p.m. <ul style="list-style-type: none"> <li>○ <a href="#">Link to this meeting's Zoom video</a></li> </ul> </li> <li>• Next meeting: April 15, 2020, at 3:00 p.m. via Zoom (link will be shared on our webpage).</li> </ul>	

