

**Faculty Senate Meeting Minutes**  
**November 5, 2021**  
**1:00 - 3:00 PM**

**1. Introductions (1 minutes)**

- a. Welcome and introductions - Rita Lennon
- Guests were asked to sign in with the google sheet.
  - There are problems with the Chat function.

**2. Requests for Agenda Modifications and Short Announcements (1 minute)**

- Short announcement: TLC hosting Data and Assessment this month.
- One student joined the Faculty Senate meeting to give a student's perspective.

**3. Business (60 minutes)**

- a. Approval of [October Minutes](#) (2 minutes) - Rita Lennon
- Brooke motioned to approve
  - Lisa seconded the motion
  - Minutes approved
- b. Special Election: President Spring & Fall 2022 (2 minutes) [Ballot](#) - Tal Sutton
- Tal sent out a link for voting.
- c. Equity and Virtual Proctoring Taskforce (10 minutes) - Jeff Thies
- Taskforce created to address challenges with virtual proctoring  
Surveys were sent out to faculty and students. There is an effort to reduce the virtual footprint. Testing centers are now open but at a reduced capacity
  - Recommendations
    - Work with Math, Sciences, and Business divisions to have pop-up testing centers. These divisions use proctoring the most
    - Hire a Faculty Fellow to focus on Authentic and Alternative Assessments. This would be through the TLC - professional development would be offered. Brooke Anderson is currently working with Assessment in a broader sense.
  - The Taskforce has met with the Provost twice
  - ELT is looking at the cost of ProctorU. There is a significant cost associated with this service, but it needs to continue to be free for the students. Federal Government funds have been used to fund this service.
  - External accreditation or transfer partnerships that require an expectation of proctored exams.
    - Staffing for campus Testing Centers
      - Testing Centers are now a single division within the

institution. Staffing is low. Not staffed to meet the academic needs.

■ Online proctoring is costly and moving forward what is the plan?

- This would be 3 pronged, having staff for pop-up testing during the peak times, Continuing with ProctorU - some students prefer that, and moving forward with alternative and authentic assessments.
- Will there be conversations with the three divisions about the pop-up testing centers?
  - Those conversations have been had with Deans and Divisions Heads, refer to them with more questions. Training for staff and Faculty members were discussed.

d. Virtual Course Decision-making (10 minutes) - Discussion

- At The September meeting, this was discussed. Vice Provost was invited to the October meeting but was unable to attend that meeting or this one. There were not a lot of discussions.
- Student perspective was that virtual transition was seamless during the first semester that it took place. The next semester was clunky but did get smoother as the semester progressed.
- There was not a unified message sent out to the divisions about the virtual courses that would be offered.
- There was some flexibility in scheduling and it was known that 30% of classes were to be live classes. Students in some programs preferred the virtual environment. The flexibility will be continued in the spring semester. Faculty, adjuncts included, need the flexibility as well. There is still some uncertainty in being in a live environment.
- First-semester students need better messaging about modalities. Time of class and clarity of modalities. The Schedule of classes is not clear on the different sessions of classes. Once they are lost it is hard for them to catch up.
- Virtual offerings surveys need to be sent to all students, the ones that have a hard time with virtual. Not sure how to reach these students.
- Virtual classes do have a discrepancy in the Faculty that are ready to teach modality. There is no etiquette for virtual classes. If a decision is made to continue with the virtual modality, there should be some investment in the development of these courses.
- There was a question of how the percentage of in-person classes was decided.
- From the Provost - what would be a better way to educate students on the modalities and times, what are your suggestions?
  - On the schedule of classes, to show what day the class actually starts. This has always been a problem. Also, let them know where

they need to be on the first day of class.

- When students register online, a pop-up to explain the different modalities. Possibly with an acknowledgment button, so show that they have read it.
- D2L shows the end of the class weeks after the class actually ends.
- Possible TLC on intelligent agents, something global for all students that are not generated by the teacher.
- Text messages to students
- Virtual class planning is similar to Hyflex development. To show what resources would be available and possibly dedicate classroom space for the virtual classes.

e. [Strategic Enrollment Management Plan](#) (10 minutes) - Irene Robles-Lopez

- Ongoing work on short term and long term plans
- The SEMP team would be willing to come back to the group to answer questions.
- There needs to be stakeholder feedback from the Faculty
- This will be up for discussion at the next executive session
- Examples of strategy development items
  - We are looking at marketing and outreach, onboarding and enrollment, completion, transfer, workforce reskilling, financial support. These are some of the key areas and subgroups that will look at all of these issues.
- The pausing deletion process should be ongoing for future semester

f. [Academic Workforce Plan](#) (10 minutes) - Kate Schmidt/Aubrey Conover

i. [Steering Committee](#)

- The Segal group that is helping with this project is a separate division from the group that is working on the Class and Comp study
- Denise Reilly and Ken Scott volunteered to work on this project
  - Others did express interest as well
- This process is to create an unbiased tool going forward. This program will help ensure that all programs will be staffed appropriately. Best practices and benchmarking will be used.
- Segal is not the decision-maker, that is the college's responsibility.
- Representations from all areas are represented.
- There was an appreciation for the way this group was formed
- One goal from Segal is to have clear communication

#### 4. Reports (30 minutes)

a. Special Election Results (5 minutes) - Tal Sutton

- Rita Lennon will continue as Faculty Senate President through 2022
- There were a total of 30 votes, 2 of them were proxy votes. The decision was unanimous

b. [PCCEA Report](#) (10 minutes) - Makyla Hays

- Budget concerns, Dr. Bea came to AERC to begin the conversation.

Questions have been sent to Dr. Bea for him to answer when he returns on the 19th

- Faculty Senate and Staff council as well as other guests have been invited to the meeting on the 19th. If anyone else would like to attend, send an email to Makyla and she will send an invite
- Class and Comp study - small group, with administrators and reps from Segal to look at questions. There was some insight that was gained. There is a plan to move forward to collect data. There now seems to be collaboration in this process.
- The Chancellor's contract will be voted on this coming month. There was some concern about the extra time and 2% percent raise that is included in the contract. Any questions or concerns, please email Makyla.
- An All faculty meeting with PCCEA will be held on the 19th.

c. [Governing Board Report](#) (10 minutes) - Denise Reilly

- The last governing board meeting
- Things that make Denise say Aha
  - Board was appreciative of the work that the Faculty members are doing
- Things that make Denise Say Hmmm
  - Public Comments - comment about the Chancellor's contract
  - Public comment from Chris Tober - related to conflict of interest on contracts - no discussion
  - The Provost gave a presentation on retention. Liberal Arts were mentioned as the bread and butter of the college. There is a lot of discussion about how to grow certain programs. Liberal Arts are mentioned frequently and are something to take note of.
  - Faculty Advising - what are faculty doing for retention efforts. There are things that Faculty do that others may not be aware of. There needs to be a definition of what Faculty are doing and how to share that information with Faculty, Board members, and the community.
  - There was a comment about Faculty compensation

d. [Provost's Report](#) (10 minutes) - Dolores Duran-Cerda

- Redefining Liberal Arts - making it more interdisciplinary and including 21st-century skills.
- Breaking Barriers task force had a recommendation to have a subgroup to focus on Academics. Lamata Mitchell is calling that group together. They will be looking at how to redefine liberal arts and have diversity, equity, and inclusion embedded in these courses.
- Provost briefly reviewed the Provost report.

**Resources:**

[Faculty Senate Charter](#)

**Faculty Senate Statement to the Governing Board - September & October 2021** "Faculty

*Senators are approached more frequently by our colleagues and constituents, regarding employee pay at the College. We understand that finances are especially volatile given the depressed levels of enrollment college-wide and the ongoing pandemic, but Faculty Senators are concerned with the current allocation of funds. The Faculty Senate is interested in hearing from faculty colleagues on the Class and Comp Faculty Steering Committee, having Faculty senate officers collaborate during their administrative meetings with members of the ELT, and exploring how faculty, staff, and administration can work together on how to allocate funds in ways that will optimize academic excellence and students success.”*

What's been done so far:

1. Senate Officers met with Administration on Sept. 14, discussed Class & Comp steering committee concerns.
2. 2 members of the Class & Comp faculty steering committee shared concerns with the Faculty Senate on Oct. 1st.; David Bea will take concerns back to Segal Group.
3. Senate Officers and Administration discussed future plans and expectations on Oct. 5th.